



PO Box 5065

Port Hardy, BC V0N 2P0

Seawind Estates
2024
Annual General Meeting
MINUTES

February 4, 2024

**Held in the
Quatse Fish Hatchery Boardroom
Starting time 1pm**

Minutes for the Annual General Meeting (AGM) of the strata corporation held on February 4th 2024, in the Quatse Fish Hatchery Boardroom. Members attended in person, also attended via Zoom and others voted by proxy.

Pre Call-to-order: 12:45-1pm

Registration and issuing a voting card for each strata lot represented at this meeting.

21 strata lots were represented at this AGM – in person (17) and by proxy (4). This exceeded the required quorum of 17 and, as such, the meeting could proceed as planned. Two attended by Zoom who did not participate in voting, therefore they were not included in this count.

Call to order at 1:08 pm by Dale Dorward.

Dale Dorward called to order the AGM for Seawind Estates Strata having confirmed the “Notice of Meeting” was sent out to all registered strata lot owners on January 21, 2024, in accordance with the *Strata Property Act*.

Approval of Agenda: A motion to approve the agenda was **MOVED, SECONDED** and **Passed unanimously**.

Adoption of Minutes from the last Annual General Meeting. held February 5, 2023:

The following amendments to the 2023 AGM Minutes were presented for inclusion in amended minutes of the Seawind Estates 2023 AGM:

Bylaw 40,1 to read: **“An owner, tenant, occupant or visitor must not allow a strata lot to become unsanitary. Rubbish, including packing boxes, must not be thrown, piled, or stored in the strata lot or on the common property. Any expenses incurred by the Strata Corporation to remove such, will be charged to the strata lot owner.”**



Bylaw 40.3 to read: "Any waste material other than ordinary household refuse and normally collected recycling materials shall be removed from the Estates by the owner, tenant, or occupants residing in the Estates."

Bylaw 40.4 to read: "An owner, tenant, occupant or visitor may only use balconies, patios, or common property contained within a privacy fence, for limited storage. Balconies are only permitted to have reasonable amounts of patio furniture, temporary drying racks and personal transportation such as bicycles."

A motion to approve the amended minutes was **MOVED, SECONDED and CARRIED unanimously.**

Acknowledge we have no unfinished business from the 2023 AGM:

Lilian Birmingham confirmed there was no unfinished business.

Receive reports of council activities and decisions since the 2023 AGM:

President's report included at end of Minutes.

Maintenance Report included at end of Minutes.

Insurance Report – Nancy Botham reported on our Strata Insurance Policy in effect to July 25, 2024, and new insurance provider, Seafirst Insurance Brokers Ltd. The new company requires the age of hot water tanks in each unit and the 2024 council will be requesting this information from owners by May 2024. Nancy reminded owners of what is and is not included in the Strata Insurance coverage. She encouraged owners to check that they have adequate personal insurance coverage. In the event of an earthquake, owners need to contribute to the strata's deductible and should include earthquake coverage in their personal insurance. In the event of an earthquake the owner would pay their personal insurance deductible. Their insurance provider would pay the remainder of their portion of the strata earthquake deductible.

Insurance report included at end of Minutes.

Treasurers Report included at end of Minutes.

Voting:

1. Ratification of Rules:

Three rules approved at the 2023 AGM were brought to owners for ratification.

- 1. The vinyl colour "Wicker" may replace stucco where stucco needs replaced.**
- 2. White soffit vinyl may be used under roof overhangs and under decks.**
- 3. Vinyl within the Estates may be painted to match original stucco colour.**

A motion to approve the ratification of all three rules was **MOVED, SECONDED and CARRIED unanimously.**

2. Depreciation report:

The motion "I approve having **NO depreciation report done in 2024**" was **MOVED, SECONDED and CARRIED** by 75% majority. (In favour 19, opposed 1, abstained 1.)

3. Approval of the 2024 Annual Operating Budget:

Council put forward a budget this year which held strata fees unchanged from 2023. (Budget included as an attachment after the AGM Minutes.)

