



PO Box 5065

Port Hardy, BC V0N 2P0

**Seawind Estates
2023
Annual General Meeting
MINUTES**

**February 5, 2023
Held in the
Quatse Fish Hatchery Boardroom
Starting time 2pm**

Minutes for the Annual General Meeting (AGM) of the strata corporation held on February 5th 2023, in the Quatse Fish Hatchery Boardroom. Members also attended via Zoom and while others voted by proxy

Pre Call-to-order: 1:45-2pm

- 1. Registration and issuing a voting card for each strata lot represented at this meeting.**
- 2. Twenty-nine (29) strata lots were represented at this AGM- in person (20), via zoom (5) and by proxy (4). This exceeded the required quorum of 17 and, as such, the meeting could proceed as planned.**

Call to order at 2 pm: Dale Dorward Moderating.

Dale Dorward acknowledged the hard work of the outgoing council, and called to order the AGM for Seawind Estates Strata having confirmed the "Notice of Meeting" was sent out to all registered strata lot owners, in accordance with the *Strata Property Act*.

Approval of Agenda: Erin Haigh moved that we approve the agenda, Nancy Botham seconded. Motion passed.

Adoption of Minutes of the last Annual General Meeting held – May 1, 2022: Julie Miller moved to adopt the minutes. Nancy Botham seconded it. Motion passed.

Unfinished business: Lilian Birmingham confirmed there was no unfinished business.

seawindstrata@gmail.com



Reports of council activities and decisions since the previous AGM:

Vice president- Julie Miller acknowledged that we have a great turnout this year. She thanked the past council for their hard work throughout the year.

Maintenance report- presented by Steve Birmingham is included at the end of these Minutes.

Insurance report: Nancy Botham gave a report on earthquake deductible insurance. Strata doesn't have the money in their contingency account to pay this. It is standard policy therefore, that owners pay the deductible. All owners should include adequate earthquake coverage with their personal insurance. The current deductible is around \$2,500 for a 3 bedroom unit and \$1,790 for a 2 bedroom unit.

Treasurer's report: Lilian Birmingham gave the treasurer's report which is attached at the end of these Minutes.

Voting: After adequate discussion, Owners passed the following Motions:

Depreciation Report: Approval of having NO depreciation report done in 2023. Passed unanimously.

Budget: Approval of annual budget as proposed for 2023 : Passed unanimously.

Contingency Funds: Approval of using Contingency money for roofing expenses. Passed unanimously.

Special Levy: Approval of Special levy to re-roof the estates. In favour 27, opposed 2. Motion passed.

Repainting Douglas Street Fence: Approval for the Douglas Street side 6-foot fence to be painted a similar green to the existing green in the fence. In favour 28, abstained 1, Motion passed.

Council Remuneration: Approval of Council Remuneration as per the Strata Property Act s34. In favour 26, opposed 3. Motion passed.

New Seawind Rules: Colours: The following additions to Seawind's RULES were approved:

1. The Vinyl colour "Wicker" may replace stucco where stucco needs replaced – In favour 28. Abstained 1 Passed.

2. White soffit vinyl may be used under roof overhangs and under decks – In favour 28, Abstained 1, Passed.
3. Vinyl within Estates may be painted to match original stucco colour – In favour 28, Abstained 1, Passed.
4. The colour “Rustic Brown” (Cloverdale) / “Hidden Valley” (BeautiTone) / Behr’s semi-transparent Deck, Fence and Siding “Cedar Naturaltone” #3533 to be used on privacy fences.

Bylaw Amendments: The following bylaw amendments were approved by more than 75% of voters and take effect immediately.

