

Seawind Strata Annual General Meeting

Minutes of meeting held at Quatse Fish Hatchery **February 23, 2025**



PO Box 5065

Port Hardy, BC V0N 2P0

Call to order

Meeting called to order at 1:10pm by Dale Dorward, moderator.

Attendees

18 members were in attendance and there were two proxy voters. There were no zoom attendees. It was determined that there was a quorum.

Approval of agenda

The motion to approve the agenda was put forward by Erin and seconded by Kat. The motion passed unanimously.

Approval of minutes

The minutes from the AGM meeting of February 4, 2024 were nominated for approval by Kat and seconded by Karla. The motion passed unanimously.

Old Business

None

Reports of council activities and decisions since the previous AGM

Treasurer's Report

Treasurer report – The short version – we are in good financial shape, and strata fees are unchanged for the 2025 year. See attachments for the full treasurer report, budget and notes, and the strata fees for 2025.

Maintenance

This year we saw the completion of the roofs and it happened to coincide with the ending of the special assessments, they look amazing and we can't thank Michelle enough for the fantastic job!!

We had some drainage issues come up and put in gravel and drains against unit 19 and hope to get some more done this following year to get the organic material away from the building so the water can drain away and not affect our building envelope.

The council had quite a few dryer vents replaced because we were have some sparrows build homes in them, and no matter how cute, we cant have that hahaha.

We were also worried about asbestos throughout the estates, there were some tests done before but they didn't cover everything and before doing the soffits we had to make sure they were free and clear before moving forward. I am happy to say Seawind has zero asbestos inside or out.

We also did the usual yearly projects like, bug spraying, gutter cleaning and repair, dryer vent cleaning(some units still need to be done), as well as mold remediation.

I want to also at this time remind all owners to please check the seals around the windows as they are owners responsibility and some may need attention and new caulking.

We are painting the numbers and stall lines in the parking lot(after the parking lot has been swept, fingers crossed that Swaggers sweeper is working)in the spring/summer as well as doing a second coat of paint on the outside of the perimeter fence as well as the first coat on the inside.

The cement and drainage work is being done on exit and the unit beside the exit in the spring and with this the curbs on the left side of the exit, to make it more appealing and won't break when the snowplow hits it.

We are looking into getting handrails on the stairs in the common areas, and 4 new lights were added to the entrance side of the strata.

We have also had a couple of plumbing emergencies (if your sink isn't flowing properly please let us know so we can get ahead of the issue).

We have had to change the lock on the shed as some materials went missing and there were a few keys out there so it was changed as soon as we noticed the missing venting material. I suggest to council that if a new crew comes in they change the locks to avoid this happening again.

Thank you so much to everyone who participated in the survey. The top 3 votes were for the fence, drainage and stucco.

We have someone fixing the posts as soon as they get a chance and we will be doing a spring painting day and we have a professional paint sprayer this time to help us get it done inside and out.

The drainage issue is being addressed and if we can, we will have the stucco touched up and looking great!

Last but not least, the patio gutters and fascia have been done! The black fascias look amazing! We are also painting the stairs and railings in each breezeway as well as pressure wash any black/green spots in the strata.

We try our best to get as much done as we and we have money in the budget to accomplish what we need done! Thank you Erin

President's Report

Hi everyone, I'm so glad to have been able to be your president for the past year! We saw lots of improvements and are looking forward to doing more this following year.

Kath, our treasurer, developed an amazing website which not only helps the strata but new buyers, owners and realtors can go to the site to find all minutes, AGM reports, engineering reports and pretty much anything else you'll need!

The roofs being done has given the estates a whole new look and helped so very much with the ventilation issues we were facing.

We had the trees in the back corner checked over for safety reasons as we have had trees fall on some cars a couple of years ago and we took down the dangerous dead hemlock leaning towards the units at the back of the estates.

The council also has prettied up the place a little with 4 lilac trees we planted around the estates and they will add a nice aesthetic to the grounds, as well as some daffodils, daisies and hope to add more. I cant wait to see what the next year brings but I'm sure it will be amazing!

Feel free at anytime during the next year to give me a shout or send me a message if you have any ideas or need anything at all!