With no concerns or amendments raised, a motion to approve the proposed operating budget as presented was **MOVED, SECONDED and CARRIED unanimously.**

4. Land Title Office submission:

The following motion concerning parking allocations was presented to owners for approval, with the explanation that a recent survey of the estates brought to light an irregularity in the number of stalls in the estates. This motion aligns the 2022 AGM resolution concerning parking allocation with the surveyed drawings.

BE IT RESOLVED by $\frac{3}{4}$ vote of the Strata Corporation that:
pursuant to section 75 of the Strata Property Act, the following designations of limited common property as more particularly shown on the sketch plan appended to the resolution filed August 11, 2011 under registration number FB0429406 be removed:

Parking stall 30 (LCP for SL 28)

Parking stall 37 (LCP for SL 48)

Parking stall 63 (LCP for SL 50)

Parking stall 64 (LCP for SL 22)

Parking stall 65 (LCP for SL 38)

Parking stall 66 (LCP for SL 37)

Parking stall 67 (LCP for SL 36)

Parking stall 68 (LCP for SL 35)

Parking stall 69 (LCP for SL 34)

Parking stall 70 (LCP for SL 33)

pursuant to section 74 of the Strata Property Act, the following parking stalls be designated as limited common property for the exclusive use of the listed strata lot, as more particularly shown on the sketch plan attached as Schedule A:

Parking stall 37 be designated as limited common property for strata lot 28

Parking stall 63 be designated as limited common property for strata lot 48

Parking stall 64 be designated as limited common property for strata lot 50

Parking stall 65 be designated as limited common property for strata lot 22

Parking stall 66 be designated as limited common property for strata lot 38

Parking stall 67 be designated as limited common property for strata lot 37

Parking stall 68 be designated as limited common property for strata lot 36

Parking stall 69 be designated as limited common property for strata lot 35

Parking stall 70 be designated as limited common property for strata lot 34

Parking stall 71 be designated as limited common property for strata lot 33

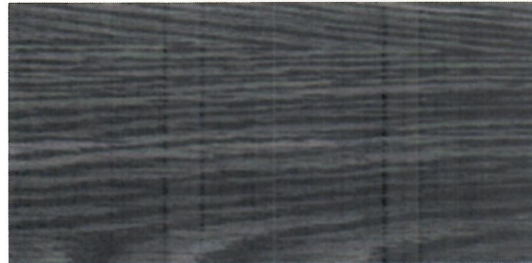
Motion to approve this parking stall allocation: **MOVED, SECONDED and PASSED unanimously.**

5. Privacy fence colour:

To better meet Strata Fence Rule #3 (“The fence must be constructed of wood and stained to match other fences in the complex.”) strata council brought the following proposal which closely matches the majority of fences in the estates.

Motion: I approve Home Hardware's BeautiTone Semi-transparent Briarwood WST 26-9 (B28 shots; C14 shots; U24 shots), OR a product colour-matched by any supplier to this recommended stain, as our recommended fence colour for privacy fences going forward.

Motion to accept this privacy fence colour recommendation MOVED, SECONDED and PASSED unanimously.



Briarwood

WST26-9

- 6. Motion concerning permitting sheds inside privacy fenced areas:** After significant discussion and with many unanswered or inadequately answered questions, this matter has been sent back to the strata council for further study. **The proposal, as presented, was not approved.**
- 7. Motion concerning permitting skylights in the lower, vaulted roofs of three-bedroom units:** After significant discussion and with an awareness that differences of option existed, owners submitted a paper vote to provide direction on whether sufficient owners wanted to proceed with creating an amended motion for approval. Private vote in favour 13, opposed 5, abstained 3. **This vote did not meet the 75% approval requirement, thus motion not passed.**

Election of 2024 Strata Council

Nominations for members: Erin Haighs nominated Jillian Brown, Richard Kidra and Karla Hansen; Nancy Botham nominated Kathryn Chapman; Kathryn Chapman nominated Nancy Botham; Richard Kidra nominated Lilian Birmingham, Erin Haighs, and Colin Hunko. Colin Hunko and Lilian Birmingham declined. Jillian Brown, Kathryn Chapman, Nancy Botham, Richard Kidra, Erin Haighs, and Karla Hansen accepted.

