

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

**SATURDAY, JULY 14, 2018  
PACIFIC SHORES RESORT & SPA  
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.

**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

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

Joanne Hallert	Director of Resort Operations
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**Resort Staff**

Nikki Morrison	General Manager
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**Regrets**

Rick DeWolf	Director
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**II. APPROVAL OF AGENDA**

*A motion was made by Claus Flemming and seconded by Harry Felsing to approve the agenda as circulated. The motion was approved unanimously.*

**III. APPROVAL OF MINUTES**

**Minutes of April 13, 2018 – Regular Meeting**

*A motion was made by Leonard Aylward and seconded by Claus Flemming to accept the regular meeting minutes of April 13, 2018. The motion was approved unanimously.*

**Minutes of May 17, 2018 – Special Meeting**

*A motion was made by Harry Felsing and seconded by Claus Flemming to approve the special meeting minutes of May 17, 2018 with the following correction:*

*On page 3 after under MATSON vs PSOE where it says: ...and Matson has filed ...  
REMOVE: ,correctly,*

*The motion was approved unanimously.*

#### **IV. SALE UPDATE**

Stuart Allen and Kate Britton gave a report on the sale progress.

Colliers International had marketed the property extensively to both domestic and international buyers. This work resulted in 30 potential buyers signing confidentiality agreements to receive detailed information. Fourteen of these have toured the resort. There was no sale at the time of this meeting; however, there was one potential buyer who indicated that they were interested in making an offer. The suggested offer was at a price that was not acceptable to the other seller, Transtide.

Stuart Allen and Kate Britton will meet with Rafer Strandlund on how to attract new interest in the resort.

#### **V. BUDGET REVIEW**

##### **2019 Budget**

Nikii Morrison presented the proposed 2019 budget for review.

*A motion was made by Harry Felsing and seconded by Leonard Aylward to accept the presented 2019 Budget, which excluded biennial owners who own in even years, for distribution at an increase of 3%.*

*The motion was amended by Stuart Allen and seconded by Leonard Aylward to amend the budget to include the staff retention bonus and increase the maintenance fees sufficient to balance the budget.*

*The amendment was defeated with 2 in favour and 4 against.*

*The motion was defeated with 3 in favour and 3 against.*

*A motion was made by Kate Britton and seconded by Leonard Aylward to increase the budget by 6% with bad debt set at 22% and include the staff retention bonus previously approved.*

*The motion was approved by majority vote with 5 in favour and 1 against.*

#### **VI. REPORTS**

##### **Manager's Report - Update**

Nikii Morrison gave an updated report on the resort. Ms. Morrison reported that Fortis had fixed two meter leaks in the 500 block, BC Hydro fixed a leak at the 500 block transformer, a raccoon had made a home in the attic of 523A, and a water leak had been fixed at 717A.

The board thanked Nikii Morrison, the managers, and staff for all their hard work.

### **Financial**

Harry Felsing provided a review of the May 2018 financials for the board.

The delinquency and collections reports were provided for review. The maintenance fee delinquency rate was sitting at 23.66%.

The HOA owned inventory was a total of 370 intervals.

### **Trading Places International Management - Canada**

The RCI report was provided for review. The resort was rated Silver Crown.

The occupancy report was provided for review. Occupancy per month had dropped slightly in 2018; however, the resort had some challenges with leaks and projects, such as painting the 500 block, which had affected these numbers.

The rental report was provided for review. The rental nights available had gone up and so had the average daily rate (ADR). For January 2018 through May 2018, rental nights had increased by 162, a 7.8% increase, and ADR had increased by \$2.18. There was an overall 9.7% increase for gross rental revenue.

### **Strata Report**

Kate Britton provided the Strata Report. Strata had their meeting on Friday, July 13<sup>th</sup> at the Resort Centre.

Kate Britton reported that Harry Felsing had done a great job as treasurer for PSOE and Strata. She also reported that Strata had an SGM at the beginning of June to approve moving funds from the contingency account to the operating account to complete the 500 block rooves within the year and to complete work needing to be done on the water pump station, including the butterfly valve.

Some other work that Strata had underway was painting the 500 block; maintenance of the exterior dryer vents, which were cleaned, and some replaced; trimming of tree branches and bushes, which was still in progress; and repairing 600 block rooves, which was scheduled to begin on Monday with the 500 block rooves to follow

## **VII. NEW BUSINESS**

### **2019 BOD Meeting Dates/Accommodations**

The Board of Directors reviewed the 2019 meeting dates/accommodations. They are as follows:

Saturday, February 2, 2019, at 9:00 a.m.

Saturday, May 4, 2019, at 9:00 a.m.

Friday, July 12, 2019

Saturday, July 13, 2019

Friday, October 18, 2019  
Saturday, October 19, 2019, AGM

## **VIII. OLD BUSINESS**

### **Action Items**

The board reviewed the action item list.

## **IX. EXECUTIVE SESSION**

The board convened to executive session at 12:38 p.m. (PDT) to discuss owner and personnel issues.

The board re-convened to the regular meeting at 12:46 p.m. (PDT).

## **X. ADJOURNMENT**

*A motion was made by Kate Britton to adjourn the meeting at 1:41 p.m. (PDT).*