

MINUTES OF 2016 ANNUAL GENERAL MEETING

STRATA CORPORATION KAS-2662

"PEMBERTON VALLEY LODGE"

HELD: Thursday, February 23, 2017 at 6:30pm
Holiday Inn
700 Old Lillooet Road, North Vancouver, BC

PRESENT: The owners of Strata Plan KAS 2662 "The Pemberton Valley Lodge," as per the registration sheet
David MacKenzie (PVL staff)
Chairperson: Mickey Patryluk

The meeting was called to order at 6:35 pm, after it was ascertained that a quorum (28 owners) was present in person and by proxy.

- 1.0 **Approval of the Notice of Meeting dated February 8, 2017**
Moved: Carl van Noort; seconded: Lee Holler; Carried.
- 2.0 **Approval of Agenda**
Moved: Cora Salvador; seconded: Carl van Noort; Carried
- 3.0 **Approval of the minutes for the 2015 AGM held February 25, 2016**
Moved: Eileen Holler; seconded: Cora Salvador; Carried

4.0 **Reports from Council**

4.1. *Chairman's Report*

Mickey Patryluk opened her report by acknowledging the loss of fellow council member Val Johnson following his passing in January. She thanked the council members for their work throughout 2016. She reminded all present that the strata minutes and decisions are recorded and posted on the PVL website following each strata meeting. She went on to comment on the Lodge's successful year and the accomplishments of Lodge General Manager David MacKenzie. She thanked all PVL staff for their efforts in running the Lodge frugally and thus ensuring that the owners had excellent payouts during the year.

Mickey also recapped the success of the owners in purchasing of the parking lot in front of the Lodge.

4.2 *Insurance Report*

Strata treasurer Dave Willis explained that the key job of our strata budget is to take strata fees from unit owners and use them to pay the Lodge insurance that this year is \$29,841, up from last year's \$26,703, which includes Directors' and Officers' Liability. Dave explained that despite our good claims record, the cost of insurance is going up each year not only because there are fewer carriers in the business, but because there

have been some expensive claims elsewhere that are affecting all premiums. David MacKenzie sought out quotes from other insurers and found that the next closest would cost us over \$40,000 a year.

4.3 Depreciation Report

Last year at our AGM, council committed to creating a depreciation report. The Strata Act requires that we produce one unless the owners vote to waive it. David MacKenzie has done a comprehensive job and produced an extensive and thorough report. It was reviewed by council just prior to the AGM, and once their comments are incorporated, it will be posted on the PVL website—no later than March 10th.

5.0 Review of the Financial Statements

Strata Treasurer Dave Willis reviewed the Balance Sheet (by phone) as well as the Income/Expense statement in detail. He noted that the strata corporation ended the fiscal year with a small operating surplus. All expenses for 2017 are expected to be lower than in 2016, apart from insurance. This means the strata fees will be held constant for 2017.

6.0 Special Resolution

01-17: Transfer of Operating Surplus

After discussion, it was moved (Cora Salvador), seconded (Lee Holler), and unanimously carried, whereas:

BE IT RESOLVED in accordance with the Strata Property Act section 10S by a 3/4 vote the Owners of Strata Plan KAS-2662, "Pemberton Valley Lodge" approve to transfer \$1,663.82 of the 2016 fiscal year operating surplus to the 2017 Operating Budget.

7.0 Operating Budget for Fiscal Year Ending Dec 31, 2017

Treasurer Dave Willis went over the budget for 2017 (by phone). He said he would revise the budget so that it shows the year-end surplus of \$803 that it in fact has.

Move to approve budget: Cora Salvador; Seconded: Eileen Holler; Carried

8.0 Other business

Discussion of the purchase of the parking lot land and whether its value is apportioned among owners according to the same formula used for the ownership of the suites.

9.0 Election of 2017 Strata Council

The floor was opened to nominations for strata council. The following owners have been elected to the strata council by acclamation: Mickey Patryluk, Richard Thomson, Dave Willis, Kristin McCahon, and Mary Roberts

There being no further strata corporation business, the strata portion of the meeting was terminated at 7:05 pm.

PVL Owners' Management Corporation

President's Report

Richard Thomson gave a brief and positive report on his research into general trends in hotel management, particularly the forecast for guest expectations and experiences given technological advances, which was the focus of a recent international Expedia conference that he attended with our general manager.

Treasurer's report

Dave Willis (Treasurer, by telephone) and David MacKenzie (GM) reported on the Lodge operations, particularly:

- a. The purchase of the lot adjacent to the Lodge was completed in 2016—it was purchased and fully paid for in the year.
- b. The Lodge generated a record revenue in 2016 of \$2,979,830—and a record profit for owners.
- c. Various key performance indicators (KPIs) including profit margin, operating margin, sales and marketing margin, and wage cost/revenue margin were all the best ever with the exception of the Olympic year in 2010.
- d. Consequently, the FF&E account is also at an historic high, enabling the Lodge to make all scheduled purchases and upgrades
- e. The 2017 Budget is slightly more moderate than the 2016 actuals. It is still challenging, but achievable. The 2017 Budget allows for the possibility that there might be some softening of demand for the Lodge rooms if the current tourism and accommodation factors do not persist through 2017.

General Manager's Report

1 Hotel Operations Update

- a. The televisions are now wall-mounted in all suites; the TV cabinets have been removed, making the rooms more spacious.
- b. The burgundy sofa chairs, which were beginning to look shabby, have all been replaced
- c. Sofa benches have been added to all 1 bedroom units
- d. New coffee tables have been added to all 1 and 2 bedroom units
- e. The lobby decor has been refreshed
- f. The BBQ deck area has been extended to allow for much more multi-purpose use, particularly over the summer months and during wedding season
- g. New pool deck furniture has also been added
- h. After much discussion, the Lodge purchased a skid steer to help with snow removal and landscaping. The machine has very nearly paid for itself this winter alone with all of the snow the Lodge has had to move from its parking lot.
- i. After much negotiation, Telus has installed a large new pair of fiber optic lines directly into the Lodge, which should ensure that all of our customers have good access to the wifi and download speeds will remain high, no matter how many people are online at any one time.
- j. There are continuing challenges with respect to staff hiring, largely influenced by issues of housing shortages in the whole Sea-to-Sky corridor. This is also putting upward pressure on the wages we must pay to get and retain staff.

2 Awards

The Lodge received several awards and honours in 2016, including

- a. an energy and environment award from the Hotel Association of Canada
- b. The Trip Advisor Certificate of Excellence (awarded to only 10% of hotels in the world) for the fifth year in a row
- c. The Canada Gold Award for Green Tourism
- d. The Green Leaders Platinum status on TripAdvisor
- e. An Eco Key "5 key" rating

3 Charities supported

The Lodge-sponsored Gingerbread Project raised \$13,000 for the Pemberton Food Bank. In addition, Lodge employees raised and contributed \$1000.00 to Cops for Cancer.