Acknowledgement and thanks: Dale acknowledged everyone that served on the council throughout 2023.

Adjournment of meeting at 3:00pm by Dale. End of 2024 AGM

2024 AGM Minutes Prepared by Alexis Leak and Lilian Birmingham
Reviewed by Kath Chapman and Nancy Burrows

Seawind Estates AGM 2024

PRESIDENT'S REPORT

As we look back on a year in which we approved a levy to address roofing needs, I want to take you behind the scenes for a moment. It was in early 2019 that roof problems first grabbed strata council attention and we asked Carson Roofing to quote. Other priorities prevailed and the roof had to wait. In late 2021 a building envelope engineer highlighted design problems in our roofs and confirmed the urgency of addressing the problems. In 2022, strata council members reviewed quotes from more than one roofer and worked to convey to owners the urgency of addressing our problems. In 2023, owners approved a levy and we engaged the best roofer to start work as soon as weather permitted.

Looking forward, while Strata Council's responsibility is always to maintain our strata buildings and grounds, the work ahead permits including upgrading the look of our buildings. This will take an experienced team, plus time to plan properly and save for. The road ahead is not simple.

Today however, I take this opportunity to thank people who have helped us get to where we are today. Specifically...

Scocchi Holdings, the parent company of Applewood dealerships willingly put forward a person with extensive maintenance experience to represent them on the strata council.

Steve Birmingham brought to the council five decades of maintenance experience, including maintenance planning at the island copper mine, building a house with help to roof on, and over three decades as a business owner doing repair and maintenance work. Steve stepped down from strata council in June.

Alexis Leak wrote up Minutes of meetings, prepared Form B's and Form F's as owners sold their units and sent welcome letters to new owners. Alexis stepped down from strata council in September due to new work commitments.

Julie Miller, our 2023 vice president and co-treasurer, contributed in many ways. Towards the end of the year she received a work transfer. She resigned from council in January.

Erin Haighs pressure washed and painted the Granville Street fence with some help, along with other practical contributions.

Dylan Dirom made the meeting room at Rendezvous Place available for council meetings at no charge.

Nancy Botham reliably and willingly reviewed Minutes and along with other council members, cheque runs.

On behalf of everyone, thank you for your contributions.

President's report prepared by Lilian Birmingham

Seawind Estates AGM 2024

MAINTENANCE REPORT

Our Roofs:

The major project during 2023 involved the upgrade of our roofs. All but three four-plexes saw their roof get newly shingled, with the remaining three scheduled for 2024.

This project has transformed a vulnerable asset into a roof that Carson Roofing Ltd believes will serve us well for the next 25 to 30 years. We have addressed design weaknesses and eliminated problems stemming back to the era of leaky condos. Most noticeably, the roof vent on lower rooflines has been replaced with a strip vent that allows every bay to have air flow. The original roofers left out the strapping that lets air move between bays to a central upper vent.

The Granville Street Fence:

Our Granville Street fence received a good pressure washing and new paint in 2023. It looks better for it. Thank you everyone involved.

Other:

Other maintenance work in the Estates declined significantly from the \$80,000 plowed into maintenance projects in 2022 and even from our baseline average of \$35,000 from earlier years. This is in part due to people we rely on pulling out of the local workforce in 2023 due to family health issues or other reasons.

Looking Forward:

The Estates will see the remaining roofs completed in 2024; Chris Drover plans to return in June from the East Coast and Leo Leuie is also again able to take on some work. Todd Bernard, who led the deck repair team in 2022 has agreed to do the remaining deck repair in 2024. Other projects are on the table but have yet to be finalized.