I also really want to thank my strata team, Kath has gotten all the books up to date, made the website, did all her treasurer duties(which is a lot) and so much more, she helped me often as I learned all the new things we need to know and has started a bylaw committee to make the rules and bylaws allot more streamlined and take out the redacted and contradictory items. We could not have done what we did without her! Richard took over maintenance like a champ when I was away and helped prop the fence back up as well as helped with so many other things needed daily in the strata. (Side note: The fence is being fixed with new posts as soon as the snow melts and ground thaws a wee bit.) He was great at showing contractors around to some issues that needed tending to. Karla was wonderful with the minutes and helping Kath and I when needed, as well as the use of her home for strata meetings, Jillian was always extremely positive in all she said and did and made some amazing suggestions and not only helped me plant, she bought all the bulbs and wants to do more! Ray was always there with helpful thoughts and considerations as well. We couldn't have done any of it, if we didn't have these amazing people on our council and I just want to say thank you for all you do!!! Thank you, Erin

Ratify new rules made at our last AGM

PRIVACY FENCE STAIN COLOUR Rule passed at the 2024 AGM that is for review and ratification:

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 stain, is the approved colour for privacy fences.

The motion to ratify this rule was put forward by Erin and seconded by Jillian. The motion passed with 17 votes for and 1 against.

Report on Insurance coverage

Insurance Report 2025 – Seawind Estates Strata A copy of the current insurance policy was sent out with the pre-AGM package and is also be attached to these minutes. As in previous years, the council wishes to remind you that the insurance obtained by the strata does not provide coverage for the following items:

Improvements to your property – for example a kitchen or flooring upgrade.

Personal Contents

Live-out allowances (for resident owners) or loss of rental coverage (for landlord owners)

We encourage you to check with your personal broker for adequate personal coverage. We anticipate that the coverage for the strata will increase this year after the appraisal is completed in April. The appraisal occurs every three years and in the interim years there is an estimate made of the property replacement value.

Approve budget for the coming year

Lillian motioned to accept the 2025 budget as presented, and the motion was seconded by Erin. The motion passed unanimously.

Voting

Council Size

The current council proposes to change bylaw 12 regarding council size be amended to use the language of the Standard Bylaws of the Strata Property Act, which reads: “The council must have at least 3 and not more than 7 members.”

Erin put forth a motion to change the council membership bylaw to read “The council must have at least 3 and not more than 7 members.” This was seconded by Kat and passed with 17 votes for and 1 against.

Quorum

The current council recommends that bylaw 20.1 be amended to use the language of the Standard Bylaws of the Strata Property Act, which reads: A quorum of the council is

- a) 2, if the council consists of 3 or 4 members
- b) 3, if the council consists of 5 or 6 members
- c) 4, if the council consists of 7 members.

This motion was put forth by Karla and seconded by Kat. The motion passed unanimously.

Election of 2025 strata council

Kat Chapman, Nicole Gibson, Jillian Brown, Karla Hansen, Richard Kudra, Erin Haighs and Brett Demoe were all nominated for the 2025 strata. All accepted.

Acknowledgements and thanks

Dale acknowledged and thanked the 2024 strata and thanked all attendees.

Meeting Adjourned

Meeting adjourned at 2:15

Insurance Report 2025 – Seawind Estates Strata

A copy of the current insurance policy was sent out with the pre-AGM package and is attached.

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Insurance Coverage Summary

Name of Insured: Owners of Strata Plan VIS2090
 Risk Address: 9130 Granville Street, Port Hardy, BC
 Insurer: Certain Underwriters at Lloyds of London
 Policy Period: July 25, 2024 to July 25, 2025
 Policy Number: LPC2300222
 Broker: Ashly Boughen EMAIL: aboughen@seafirstinsurance.com

Coverages:

Property Coverages:

	<u>Limit of Insurance</u>	<u>Deductible</u>
Building(s): Broad Form, Replacement Cost, Stated Amount	\$17,104,000	\$5,000
Sewer Backup Extension	Included	\$25,000
Water Damage Extension	Included	\$25,000
Flood Extension	Included	\$25,000
Earthquake Extension	Included	10%/\$100k min.
Glass & Sign Extension	Included	\$250
Underground Services Extension	Included	\$5,000
Equipment Breakdown	\$17,104,000	\$5,000
Master Key Coverage Extension	\$10,000	\$250
Comprehensive 3D Crime Coverage	\$10,000	

Other extensions included: Building Inflation Protection, Blanket Building By-Laws Endorsement, \$25k Identity Theft Endorsement, \$25k Fire Department Service Charges, Automatic Fire Suppression System Recharge Expenses, \$25k Extended Pollution Cleanup Expense & more!

