

STRATA COUNCIL MEETING MINUTES FOR  
STRATA CORPORATION KAS 2662  
"Pemberton Valley Lodge"

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HELD: 4:30 Monday February 20, 2012

LOCATION: Phone conference/Skype

PRESENT: Mickey Patryluk, Ron Crawford, Richard Thomson, Shelley Crawford

LODGE STAFF: David Mackenzie (joined meeting from 6:40 to 9:00 pm)

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The meeting was called to order at 4:30 pm.

- 1.0 Approval of agenda: The council agreed to add the Bellstar legal issue under "other" on the Agenda and that items 3.2 were "in camera" items to be discussed before the general manager was to join the meeting. It was moved by Richard to approve the agenda, seconded by Ron and carried.
- 2.0 Approval of minutes of informal meeting of February 14<sup>th</sup>, 2012. It was agreed that this meeting was an informal discussion and as such would not be included as part of the Standard Meeting Minutes.
- 3.0 Business Arising:
  - 3.1 Richard moved to challenge the AGM meeting with respect to Rob Moore's determination that Adam Adams had not been elected to the Strata Council. It was agreed to return to this motion after discussion of 4.3 "Owner Concerns". Richard withdrew his motion as no such provision exists in the Strata Act. Richard intends to pursue this matter at the next general meeting.
  - 3.2 General Manager Employment Agreement was discussed "in camera". Shelley moved that details of the general manager employment agreement be documented and presented to the general manager on the afternoon of February 22.. Richard seconded and it was carried. Shelley is to type up the agreement and send to council for review.
  - 3.3 Discussed the Director of Marketing employment agreement template sent by David for review by council. Discussed amendments to be made with David when he joined the meeting. Shelley is to draft the amended employment agreement as well as two sample compensation clauses for David and council to review. The agreement will be presented to Laura by David and Mickey will follow immediately with a phone call to voice council support.
  - 3.4 David mentioned he is supplying Price Waterhouse with information so they can finalize their statement package which should be ready in approximately 3 weeks. Discussed sending quarterly report to owners in effort to be more open and transparent. Shelley moved that council would cooperatively create a Report to Owners by March 2<sup>nd</sup> and quarterly thereafter. Richard seconded and motion carried.
  - 3.5 In keeping with the spirit of the AGM meeting, council discussed the honorarium and decided to modify the remuneration. Richard moved that with respect to the

Council remuneration \$2000 of the \$6000 budget be applied to the Annual Strata Budget Deficit and the balance shared with the four council members. Shelley seconded and the motion was carried. Ron declined his remuneration and asked that it also be applied to the Annual Strata Budget Deficit.

- 3.6 Discussed feasibility to approach vendors and seek discounts for any pending invoices but all agreed to accept existing invoices and approve for payment.
  
- 4.0 New Business:
  - 4.1 It was agreed that all ideas for initiatives will be shared with the entire Council. The ideas would be included on the agenda for discussion and then decisions would be made as a group. Each council member has personal expertise to offer, can do the work and then bring the results to the council for discussion and agreement.
  - 4.2 Mickey will determine the process to be followed to appoint new directors of the Management Corporation. Robyn Browes (accountant) tendered her resignation effective March 17<sup>th</sup>. Shelley moved that David and Ron prepare a proposal to implement a new accounting process and to report back to council by March 2. Motion was seconded by Richard and carried.
  - 4.3 Concerns of some owners and provisions in the Act were reviewed. Council agreed to continue to work hard for the owners, to build on and improve the processes in place and strive to improve the financial returns for 2012.
  
- 5.0 Reports:
  - 5.1 General Manager reviewed the task list submitted to council, most of the items address separating the processes involving Adara. The task list is now broken down to show vendor/supplier/person responsible and completion date. A substantial number of tasks were completed and the balance to be completed by the March 4<sup>th</sup> deadline. It was reported that the Adara receivable account is now cleared. As of the end of February the laundry contract will be month to month so David is working on a renewal agreement. Braidwood is coming to the lodge on Friday to work with David. Laura and David are working with them on the first booking received through Braidwood and although it isn't a substantial booking, at least it is something. David and Laura are pressing Braidwood to work hard in these last few months of their contract.
  - 5.2 David shared good news on Laura's behalf as she couldn't attend and reported that we had reached bookings of \$131,000 to date for February against a budget of \$127,111 which will help to offset the January shortfall. The lodge is booked to capacity on the 21<sup>st</sup> and busy to the end of the month.

There being no further operations or Strata Corp business, the meeting was terminated at 9 pm.