

## **Minutes of the Strata Board Meeting held on Monday, June 23, 2003**

The meeting of the **Strata Board Meeting** was held on Monday, June 23, 2003 in the Hospitality Lounge at the Sands Resort

Present :        Mr. Stan Hartling, Chairman of the Board  
                    Mr. Richard Long, Member  
                    Ms. Catherine Caldwell newly appointed member  
                    Mr. Luigi Fedele, Managing Director of Oceanside Marketing Ltd.  
                    Mr. Christoph Warnke, Financial Controller of Oceanside Marketing Ltd.  
                    Ms. Paula Williams as Recording Secretary.

Members not present: Mr. Jeffrey Crouse, has now resigned  
                              Mrs. Elizabeth Flamant, absent with excuse  
                              Mr. Miles Hamm, absent with excuse

Welcome and greeting was done by Mr. Stan Hartling, Chairman.

Appointment by proxy of Ms. Catherine Caldwell as a new member of the Strata Board

### **Approval of the Minutes**

Presentation of the last meeting was submitted of which was approved by Mr. Richard Long, Board Member and seconded by Mr. Stan Hartling, Chairman.

The Director's assurance to be amended so Jeff Crouse is removed and Catherine Caldwell be inserted as a Board Member.

### **Matters arising from the minutes**

- As a follow-up to the reception of the television cable in Building 3, there have been repairs and the improvement has been noted. It will be ensured that we do what is required to get this in full operation.
- the monthly News Letter has now been submitted on the Owners website.

### **Presentation of the Un-audited Financial Statement of May 31, 2003 Y.T.D.**

- Un-audited Financial Statement of May 31, 2003 Year-to-date was submitted by Mr. Christoph Warnke, the Financial Controller. Mr. Warnke has stated that we achieved a reserve of approximately \$71,500.00 versus the budgeted amount of \$88,000.00.

The short fall is due to the fact that pool repair was done and purchase of pumps and equipment for the sewage plant and the pools.

**Presentation of the approval budget July 1, 2003 to June 30, 2004.**

- Mr. Christoph Warnke submitted the budget for Fiscal Year starting July 1, 2003 to June 30, 2004 in detail. Everyone was satisfied, and the budget was approved.

The Board Members has approved a twenty –five cent increase per square feet over the budget starting July 1,2003 ending June 30, 2004. The new cost per square feet is now \$5.20. Motion was made by Mr. Hartling and seconded by Mr. Long.

**New business**

- The Board will present to the General Meeting an additional assessment of twenty-five cents per sq ft increase to be charged annually in lieu of charging work order for all minor repairs less than \$50.00.
- These repairs are to be described as leaking faucets, caulking of tubs and sink seams, replacement of light bulbs, re-programming of televisions, realigning of doors on tracks, and remote/safe batteries, etc,.
- Mr. Warnke will have a list of all these items included in the repair program.
- It was decided, before taking this into effect, it should be reviewed again.
- It has been requested by Ms. Caldwell that Pest Control be done once every month.
- Mr. Richard Long seconded by Ms. Katherine Chadwell made the motion that abnormal consumption caused by water leakage will be equally distributed to all of the Owners once we identify the problem, rather than charged to a specific owner.
- An additional person was required to sign on the Strata Association's Bank Account. This was motioned by Mr. Stan Hartling seconded by Mr. Richard Long that Ms. Catherine Caldwell be given the authority to sign as a co-signer.

It has been decided that with the handling of the reserves, any amount in excess of \$25,000.00 or more be put on a Savings Accounts to accumulate interest. This was moved by Mr. Stan Hartling and seconded by Mr. Richard Long.

Maintenance of the access road to the Park and landscaping need to be improved. This was agreed and follow up with Landscape Dept to take place.

**Date of Next Meeting**

The next Board and General Meeting will be held on January 7, 2004 at the Sands Resort in the Hospitality Lounge.

There was no other business to be discussed; therefore the meeting of the Strata Association has been adjourned at 10:30am.

The **Annual General Meeting** of The Sands “Strata Association” was held on Monday, June 23, 2003 in the Hospitality Lounge at the Sands Resort.