Commercial General Liability:

Each Occurrence Limit	\$10,000,000	\$2,500
Bodily Injury & Property Damage Liability – Per Occurrence	\$10,000,000	
Products & Completed Operations – Aggregate	\$10,000,000	
Personal Injury Liability	\$10,000,000	
Non-Owned Automobile Liability (SPF 6)	\$3,000,000	

Strata Directors & Officers Liability

\$5,000,000

Coverage Extensions:

Coverage:	Limit of Insurance:	Deductible:
Legal Expense:	\$150,000 Limit per Claim/\$500,000 Aggregate	*Excess \$500 – any one claim (not applicable to telephone legal advice)
Environmental Impairment Liability:	\$1,000,000	\$2,500
Cyber Liability:	\$100,000	\$2,500
Terrorism:	\$500,000	\$1,000

Volunteer Accident Coverage:

Accidental Death & Dismemberment: \$100,000	Weekly Accident Income (Loss of Wages): \$350 – Maximum 52 weeks
Miscellaneous Medical Expenses: \$5,000	Dental Injury: \$5,000

We hereby certify that insurance coverage, as noted herein, is in force as of the date of this certificate. The insurance provided is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only, does not confer any rights on the holder and imposes no liability on the insurer. This coverage summary does not supersede the policy declaration.

For the purpose of the Insurance Companies Act (Canada) this document was issued in the course of Lloyds Underwriters' insurance business in Canada

This Policy Contains a Clause(s), Which May Limit The Amount Payable
 Subject to: Statutory Conditions of the Province of BC & The Strata Property Act of British Columbia

Treasurer report – Seawind Estates 2025 AGM – Feb 23 2025

I wanted to add a few comments that were not covered in the budget notes sent out prior to this meeting and they include the following. The budget and notes will be attached to this report for the minutes along with the Strata Fees payable for 2025, which are unchanged..

Levy income 2024

We received the scheduled levy income in 2024, though due to the difference between the cash and accrual methods of accounting, it does not appear in all reports, for example on the balance sheet. I made sure to provide you with the Sales by product report showing the cash flow in 2024, which includes the 54,341.18 in levy fees received. The roof levy is complete for all owners.

Operating Surplus (Budget item 2025)

We begin 2025 with an operating surplus of \$49,518.83. This is due to a few projects that were budgeted that we were unable to complete in 2024, and to the gutter project coming in significantly under the budgeted cost.

The council recommends that we use this money as follows:

1. A one-time transfer of \$30000 to the contingency account – this will bring the contingency balance to approximately \$175,000 after the transfer is made, and over \$180,000 by year end due to the accrued interest in this account. It places the strata in a stronger position to navigate larger projects in the future.
2. The balance of the surplus has been added to the operating budget for 2025

Focus in 2025

We are focusing in 2025 on making sure the strata is meeting all legal obligations and responsibilities. We had the accountants complete the books and tax return for 2023 which were outstanding, and they are poised to remit the 2024 tax return in March 2025, bringing the strata back into full compliance with reporting requirements.

We will have the required depreciation report done to help guide future council with maintenance, repair and replacement planning. As noted in the information sent out before this meeting, this is now required by provincial strata law, and cannot be continually deferred by votes at the AGM. It must be completed every 5 years at minimum.

After completion of the major roofing project last year, council has created a budget focused on catching up with smaller repairs and maintenance in all areas of the complex.

With the issues we all face with rising costs, we are pleased to present a budget which keeps the strata fees unchanged for 2025.

Seawind Estates Budget 2025

Budget 2025 Actual 2024 Budget 2024 Actual 2023

Revenue

strata fees	202959.36	205581.91	205637.69	198501.112
levy income	0	54341.18	54341.18	161303.82
other income	600	1200	0	95.5
Previous yr operating surplus	49518.53	43757.5	43757.5	1024.58
From contingency	0	0	0	46034.14
TOTAL OPERATING REVENUE	253077.89	304880.59	303736.37	406959.152

Expenses

Accounting	5000	0	8000	2093.2
Admin/Management DELETE		0	500	231.55
Bank Fees NEW	1500	1489.65	0	0
Bookkeeping NEW	2880	3316.86	0	0
Contingency deposit NEW	30000	0	0	
Depreciation report	4330	0	0	0
Electricity (BC Hydro)	400	349.78	450	419.23
Garbage/Recycle	12500	11783.19	10100	9809.03
Insurance	55000	39944	45000	50384
Insurance appraisal	1300	0	0	0
Legal fees	300	2327.84	500	2850.84
Miscellaneous DELETE		250	400	191.9
Maintenance – emergent NEW	10000	13682.78	0	0
Maintenance – grounds NEW	7500	6288.81	0	0
Maintenance management	2520	800	2000	1342.23
Maintenance Routine	10000	5470.72	10000	14114.1
Maintenance Special Projects	78000	144722.36	190000	253815.9
Maintenance – winterizing costs NEW	7500	6749.87	0	0
Software subscriptions NEW	1200	1021.72	0	0
Supplies – office/postage	150	222.12	0	0
Water usage	21200	20775.85	21000	19606.08
Website hosting/strata emails NEW	735	340.19	0	0
TOTAL OPERATING EXPENSES	252015	259535.74	302950	363200.96

