

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

SATURDAY, JANUARY 7, 2017; 9:00 AM (PST)

Minutes

I. CALL TO ORDER

Chair, Kate Britton, called the meeting to order at 9:00 a.m. (PST) and established that there was a quorum. Ms. Britton welcomed the board members, acknowledged the guests and welcomed all to the meeting. In Attendance were:

Board of Directors

Kate Britton	Chair
Stuart Allen	Vice Chair (<i>via telephone</i>)
Harry Felsing	Treasurer
Claus Flemming	Secretary
Dave Hillmer	Director
Leonard Aylward	Director
Rick DeWolf	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 Dave Hillmer and seconded by Harry Felsing to approve the agenda as circulated with the following amendment: Add under New Business item D. Deedback Fees.

The motion was approved unanimously.

III. APPROVAL OF MINUTES

A. Minutes of October 14, 2016 – Regular Meeting

A motion was made by Len Aylward and seconded by Claus Flemming to approve the regular meeting minutes of October 14, 2016.

The motion was approved unanimously.

B. Minutes of November 10, 2016 – Regular Meeting

A motion was made by Harry Felsing and seconded by Claus Flemming to approve the minutes of November 10, 2016.

The motion was approved unanimously.

IV. REFURBISHMENT COMMITTEE REPORT

Claus Flemming gave a report on the refurbishment committee. He thanked the committee for working on the owners' behalf.

Mr. Flemming advised that the refurbishment committee would obtain all the specs from the companies they were working with and bring them to the board for a vote no later than March 15th. The rest of the units will be put to tender once the show suite is completed.

A motion was made by Claus Flemming and seconded by Dave Hillmer authorizing the refurbishment committee to spend up to \$3,000.00 CAD to obtain specifications for the case goods.

The motion was approved unanimously.

V. PS LIAISON REPORT

Stuart Allen gave an updated report on the Pacific Shores Resort Centre. Mr. Allen will circulate the appraisal, arranged by Rafer Strandlund, to the board of directors.

VI. REPORTS

A. Manager's Report

The Manager's report was made available for the board of directors to review.

B. Financial

The November 30, 2016 financial report was provided for discussion.

A motion was made by Harry Felsing to review and receive the financial report through November 30, 2016.

The motion was received unanimously.

The delinquency & collections reports were provided for review. There had been an increase in delinquency of approximately 3% from the same time period last year.

The updated HOA inventory summary was also provided for review.

C. Trading Places International Management – Canada

The RCI comment card summary was provided for review. Scores for the previous four months were good.

Joanne Hallert presented the occupancy and rental reports for review. The January – November YOY (year over year) had increased as compared to 2015.

Nikii Morrison was in contact with owners in regards to postings for the resales page on the Pacific Shores website. She reported that she had spoken with 48 owners since the webpage started and that 29 of those owners had posted their weeks on the website. To date, one of those listed had sold.

VII. NEW BUSINESS

A. 2018 AGM Meeting Dates

The meeting dates for 2018 will be:

January 13, 2018

April 14, 2018

July 13, 2018 – Budget

July 14, 2018

October 19, 2018

October 20, 2018 - AGM

B. Bonus Week Program

The bonus week insert was included in with the maintenance fee package. Its effectiveness will be reviewed in October once owners have had the opportunity to make use of it.

C. Auction of Association Inventory

The bonus week program shall replace what used to be the “silent auction” weeks that were available at past AGMs.

D. Deedback Fees

The board granted management additional limited authority to handle requests for deed backs. This additional authority will be reviewed at the next meeting.

VIII. OLD BUSINESS

A. Action Items

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

B. 2017 BOD Meeting Accommodations

Rooms for the April and July meetings have been reserved for the board. Ajit and Nikii are in the process of booking October.

IX. STRATA – REPORT

A. Management Report – Len Aylward

Leonard Aylward reported on what Strata has been working; these items included:

- Entering into a new landscaping contract with ILS to finish December 31, 2018
- Completing the work on the sewer lift station
- Obtaining quotes to remove the old boat ramp walkway
- Obtaining a condition assessment for the 600 block
- Putting the rest of the 600 block roof replacement to tender
- The drainage at units 510/511 has been repaired. It will be monitored and esthetically improved once the rains come to verify there are no further issues.

X. EXECUTIVE SESSION

The board convened into executive session at 11:50 a.m. (PST).

The board re-convened to the regular meeting at 12:55 p.m. (PST)

XI. ADJOURNMENT

A motion was made by Rick DeWolf and seconded by Claus Flemming to adjourn the meeting at 1:00 p.m. (PST).

Motion was approved unanimously.