

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

**FRIDAY, JULY 14, 2017: 9:00 A.M. (PDT)
COAST HOTEL
VICTORIA, BC**

MINUTES

I. CALL TO ORDER

Chair, Kate Britton, called the meeting to order at 9:01 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 Claus Flemming and seconded by Kate Britton to approve the agenda as presented. The motion was approved unanimously.

III. APPROVAL OF MINUTES

Minutes of April 1, 2017 – Regular Meeting

A motion was made by Stuart Allen and seconded by Leonard Aylward to approve the regular meeting minutes of April 1, 2017. The motion was approved unanimously.

Minutes of April 11, 2017 – Special Meeting

A motion was made by Stuart Allen and seconded by Leonard Aylward to approve the special meeting minutes of April 11, 2017. The motion was approved unanimously.

Minutes of May 18, 2017 – Special Meeting

A motion was made by Stuart Allen and seconded by Leonard Aylward to approve the special meeting minutes of May 18, 2017. The motion was approved unanimously.

Minutes of June 1, 2017 – Special Meeting

A motion was made by Stuart Allen and seconded by Leonard Aylward to approve the special meeting minutes of June 1, 2017 with the following adjustments:

REMOVE General from Special General Meeting

CHANGE “that Stuart has drafted with July 15, 2017 in Victoria being the date of the Special Meeting to present it.”

TO “that has been negotiated with Transtide Investments Limited Partnership.”

The motion was approved unanimously.

IV. PS LIAISON REPORT

Stuart Allen thanked Kate Britton, Joanne Hallert and Nikii Morrison for answering the owners’ questions and keeping the owners updated through the website. It has provided great communication with owners.

If the special meeting vote is in favour of the resolution, Transtide Investments Limited Partnership lawyers will assist PSOE’s lawyers in order to move forward. PSOE and Transtide will also evaluate the services of all interested brokers before one is selected.

V. REFURBISHMENT COMMITTEE REPORT

The minutes of the Refurbishment Committee were provided for the Board of Directors review. Claus Flemming thanked the committee for their hard work.

VI. DEEDBACK/TRANSFERS REPORT

A motion was made by Stuart Allen and seconded by Dave Hillmer to suspend any deed back transactions until the January 13, 2018 Board Meeting. The motion was approved unanimously.

VII. REPORTS

Manager’s Report – Update

Nikii Morrison provided a manager’s report which included an update on the strata work and staffing.

Financial

Current Financial statement

A motion was made by Harry Felsing and seconded by Dave Hillmer to receive the May 2017 financials as circulated. The motion was approved unanimously.

Delinquency Report

The delinquency report was provided to the board for review. The maintenance fee delinquency rate was 23%.

Collections Report

The collections report was provided to the board for review.

HOA Owned Inventory

HOA inventory was a total of 349 intervals.

Trading Places International Management - Canada

RCI Summary Report

The RCI Resort Recognition Report was provided to the board for review. The comments coming in have been very positive.

Occupancy Report

The Occupancy Report was made available for review. Reviewing the monthly comparisons to previous years showed that occupancy continues to improve.

Rental Report

The Rental Report was made available for review. January through May 2017 gross revenue had increased by 39% compared to 2016. The number of rooms booked had increased by 37.5% and the average daily rental rate increased by 1.1%.

VIII. NEW BUSINESS

2018 Budget

Nikii Morrison presented the 2018 Budget. The budget was created with the understanding that 2018 will be business as usual.

A motion was made by Stuart Allen and seconded by Dave Hillmer to approve the 2018 Budget as circulated. The motion was approved unanimously.

The 2018 maintenance fees will be based on the approved budget; however, if the special meeting vote on the presented resolution is “yes”, how the fees are invoiced will be determined at a later date.

Special Meeting Planning

The Board reviewed the structure and logistics of the special meeting for the following day to ensure that owners have received all current information and would have a chance to be heard in order to make an informed vote.

2018 BOD Meeting Accommodations

Nikii Morrison will start reserving the 2018 meeting accommodations.

IX. OLD BUSINESS

Action Items

The action items were reviewed and will be adjusted by removing all items that have been completed. A new updated action item list will be presented at the next meeting.

X. STRATA – REPORT

Leonard Aylward gave a report on Strata. This summary included:

- Approved additional \$50,000 from CRF for the 700 block structural repairs
- A special resolution to be presented at the Strata AGM regarding the use and appearance of the point hot tub area
- A special resolution to be presented at the Strata AGM regarding the use and appearance of the BBQs
- The Kerr Group Strata Management is now part of Bayview Strata Services and their office is now located in downtown Parksville.

XI. EXECUTIVE SESSION

The Board convened to executive session at 2:32 p.m. (PDT).

The board re-convened to regular meeting at 2:51 p.m. (PDT).

XII. ADJOURNMENT

A motion was made by Kate Britton to adjourn the meeting at 2:55 p.m. (PDT).

Upcoming Meeting Dates:

October 13th Board Meeting in BC

October 14th Annual General Meeting in BC