Present :

- Mr. Stan Hartling, Chairman of the Strata Board Association
- Mr. Richard Long, Member of the Strata Board Association
- Ms. Catherine Caldwell, newly appointed Member, SBA
- Mr. Luigi Fedele, Managing Director, Oceanside Marketing
- Mr. Christoph Warnke, Financial Controller, Oceanside Marketing
- Ms. Paula Williams, Recording Secretary
- Mr. David Hairston, Resident Manager, Oceanside Marketing
- Ms. Teresa Brunner, returning
- Ms. Diane Jones, Housekeeping Manager
- Mr. Johnny Steplin, Maintenance Manager

Owners

- Mr. Howard & Mrs. Joanne Lowre - 2201
- Mr. & Mrs. Blake Dunlop - 5102
- Mr. & Mrs. William Bailey - 5103

Welcome and greetings was done by Mr. Stan Hartling, Chairman of the Strata Board Association, who introduced the Board members, namely, Mr. Richard Long, Member, and Ms. Catherine Caldwell, newly appointed Member and Mr. Luigi Fedele and Mr. Christoph Warnke members of Oceanside Marketing.

Mr. Luigi Fedele went on to give a brief explanation of the Annual Meeting and introduce the Staff Members of Oceanside Marketing, namely, Mr. David Hairston, Resident Manager, Ms. Teresa Brunner, returning, Mr. Diane Jones, Housekeeping Supervisor and Mr. Johnny Steplin, Maintenance Manager.

**Presentation of the Un-audited Financial Statement of May 31, 2003 Y.T.D.**

Mr. Christoph Warnke, Financial Controller presented the Un-audited Financial Statement of May 31, 2003 Y.T.D. and the approved budget for July 1, 2003 to June 30, 2004. A copy was issued to all present of which they were able to view along.

It was mentioned that there was an increase in property and liability insurance of 6%.

It has been pointed out/explained by Mr. Warnke, that some extra spending in the Employee Benefits Account, was due to payroll increase, travel allowance, and Christmas Party (staff). Also, purchase of extra supplies and new pumps for the Sewage

Plant in Maintenance Department, repairs of water sporting, repairs to the pools and beach huts, landscaping supplies and bark mulch.

A voluntary payment of \$10,000.00 per year has been pledged by Oceanside Marketing Ltd. to off set some of these costs of watersports.

Despite the incurred expenses, at the end of the fiscal year we will have a surplus of approximately \$71,500.00 consisting of fifty-three cents per square feet. The surplus will be added to the Reserve Account.

A request was made to the Board to increase the Strata Fee by twenty-five cents to \$5.20 per square feet per annum. This is due to the increase in high maintenance repairs and purchase of supplies, landscaping, pool and beach and supplies, and to increase the Yearly Reserve Account.

Mr. Long raised the point that the increase on the \$10,000.00 contribution be done also. It will not, due to the fact that Strata Fees are paid by Oceanside Marketing on the laundry, restaurant, lobby areas etc., so the increase will affect Oceanside Marketing.

Expenses incurred by Maintenance were explained in detailed by Mr. Stan Hartling.

All Members present at the meeting has approved the twenty-five cent increase in the Strata Fee.

### **Outlook for the upcoming season**

Mr. Luigi Fedele, Managing Director gave a brief detail of the outlook for the upcoming season. He feels quite confident of the past and future success of the Resort.

There has been a 26% increase over last year in gross accommodation revenue. Our average occupancy this year was 56% as compared to 49% of last year, and the average room rate increased by \$ 5.60 over last year.

### **New Business and questions by the Members**

- To make all aware, Owners/guest alike, and to keep a consistent inventory stock, an itemized list of all kitchen ware should be kept in each unit, inserted inside the cabinet door, of all of the items that should be available along with a short wording **“Please immediately contact the Front Desk should you find anything missing from this list”**
- It has been reminded that all Owners personal items should be kept in the Owner’s closet when they are not in house.

It was suggested that there be a yearly walk with Owners to inspect the property to give us a general view of the property. This was agreed and a walk through was scheduled to take place within two days.

It was also suggested, but we now have it in place, and implemented, a checklist prior to all arrivals, that units be thoroughly checked for default.

Mr. Stan Hartling has suggested that we perform a general inspection of the property twice per year with Owners who are in house.

While there are minor areas to be dealt with, the Management Team in general has been applauded on a well-done job

Some vegetation around the property has to be trimmed, to open views. The time usage per person of the computer service at the front desk has to be reinforced. This computer is to be cleared by the Computer Technician on a regular basis.

A request was made to have an ice machine on property. Based on the cost of maintenance due to salt air etc.; we believe it would not be a good idea. It was suggested, that we would ask the Convenient Store to sell ice.

The next General Meeting date will be announced at a later date.

There were no other issues to be discussed; Mr. Stan Hartling thanked everyone for their attendance. Mr. Richard Long moved that the meeting be adjourned.