1. **Bylaw 2.1** - Owners must pay the correct strata fees owing on or before 1st of month to which the strata fees relate.
2. **Bylaw 2.4** - If paying by cheque, post dated cheques to cover each month until the following February must be provided in person or by mail to the Strata treasurer.
3. **Bylaw 4.5** - An owner, tenant, occupant or visitor must not use or permit to be used the strata lot except for residential purposes and unless granted written approval by the council, an owner, tenant, occupant or visitor must not allow occupancy except in compliance with these bylaws.
4. **Bylaw 5.6** - Dogs must always be leashed while on common property. Owners must clean up immediately after their pet.
5. **Bylaw 15.3** – If a strata council member misses 2 consecutive meetings without reasonable excuse and/or without timely notification to the President, the council member shall be removed from the council.
6. **Bylaw 38.12** – No vehicle may exit through the entrance of the strata property, and no vehicle may enter through the exit of the strata property.
7. **Bylaw 40.1** – An owner, tenant, occupant, or visitor must not allow a strata lot to become unsanitary.
8. **Bylaw 40.2** – An owner, tenant, occupant, or visitor must ensure ordinary household refuse and garbage is securely wrapped and placed in the containers provided for that purpose, and recyclable material is kept in designated areas and owner, tenant, occupant or visitors comply with the local government’s recycling program as it is implemented.

1. **Bylaw 40.3** – Any waste material other than ordinary household refuse and normally collected recycling materials shall be removed from the Estates by the owner, tenant, occupant or visitor.
2. **Bylaw 40.4** An owner, tenant, occupant, or visitor may only use balconies, patios or common property contained to have reasonable amounts of patio furniture and temporary drying racks.
3. **Bylaw 43.2** An owner, tenant, occupant, or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways, and other parts of the common property. Hindrance and restrictions include personal items and garbage.
4. **Bylaw 43.7** An owner, tenant, occupant or visitor must not display or erect permanent fixtures, poles, clotheslines or racks on limited common property or land that is a common asset.
5. **Bylaw 46.1** An owner, tenant, occupant or visitor shall not cause damage to trees, plants, bushes, flowers or lawns and shall not place chairs, tables or other objects on lawns or grounds so as to damage them or personal growth.

Election of Strata Council for 2023

Council members willing to continue for another year: Alexis Leak, Erin Haighs, Julie Miller, Lilian Birmingham, Nancy Botham, Steve Birmingham, Todd Baylis.

Nominations for new members: Steve nominated Colin Hunko, Julie nominated Dale Dorward, Bob Cadwell, Dylan Dirom, and Ray Volk. Dale, Bob and Ray declined. Dylan accepted.

This makes a council of 8. Voting is not required for a council of 9 or less people.

Acknowledgements and thanks Dale acknowledged everyone that served on the council throughout 2022.

Adjournment of meeting at 4:18pm Dale called the meeting to a close at 4:18 pm and Lilian encouraged owners to pick up a levy contract form to complete and return by February 28.

End of 2023 AGM

2023 AGM Minutes
Prepared, and reviewed by

Attachments that follow these Minutes:

Todd Baylis, Julie Miller, Lilian Birmingham

1. Maintenance Report
2. Treasurer's Report
3. 2023 Budget
4. Strata Fees for 2023
5. Roof Levy Amount, and Payment Options

Seawind Estates Strata Maintenance report for 2023 AGM

Maintenance Accomplished

Decks

The main cause of damage to the balcony decks at Seawinds was improper installation of the vinyl material when the property was rebuilt when it was taken out of bankruptcy in '07-'08. The vinyl material had been put down with a butt seam running from the patio door to the lower edge of the deck. Then a 3/4" wide aluminum strip tacked down over the seam. Vinyl material should be installed with the seam running the other way and the vinyl next to the patio door going up the walls and overlapping the next vinyl sheet.

Unit 41

The deck privacy wall was rebuilt due to extensive rot that necessitated the replacement of the studs, plates and sheathing. A new cedar cap was installed on the privacy wall in such a way to exclude water getting back into the wall. Several of the deck joists had to have part of them replaced and sistered with new. The exterior wall with a closet on the other side had some of the sheathing and partial studs replaced.

Unit 25

Due to the rot in the deck and walls of unit 25 above unit 23, the closet wall in this unit had to have several studs replaced, new sheathing and new vinyl siding installed where the stucco had to be removed.

Unit 40

Some of the wedge spacers above the deck joists had to be replaced due to rot, new plywood laid down and new vinyl covering.