Maintenance report prepared by
Lilian Birmingham

Seawind Estates
INSURANCE REPORT
2024

A copy of our Strata Insurance Policy with a new insurance provider, Seafirst Insurance Brokers Ltd, which expires July 25, 2024, follows this report.

One change with our new insurance providers is that they ask for the age of hot water tanks throughout the Estates. Anticipate us collecting this information from you by May.

A reminder here that while our Strata Insurance coverage remains the same as in previous years but does not cover everything.

1. **Earthquake deductible.** In the event of a major earthquake, to meet our deductible, owners may need to contribute towards the strata deductible according to their strata lot entitlement.
2. **Betterments and Improvements** to your strata lot. This includes such things as kitchen, bathroom, appliance, and flooring upgrades.
3. **Contents.** Includes owner's furniture and belongings.
4. **Live Out Allowance** (applicable to resident owners only) and **Loss of Rental** (applicable to landlord owners only).
5. Should a loss occur that an owner or tenant caused, the owner may be charged the Strata Insurance's deductible for any strata claim connected with the loss.

Strata Corporation's insurance policy covers services, and repairs of "as-built" fixtures, but it does not include improvements, furniture, or personal belongings.

Maintenance and replacement of items, including hot water tanks, appliances, fans, heaters, flooring etc., are owner responsibilities. The owner is also responsible for repainting walls, repairing damage to drywall and so on.

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We encourage you to check with your personal insurance broker that you have adequate personal insurance coverage.

Seawind Estates 2024 AGM
TREASURER'S REPORT

During 2023 both our income and expenses rose as we navigated a major reroofing project. As the Revenues and Expenses for 2023 and the proposed budget for 2024 show, we are navigating this project successfully and the council is pleased to present a budget for 2024 which maintains our strata fees unchanged.

Looking at the levy:

Last year owners approved a levy (money additional to strata fees) to address our urgent roof problems. Owners also approved a budget that put some of our strata fee money towards the roof project and they agreed that we could use some money from our contingency (savings account) as well. This meant that the "levy" last year was not intended to pay for the whole project but covered the extra we needed so that we could do the job, and, ideally, leaving some money in our savings account.

We can see what happened from the proposed budget sheet. Under REVENUE the second line numbers relate to levy income. Note in 2023 the levy money that came in was \$161,303.82. Now if we go down into EXPENSES to R & M/Special Projects and go across to the Revenues and Expenses column for 2023, you'll see that we paid out for roof work in \$253,815.90. In other words, all the levy money that came in during 2023 got put into the roof project.

Looking ahead to this year, the proposed budget, second line under REVENUE, tells us that we have \$54,341.18 of levy money to receive in 2024. The money required to finish the last three roofs is approximately \$95,000 so again, the levy money will allow us to complete the job but we will not bring in more levy money than we need to finish the roofs.

Looking at Contingency:

Our contingency (savings account) numbers are recorded at the bottom of the 2023 Revenues and Expenses page. Basically, we started 2023 with \$180,000 and ended with \$140,000.

Please do not confuse this with the contingency plus expenses on the second bottom line of the proposed budget page. There, the number written in for 2023 and 2024 Contingency plus expenses is the same number as on the line "total operating expenses". Between those two numbers is a line "To Contingency" which tells us that we put \$30,000 of strata fee money into our savings account in 2022 but we didn't do this in 2023 and we don't plan to in 2024. (This is not because we can't, but we choose to keep money available to do improvements in the Estates. Using money from contingency requires owners to agree to this at an AGM.)

Looking at Insurance:

On the proposed budget page, notice that insurance was a lot higher in 2023 than 2022 and higher than we are budgeting for in 2024.

Every three years we pay for an insurance appraisal. This payment covers three years of annual updates for valuing Seawinds Estates for insurance purposes. These annual updates come out about two months before the new insurance policy. In the 2023 insurance policy, the update is included in the \$38,946.00 we paid for insurance in July that was cleared at the bank in August. (See Revenues and Expenses 2023 sheet.)

