

**PACIFIC SHORES OWNER ENTERPRISES, LTD
BOARD OF DIRECTORS
REGULAR MEETING**

**SATURDAY, JULY 16, 2016
TIGH-NA-MARA RESORT & CONFERENCE CENTER
ARROWSMITH ROOM
PARKSVILLE, BC**

MINUTES

I. CALL TO ORDER

Chair Kate Britton called the meeting to order at 9:00 a.m. (PDT) and established that there was a quorum. Ms. Britton welcomed all to the meeting. Ms. Britton also thanked everyone for attending the finance meeting the previous day.

In Attendance:

Board of Directors

Kate Britton	Chair
Dave Hillmer	Vice Chair
Johann ‘Harry’ Felsing	Treasurer
Claus Flemming	Secretary
Stuart Allen	Director
Leonard Aylward	Director
Rick DeWolf	Director
Ken Chew	Director

Trading Places International Management – Canada, Inc. (TPIMC)

Joanne Hallert	Director of Resort Operations
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Resort Staff

Nikii Morrison	General Manager
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II. APPROVAL OF AGENDA

A motion was made by Ken Chew and seconded by Claus Flemming to approve the agenda as circulated with the following addition:

IX. E. Garage Signs

The motion was approved unanimously.

III. APPROVAL OF MINUTES

A. Minutes of April 2, 2016 – Regular Meeting

A motion was made by Leonard Aylward and seconded by Harry Felsing to approve the minutes of April 2, 2016 – Regular Meeting.

The motion was approved unanimously.

IV. COMMERCIAL CENTRE UPDATE

Stuart Allen reported on the commercial centre.

Mr. Allen thanked Nikii Morrison for her weekly reports on the resort centre. Nikii Morrison then gave a quick update on the Rock Hot Tub Complex as well as the newly installed house phone.

V. RESALE COMMITTEE REPORT

Ken Chew reported on the owner committee.

An updated report with recommendations on how to assist owners wishing to sell will be provided at the next meeting.

VI. TRUST/DEEDBACK REPORT

Kate Britton provided a report by Reed Pope prior to the meeting for the board to review.

A motion was made by Leonard Aylward and seconded by Dave Hillmer to authorize Reed Pope to create the special purpose entity to acquire delinquent inventory subject to confirmation that the tax consequences will not be adverse

The motion was approved unanimously.

VII. LONG TERM FINANCIAL REPORT

Rick DeWolf presented the initial draft of a long term financial report to the Board of Directors.

Mr. DeWolf will continue to update the report once the 2017 budget has been finalized and present the report at the next meeting.

VIII. REPORTS

A. Manager's Report - Update

Nikii Morrison provided an update to the June month end report which had previously been provided to the board.

B. Financial

1. **Current Financial statement**

Harry Felsing presented the May 2016 financials for review.

A motion was made by Harry Felsing to receive the May 2016 financials and seconded by Dave Hillmer

The motion passed

2. **Delinquency Report**

Joanne Hallert presented the delinquency report.

3. **Collections Report**

Joanne Hallert presented the collections report.

4. **HOA Owned Inventory**

The HOA owned inventory summary was provided to the board and requested that the detailed report be provided at the January 2017 meeting.

C. Trading Places International Management - Canada

1. **RCI Summary Report**

The RCI resort recognition report was provided to the board for review.

2. **Occupancy Report**

The board reviewed the occupancy report.

Review of the monthly comparisons to previous years showed that occupancy has continued to improve. This trend continued for January through May of 2016.

3. **Rental Report**

The board reviewed the rental report.

January through May 2016 gross revenue showed a year over year increase of 87.9%. The number of room nights booked had increased by 52.8% and the average daily rental rate had increased by 23%.

IX. NEW BUSINESS

A. 2017 Budget

The Board of Directors met on July 15, 2016 to review and discuss the budget for 2017.

A motion was made by Harry Felsing and seconded by Claus Flemming to approve the budget to propose to the owners with the following changes;

*Increase Legal by \$6,000.00
Decrease Reserves by \$6,000.00*

The motion was approved unanimously.

1. Refurbishment – Show Unit

Kent Cooney of The Kerr Group gave a refurbishment presentation on July 15, 2016, which consisted of updates for the units, including new flooring, cabinets, counters and appliances.

The Board of Directors formed a Refurbishment Committee with the members being Claus Flemming, Rick DeWolf and Kate Britton. Nikii Morrison will attend the meetings as an advisor with the assistance of Joanne Hallert.

In order to accommodate the financing for the Show Unit without increasing the operations budget, a special assessment of \$30.00 per interval will be requested at the AGM.

B. AGM Planning

The 2016 Annual General Meeting registration will begin at 8:30 a.m. and close at 10:00 a.m. The meeting will commence at 10:00 a.m. once the quorum has been verified. The meeting will finish by 1:00 p.m., at which time a question and answer period will take place and appetizers will be available.

C. 2017 BOD Meeting Accommodations

Management will review the inventory and reserve the units required for the Board of Directors to attend the meetings.

D. Call Button

Nikii Morrison presented the board with quotes for implementing a call button system at the resort.

The system would allow guests without a phone who are unable to access their unit the ability to reach the afterhours staff for assistance.

A motion was made by Leonard Aylward and seconded by Claus Flemming to direct management to order a call box and radio based on management's recommendations.

The motion was approved unanimously.

E. Garage Signs

Only guests who had access to a garage for the week would be permitted to park in front of the garage, thus preventing others from blocking access.

X. OLD BUSINESS

A. Action Items

The board reviewed the action item list.

A motion was made by Dave Hillmer and seconded by Ken Chew to approve management spending up to \$500 to build a covered structure for staff who smoke on their breaks.

The motion was approve unanimously.

B. 2016 BOD Meeting Accommodations

Nikii Morrison and Ajit Parhar will work with Ken Chew to ensure that the rooms required for the board members are reserved for the AGM.

XI. STRATA – REPORT

Leonard Aylward gave a report on Strata.

To date, Strata's special projects are on or under budget. Mr. Aylward provided a summary of recent projects that Strata have completed:

- Removed approximately 15 trees
- Grass was reseeded on the central grounds
- 200 block rock ponds were transformed to plant beds
- Spring Volunteer Mulch Party spread 80 yards of mulch

The next Strata meeting will be on September 12 at 9:00 a.m. and the board and management have been invited to attend.

XII. EXECUTIVE SESSION

The board convened to executive session at 1:40 p.m. (PDT).

The board re-convened to the regular meeting at 1:41 p.m. (PDT).

XIII. ADJOURNMENT

Kate Britton thanked everyone for coming.

A motion was made by Kate Britton and seconded by Stuart Allen to adjourn at 1:48 p.m. (PDT).

The motion was approved unanimously.

Upcoming 2016 Meeting Dates:

October 14th	Board Meeting at Pacific Shores
October 15th	Annual General Meeting