Venting

This category encompasses both roof venting and fan venting. We have reattached over the years bath and hall fan vent ducting to the roof fittings and installed insulated vent ducting in several units. Lil and I installed, at our expense, stove fan venting for unit 2 and 15. Unit 5 owners asked me to install the stove fan venting when I renovated their unit. This greatly improves the air quality inside the unit. There are still units that need to have the fan ducting brought up to code and in some cases a roof vent fitting installed.

Of particular interest are pictures of unit 2's lower soffits. Melan Construction replaced the upper stucco soffits for the entire property in 2020. We needed to see what the lower vaulted roof areas looked like as we have had water come out above the living room patio door on unit 51 and from the wall heater in unit 2. To this end, we had the lower stucco soffits removed for units 2 and 4. Six months later a contractor was able to install the new vinyl soffit material. The pictures he took in November clearly show that water was somehow coming through the roof.

Grounds

Over time the ground level tends to get higher relative to the buildings. The property never had much of a height difference between the inside floor slab and the outside ground level. As grass built up the ground level we started to have water standing on top of patios and sidewalks.

We put in extra ground drainpipes for unit 3 to alleviate standing water on the sidewalk leading to the front door. We also removed the high ground in front of units 38&44; units 31&32; and units 46&48.

We added an extra gutter drain to unit 48 to lessen the chance of roof water over topping the gutter near the front door during heavy rain. All of the three-bedroom units that are part of the two bedroom unit buildings need to have this done.

We also removed stumps left from when trees were cut down that were too close to the buildings. This has the added advantage of making the grass easier to mow.

Unit 5 paid to have their yard fence removed, the ground relandscaped and a privacy fence put in for their side patio. They also paid to have a new fence installed as a divider between unit 7 and unit 5. Several other owners (units 20,22,44,45 and 48) had privacy fences installed in 2022.)

Sidewalks

We concreted the last sidewalks to unit's 2, 4 and 6 replacing gravel and steppingstones where, in the winter it is very difficult to shovel snow. We also installed a drainpipe alongside the path to unit 2, draining it into the perimeter drain by unit 1, and replaced some plugged perimeter drain.

The corner curb in front of unit 5 was badly broken up and got further destroyed when the street sweeper cleaned the parking lot the year before. The drainpipe coming out of unit 3's sidewalk was incorporated into the curb so that the water would drain out onto the parking lot and into the storm drain grate.

Parking Lot

The pavement surface at Seawind is over 40 years old and showing signs of its age. We pressure washed all the cracks to clean and allow them to dry before the company that does the town of Port Hardy's road cracks was up to do work for the town and did our cracks. Some of the material that they sprayed down is coming off and I have a call into the owner of the company to address the problem.

2023 AGM

Treasurer's Report

Balance Sheet

- The balance sheet is a statement of our Strata's collective financial health.
- We have \$180,000 in Contingency (our savings account) which under Equity is broken down to what we had at the beginning of our financial year, what interest we earned and how much we put in. Note that we took nothing out, meaning that our budget met our expense needs last year and we didn't have any emergencies, a healthy sign. (Five years ago \$36,000 went into Contingency but \$31,000 came out to deal with water line break emergencies.) Today we have eliminated those emergencies and our balance sheet is above water.

Revenue and Expense

- Records money in and out during the year.
- We record information as it occurs in our bank statements.
- By recording our income and expenses in this format, at the end of the year we can quickly see how much we spent, where, and we can figure out what we need to spend next year.
- These numbers are used when we put together our next budget.

Budget Proposal

- Appears routine except for an increase in strata fees for maintenance.
- Two reasons: 1. We have lots of maintenance needs. Last year we used most of the proposed new maintenance budget and would have used it all except that contractors were still busy and we didn't get the lower soffits and the venting connections corrected that we had hoped to. This maintenance increase allows us to keep employing contractors so we can get on top of things....
- 2. The longer-term reason is that our income has not been enough so that we can do big projects like the roofs without a levy. This up and down with levy's is hard on people and a better long-term plan is to raise strata fees so that we can then tackle bigger projects without needing to take on levies. Council has asked that we raise our strata fees in steps. Therefore this budget does not represent a strata fee level that is enough to eliminate the need for levies yet, so prepare for further step ups until our maintenance budget is 1%/year of the assessed value of the property, and then we'll consider if this is enough.

