

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

**SATURDAY, APRIL 1, 2017; 9:00 A.M. (PDT)
PARKSVILLE, BC**

Minutes

I. CALL TO ORDER

Chair, Kate Britton, called the meeting to order at 9:10 a.m. (PDT) and established that there was a quorum. Ms. Britton welcomed all to the meeting.

In Attendance:

Board of Directors

Kate Britton	Chair
Stuart Allen	Vice Chair
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 Leonard Aylward and seconded by Harry Felsing to approve the agenda as circulated.

The motion was approved unanimously.

III. APPROVAL OF MINUTES

A. Minutes of January 7, 2017 – Regular Meeting

A motion was made by Stuart Allen and seconded by Claus Flemming to approve the meeting minutes of January 7, 2017.

The motion was approved unanimously.

B. Minutes of February 22, 2017 – Special Meeting

A motion was made by Stuart Allen and seconded by Claus Flemming to approve the meeting minutes of February 22, 2017.

The motion was approved unanimously.

C. Minutes of March 13, 2017 – Special Meeting

A motion was made by Stuart Allen and seconded by Claus Flemming to approve the meeting minutes of March 13, 2017.

The motion was approved unanimously.

IV. REFURBISHMENT COMMITTEE REPORT

Unit Refurbishment – Show Unit

Rick DeWolf updated the board of directors regarding his meetings with the general contractors who came to the resort to quote the renovation.

The general contractors will be emailing the bids to Claus Flemming and Nikii Morrison, who in turn will share them with the rest of the refurbishment committee. The refurbishment committee will review and present their recommendation to the board of directors by way of a telephonic special meeting.

V. PS LIAISON REPORT

A lease agreement with the potential owner of the resort centre was provided to the board of directors for review. Nikii Morrison, Stuart Allen, Kate Britton and Reed Pope will have a teleconference meeting to discuss the specifics of the agreement. The updated lease will be provided to the directors prior to signing.

Nikki Morrison reported on the changes within the resort centre:

- 1) The pool sprinkler heads have been replaced
- 2) The pool ceiling is being amended to take care of the peeling ceiling
- 3) The pool is receiving new light fixtures
- 4) New floors are going in behind the front desk, the offices behind the desk, the banquet room, the lunch room and the lobby
- 5) The Gym is currently closed while it is being renovated
- 6) Guest laundry will be moved to the old store storage room where there is more space
- 7) The gym will expand into the old staff room and cardio equipment will be in there
- 8) The pool may be closed for a few weeks in October so that the pool can be painted. The water needs to be removed in order to update it and it has to be done before the rains come and the water table rises.

VI. TRUST/DEEDBACK REPORT

A motion was made by Harry Felsing and seconded by Stuart Allen to post the January 7, 2017 Executive Session minutes on the owner's website.

The motion was approved unanimously.

VII. REPORTS

Manager's Report – Update

Nikii Morrison gave an update on her Manager's Report:

- 1) The departments have been getting the MSI risk assessments completed
- 2) First aid kits have been refilled
- 3) Unit 413A dishwasher was replaced
- 4) Unit 323 now has separate hot water tanks for the DHW and heat exchanger, so there should no longer be complaints regarding lack of hot water
- 5) Units 610 & 614 have new ranges
- 6) We are working on controlling the sugar ants and working with Strata regarding the carpenter ants

A. Financial

Current Financial Statement

Harry Felsing reviewed the February financial report which had been previously provided to the board of directors. Year to date, we are under budget.

Delinquency Report

Harry Felsing reported that the January 2017 rate is 0.02% lower than January 2016 delinquency rate.

Collections Report

Harry Felsing and Reed Pope, PSOE's lawyer, have been working on having the collection files held by James McMillan, bailiff, returned to the association.

Joanne Hallert reported that the 2017 collections batch will be forwarded to collections on schedule and we will start to see the delinquency rate drop as the files are collected on.

HOA Owned Inventory

The HOA has 309 intervals as of March 16, 2017.

B. Trading Places International Management – Canada

RCI Resort Recognition Report

The board reviewed the RCI Recognition report and noted an improvement in the RCI ratings.

Occupancy Report

The board reviewed the occupancy report and noted a decline year-over-year for January and February, which was more than likely due to the pool being closed.

Rental Report

The year-over-year (YOY) snap shot showed the 2016 gross rental ADR was up 12.2% from 2015 and the YOY for gross rental room nights was up 36.3%.

VIII. NEW BUSINESS

A motion was made by Stuart Allen and seconded by Leonard Aylward to give Kate Britton permission to sign the Share Purchase Agreement.

The motion was approved unanimously.

IX. OLD BUSINESS

A. Action Items

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

X. STRATA REPORT

Leonard Aylward reported on Strata:

- 1) The 700 block walkway structure is being evaluated by an engineer as there may be structural concerns
- 2) Strata Management located the cause of the leak in the laundry room and will be repairing it
- 3) Tenders have been received for review with regards to painting the 600 block
- 4) Tenders have been received for review with regards to repairing the 600 block roofs
- 5) ILS has been making progress with the grounds; they are providing regular detailed reports to Strata
- 6) The walkway that was at the old boat ramp has been removed as it was a safety concern
- 7) The fire water access is being upgraded
- 8) Strata may reach out for volunteers to move soil instead of mulch this year

XI. EXECUTIVE SESSION

The board convened to executive session at 9:10 a.m. (PDT).

The board re-convened to the regular meeting at 9:55 a.m. (PDT).

The board convened to executive session at 11:55 a.m. (PDT).

The board re-convened to the regular meeting at 12:30 p.m. (PDT).

XII. ADJOURNMENT

A motion was made by Kate Britton and seconded by Leonard Aylward to adjourn the meeting at 1:54 p.m. (PDT)

The motion was approved unanimously.

Upcoming 2017 Meeting Dates:

July 14 th	Budget Meeting in Parksville
July 15 th	Board Meeting in Parksville
October 13 th	Board Meeting in Parksville
October 14 th	Annual General Meeting