

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

**SATURDAY FEBRUARY 6th, 2016
Coast Harbourside Hotel – Fairfield Room
Victoria, BC**

MINUTES

I. CALL TO ORDER/WELCOME AND INTRODUCTIONS

Chair Kate Britton called the meeting to order at 10:15 a.m. (PDT) and established that there was a quorum. Ms. Britton welcomed the board members, acknowledged the guests and welcomed all to the meeting.

In Attendance:

Board of Directors

Kate Britton	Chair
Dave Hillmer	Vice Chair
Johann “Harry” Felsing	Director of Finance
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	Executive Assistant
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II. APPROVAL OF AGENDA

A motion was made by Leonard Aylward and seconded by Claus Flemming to approve the agenda as circulated

The motion was approved unanimously.

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of October 16, 2015

A motion was made by Leonard Aylward and seconded by Harry Felsing to approve the regular meeting minutes of October 16, 2015.

The motion was approved unanimously.

IV. PSRC REPORT

Stuart Allan gave an update on the resort centre.

V. REPORTS

A. Manager's Report

The Manager's Report was made available for the board of directors to review. The following items were noted in the report:

- Thanked the Board of Directors for the December Staff Appreciation lunch
- Housekeeping continuing with deep cleans
- 300 block maintenance weeks have been completed
- 421 has had the damaged wall paper removed
- Relocated 200 block rental reservations to PSOE units
- There was a slip and fall at the Rock Hot Tub over the holidays. Jaime Hall, PSRC Lawyer, is rewriting the pool waiver to take further steps to cover the resort in case of injury.

B. Financial Report through December 31st, 2015

The December 31, 2015 financial report was provided for discussion.

A motion was made by Leonard Aylward to review and receive the Financial Report through December 31, 2015.

Motion was received unanimously.

Harry Felsing reported on the financials. Although Front Desk, Housekeeping, Maintenance and Utilities were all under budget, revenues were also under and General & Administration was over with a majority of this going to the resort centre. This created an overall deficit of around \$86,000.00.

Maintenance was kept under budget for 2015 as we began to anticipate a year end deficit. For 2016 we are looking at increasing the maintenance staff levels during the

maintenance weeks to be able to do more than the basic work in the units during that time.

The Delinquency & Collections Report was provided for review. The maintenance fee delinquency rate fell at around 14.95% for year end with the special assessment at a little over 15%. The two collection agencies continue to collect on outstanding accounts.

The updated HOA Inventory list was provided for review.

C. Trading Places International Management - Canada

The RCI Summary Report, Occupancy Report and Rental Report were provided for discussion.

Ken Chew reported that we continue to meet the Hospitality criteria for RCI.

Our average occupancy has increased by 10% in the past year.

D. Resale Committee Report

Ken Chew has been working with Carol Newton and Wally Funk, PSOE owners, to see what options are out there for owners looking to sell their ownership. For the time being we will send owners an Eblast to advise that there are owner to owner sales available and who they should contact, as well as a place to view available weeks on the owners website.

VI. NEW BUSINESS

A. Trust/Deed Back Report

There are no deed backs pending at this time.

Reed Pope provided a report on moving HOA inventory to Trust for the Board's review.

B. RCI Affiliation Agreement

The current agreement with RCI runs out in June 2016.

A motion was made by Leonard Aylward and seconded by Rick DeWolf to accept the RCI Affiliation agreement provided by Wendy Miron.

Motion was carried unanimously.

TPI has reviewed the contract prior to presenting it to the Board of Directors.

C. Donation Requests

The resort receives donation requests from time to time. The Board of Directors has agreed that they will support the local area and leaves it at the management's discretion for donation of nights, subject to availability, in order to promote PSOE within the community.

D. Best Practices

Best practices is how to improve the units at PSOE combined with operation procedures. Changes in procedures are made as required to accomplish this goal.

E. Management Reporting

Management reporting will incorporate information regarding progress or change.

F. Staffing Level Review

A report was provided for review to show how staffing has changed over the last few years. The resort will add temporary or seasonal maintenance staff in the Fall when the maintenance weeks start again to improve the amount of maintenance that can be provided.

VII. OLD BUSINESS

A. Action Items – June 20, 2015

The Action items from the previous meeting were reviewed and updated.

B. 2016 AGM Meeting Accommodations

Ken Chew provided the reservation information to the Board and confirmed the dates. The April meeting will begin at 1:30pm.

C. Countertop Replacement

The Board supports maintenance to have the 7 noted units with burns and damage to be replaced.

VIII. STRATA - REPORT

Leonard Aylward reported that Strata has approved \$71,0000.00 in major roof repair in the 600 block and the work will be commencing soon. The work on the pumping station is also underway.

IX. EXECUTIVE SESSION

The board convened to executive session at 10:18 am (PDT).
The board re-convened to the regular meeting at 10:50 am (PDT).

The board convened to executive session at 2:07 pm (PDT).
The board re-convened to the regular meeting at 2:47pm (PDT).

X. ADJOURNMENT

A motion was made by Kate Britton and seconded by Leonard Aylward to adjourn the meeting at 2:47 pm (PDT).

Motion was approved unanimously.

Upcoming 2016 Meeting Dates:

Saturday, April 2, 2016 – Board Meeting at PS
Friday, July 15, 2016 & Saturday July 16, 2016 – Board & Budget Meetings at PS
Friday, October 14, 2016 – Board Meeting at PS
Saturday, October 15, 2016 – Annual General Meeting