Proposed Strata Fees:

- Represents the break down of what we need to collect, by strata lot entitlement, divided by 12 for monthly payments.
- March strata fees payable is higher than April onwards because our Financial year began January 1 and in January and February we paid last years strata fee amounts. The March strata fee represents March plus the additional amount now owing for January and February.

Proposed Levy

- While we don't celebrate that we need to add a levy, there are some silver linings.
- Levies relate to a specific project and we can predict when money needs to be paid out.
- This gives us options about when we need to collect the levy.
- Thus, our current levy allows owners to choose between three payment options...

Strata Plan VIS 2090 – Seawind Estates

Budget

**1 January – 31 December
2023**

	Budget 2023	Actual Revenues And Operating Expenses 2022	12 month Budget 2022
REVENUE			
Strata Fees	202822.20	178299.34	178392.00
Other Income	0	1044.50	0
Previous year operating surplus	1024.58	16895.01	16895.01*
TOTAL OPERATING REVENUE	203846.30	196238.85	195287.01
EXPENSES			
Accounting	5850	3777.90	5850
Admin/Management	5800	1052.40	5800
Electricity (BC Hydro)	500	398.93	600
Legal	500	0.00	2000
Garbage/Recycle	10000	9664.16	10000
Grounds Maintenance	15500	14836.17	15000
Insurance	35000	29521.00	35000
Insurance appraisal	0	1942.50	2000
Miscellaneous	500	337.55	2000
Maintenance management	5850	4200.00	5850
R & M/Special Projects	102000	80233.33	66500
Water Usage	21000	19250.33	21000
TOTAL OPERATING EXPENSES	203000	165214.27	171600
Contingency	0.00	30000.00**	23500
Contingency plus expenses	203000	195214.27	195100
NET INCOME	846.30	1024.58	187.01

* 1. This lower number than was proposed at the May AGM represents the lower carry forward amount at Dec 31, 2022 compared with March 31, 2023. (For comparison purposes we compare our last 12 month figures, rather than 9 nine months as voted in May 2022, to accommodate a year end change.)

**2 At year end Council voted to move \$30,000 of the money not spent during the year into Contingency rather than carry if forward as part of operating expenses for the next year.

VIS 2090
"Seawind Estates"
STRATA FEES
2023

Strata Lot	Unit #	March only <i>Includes strata fee increase for January and February</i>	April onwards
1	1-9130	\$ 424	\$ 353.33
2	2-9130	\$ 424	\$ 353.33
3	3-9130	\$ 424	\$ 353.33
4	4-9130	\$ 424	\$ 353.33
5	5-9130	\$ 424	\$ 353.33
6	6-9130	\$ 424	\$ 353.33
7	7-9130	\$ 424	\$ 353.33
8	8-9130	\$ 424	\$ 353.33
9	9-9130	\$ 424	\$ 353.33
10	10-9130	\$ 424	\$ 353.33
11	11-9130	\$ 424	\$ 353.33
12	12-9130	\$ 424	\$ 353.33
13	13-9130	\$ 420	\$ 350
14	14-9130	\$ 420	\$ 350
15	15-9130	\$ 420	\$ 350
16	16-9130	\$ 420	\$ 350
17	17-9130	\$ 432	\$ 360
18	18-9130	\$ 432	\$ 360
19	19-9130	\$ 432	\$ 360
20	20-9130	\$ 432	\$ 360
21	21-9130	\$ 424	\$ 353.33
22	22-9130	\$ 424	\$ 353.33
23	23-9130	\$ 312	\$ 260
24	24-9130	\$ 312	\$ 260
25	25-9130	\$ 312	\$ 260
26	26-9130	\$ 312	\$ 260
27	27-9130	\$ 312	\$ 260
28	28-9130	\$ 312	\$ 260
29	29-9130	\$ 312	\$ 260
30	30-9130	\$ 312	\$ 260
31	31-9130	\$ 420	\$ 350
32	32-9130	\$ 420	\$ 350
33	33-9130	\$ 424	\$ 353.33