In 2022 the insurance company we had been with for several years failed to include this update when they put together our insurance policy in 2022 and in 2022, we paid \$29,521. They knows our updated valuation but failed to update our insurance policy before our 2023 AGM in 2023. Eventually they did so and charged us an additional \$11,438 for our 2022-2023 policy. (see March and June 2023 Insurance expenses). This brings the amount we paid for insurance between July 2022 and July 2023 to \$40,959.

We received quotes from two insurance companies for our 2023-2024 policy. Our old insurance company quoted us \$40,211. The insurance company we chose to go with quoted \$38,946.00 (and responded in under half the time the first company took to provide us a quote).

Normally, our insurance policy goes up by \$5000/year. Our current policy for \$38,946, beginning mid 2023, is in line with this trend and our policy from two years before (2021) of \$29,211.

Treasurer's report prepared by Lilian Birmingham

Strata Plan VIS 2090 – Seawind Estates

Budget

1 January – 31 December
2024

	Budget 2024	Revenues and Expenses 2023	Revenues and Expenses 2022
REVENUE			
Strata Fees	205637.69*	198501.12	178299.34
Levy Income	54341.18	161303.82	0.00
Other Income	0.00	95.50	1044.50
Previous year operating surplus	43757.50	1024.58	16895.01
From contingency	0.00	46034.14	0.00
TOTAL OPERATING REVENUE	303736.37	406959.16	196238.85
EXPENSES			
Accounting and Bank	8000	2093.20	3777.90
Admin/Management	500	231.55	1052.40
Electricity (BC Hydro)	450	419.23	393.93
Legal	500	2850.84	0.00
Garbage/Recycle	10100	9809.03	9664.16
Grounds Maintenance	15000	8342.86	14836.17
Insurance	45000	50384.00	29521.00
Insurance appraisal	0	0	1942.50
Miscellaneous	400	191.90	337.55
Maintenance management	2000	1342.23	4200.00
R & M/Special Projects	190000*	253815.90	80233.33
R&M Other	10000	14,114.14	0.00
Water Usage	21000	19606.08	19250.33
TOTAL OPERATING EXPENSES	302950	363200.96	165214.27
To Contingency	0.00	0.00	30000.00
Contingency plus expenses	302950	363200.96	195214.27
NET INCOME	786.37	43758.20	1024.58

Strata Fee income includes \$202,959.36 for 2024 and \$2678.33 due from 2023

- Special Projects for 2024 include finishing our roofs, gutter work (as many gutters were installed straight and not with the slope needed to drain properly), the remaining needed vent hook ups, lower soffit replacements (to increase air flow in the lower roofs), one deck repair and a water mitigation priority.

**Seawind Estates
Strata Fees 2024**

Unit Number	Monthly strata Fees 2024
1	\$ 353.33
2	\$ 353.33
3	\$ 353.33
4	\$ 353.33
5	\$ 353.33
6	\$ 353.33
7	\$ 353.33
8	\$ 353.33
9	\$ 353.33
10	\$ 353.33
11	\$ 353.33
12	\$ 353.33
13	\$ 350
14	\$ 350
15	\$ 350
16	\$ 350
17	\$ 360
18	\$ 360
19	\$ 360
20	\$ 360
21	\$ 353.33
22	\$ 353.33
23	\$ 260
24	\$ 260
25	\$ 260
26	\$ 260

Unit Number	Monthly Strata Fees 2024
27	\$ 260
28	\$ 260
29	\$ 260
30	\$ 260
31	\$ 350
32	\$ 350
33	\$ 353.33
34	\$ 353.33
35	\$ 353.33
36	\$ 353.33
37	\$ 353.33
38	\$ 353.33
39	\$ 260
40	\$ 260
41	\$ 270
42	\$ 270
43	\$ 260
44	\$ 260
45	\$ 270
46	\$ 270
47	\$ 360
48	\$ 360
49	\$ 346.67
50	\$ 346.67
51	\$ 346.67
52	\$ 346.67