34	34-9130	\$ 424	\$ 353.33
35	35-9130	\$ 424	\$ 353.33
36	36-9130	\$ 424	\$ 353.33
37	37-9130	\$ 424	\$ 353.33
38	38-9130	\$ 424	\$ 353.33
39	39-9130	\$ 312	\$ 260
40	40-9130	\$ 312	\$ 260
41	41-9130	\$ 324	\$ 270
42	42-9130	\$ 324	\$ 270
43	43-9130	\$ 312	\$ 260
44	44-9130	\$ 312	\$ 260
45	45-9130	\$ 324	\$ 270
46	46-9130	\$ 324	\$ 270
47	47-9130	\$ 432	\$ 360
48	48-9130	\$ 432	\$ 360
49	49-9130	\$ 416	\$ 346.67
50	50-9130	\$ 416	\$ 346.67
51	51-9130	\$ 416	\$ 346.67
52	52-9130	\$ 416	\$ 346.67

VIS 2090
Seawind Estates
“Roof” Levy

Approved
February 5, 2023

Strata Lot	Unit #	Unit Entitlement	LEVY Amount	Option B* 16 payments	Option C** 4 payments
1	1-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
2	2-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
3	3-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
4	4-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
5	5-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
6	6-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
7	7-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
8	8-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
9	9-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
10	10-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
11	11-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
12	12-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
13	13-9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
14	14-9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
15	15-9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
16	16+9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
17	17-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
18	18-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
19	19-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
20	20-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
21	21-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
22	22-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
23	23-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
24	24-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
25	25-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
26	26-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
27	27-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
28	28-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
29	29-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
30	30-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
31	31-9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
32	32-9130	105	\$ 4462.50	\$ 278.87	\$ 1115.62
33	33-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
34	34-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25

35	35-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
36	36-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
37	37-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
38	38-9130	106	\$ 4505.00	\$ 281.56	\$ 1126.25
39	39-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
40	40-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
41	41-9130	81	\$ 3442.50	\$ 215.16	\$ 860.62
42	42-9130	81	\$ 3442.50	\$ 215.16	\$ 860.62
43	43-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
44	44-9130	78	\$ 3315.00	\$ 207.19	\$ 828.75
45	45-9130	81	\$ 3442.50	\$ 215.16	\$ 860.62
46	46-9130	81	\$ 3442.50	\$ 215.16	\$ 860.62
47	47-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
48	48-9130	108	\$ 4590.00	\$ 286.87	\$ 1147.50
49	49-9130	104	\$ 4420.00	\$ 276.25	\$ 1105.00
50	50-9130	104	\$ 4420.00	\$ 276.25	\$ 1105.00
51	51-9130	104	\$ 4420.00	\$ 276.25	\$ 1105.00
52	52-9130	104	\$ 4420.00	\$ 276.25	\$ 1105.00

Option Due Dates

Option A Full payment due by April 30, 2023

Option B Sixteen (16) monthly payments starting April 1, 2023 (See Option B note below)

Option C 4 payments, due as follows: (1) 30 April 2023 (2) 31 August 2023 (3) 31 January 2024 (4) 31 May 2024 (Note Option C comments below)

Choice of Payment options: (a) Pre-Authorized Debit

(b) Cheque payable to "Strata Plan VIS 2090" and mailed to Seawind Estates Treasurer, PO Box 5065, Port Hardy BC V0N 2P0, or given to Julie (Text 1-250-710-5437)

Note: The following one-time adjustments enable correct completion of the levy payable.

Option B* Fifteen payments will be as recorded. However, the following one-time adjustment is to be made to the first payment only.

For those with a unit entitlement of 106, 4 cents to be added.

For those with a unit entitlement of 105, 8 cents to be added.

For those with a unit entitlement of 108, 8 cents to be added.

For those with a unit entitlement of 78, 4 cents to be subtracted.

For those with a unit entitlement of 81, 6 cents to be subtracted.

Option C** The following adjustment to be made as follows For those with a unit entitlement of 105, 2 cents to be added to the first payment only

For those with a unit entitlement of 81, 2 cents to be added to the first payment only.