Seawind Estates Budget 2025 Notes

Nearly half of the strata income (the strata fees) goes to fixed expenses such as insurance (\$55,000), utilities (electricity, water and garbage removal total \$34,100), bank fees and other services to keep our accounts in order (\$10,580). These expenses total \$99,680 this coming year.

Maintenance issues like keeping the roads clear of snow and lawn-mowing are more weather-dependent. A cold winter increased the winterizing costs, a dry summer reduces the lawn costs. Together they account for \$15,000.

This year our irregular (less than annual) expenses are higher due to the need for a depreciation report and insurance appraisal (see further notes below). (\$5,630)

The treasurer report holds more information about the operating surplus, the planned deposit to contingency and the accounting fees required for this year.

The budget may look a little different from previous years as we've worked with the accountant to change the recording of expenses to increase transparency and accountability. So that all of us, as owners, can see more clearly where the money is being spent. The details follow if you are curious.

The previous category for Accounting has been split into accounting, bank fees and bookkeeping.

The admin/management category is deleted and now split to bookkeeping, software and the new maintenance management category.

The bookkeeping estimate for the year is roughed out at 6 hrs/month at \$40/hour. This is specifically for the entry of the books into Quickbooks and for collaboration with the accountant as needed to finalize the books and the tax returns.

The strata laws changed late last year and strata must have a depreciation report done at a minimum of every five years (there is no longer the option to defer it indefinitely with a vote at the AGM.) As the last depreciation report was done in 2017, we are overdue to get this done to be in compliance.

The insurance appraisal is also due this year. This is a requirement every 3 years to obtain insurance.

Because property values have gone up significantly in this region, there may be a sharp increase in our insurance rates – I have budgeted for this to go up as much as 35% (from \$40,000 to \$55,000).

The previous category for Miscellaneous has been deleted with the expectation that all expenses will be categorized.

See the next page for a full discussion of the maintenance budget for 2025.

There is a new reporting category to track software leases and purchases (e.g. the accounting software, surveys, Zoom upgrade for the AGM.) And another for the website (hosting fees, cost of strata emails).

Seawind Estates Budget 2025 Notes (continued)

Maintenance budget notes:

Maintenance—emergent is a new category created to track urgent unplanned repairs, so that we can put adequate money in reserve each year to cover the unexpected without impacting special projects or routine maintenance. This year we repaired two walls, one drainage issue and one plumbing problem. If no problems arise in 2025, we can use these funds to increase our routine repairs as recommended by the depreciation report. Fence repair after a storm falls into this category, while fence maintenance falls under routine work.

Maintenance—grounds is a new category which covers lawn-mowing, landscaping, weed-eating and tree removal as needed.

Maintenance—management covers the work of obtaining quotes, co-ordinating contractors, keeping an awareness of cash flow issues affecting timing of work and monitoring work quality and completion. This has been estimated at 6 hrs/month at \$35/hour.

Maintenance—routine. In 2024 this covered gutter cleaning and repair, dryer duct cleaning and perimeter bug spraying. These annual chores will be done again in 2025 with the addition of curb repair and painting, parking lot stall and directional arrow painting, stair cleaning and painting, stucco cleaning and spot repair, fence repair and painting, handrails and high-visibility paint on the pavement stairs. If additional money flows in from work completion below budget, we'll start tackling the pavement and concrete repairs.

Maintenance—Special projects is to track expenses for one-time planned repairs. In 2024 this included completion of the roof project, the attic vents and the new soffits. The planned deck repair (\$5000), and water mitigation issue (\$15000) were rescheduled multiple times by contractors, so will be brought forward to 2025. The gutter project included resetting multiple gutters to improve drainage (done in 2024) and the installation of new gutters and drainpipe connections for the units with decks (done in Jan 2025.) Special projects planned for 2025 include drainage (up to \$45,000 with priority given to any drainage issues noted in the depreciation report), front door painting(\$6900) and exterior light replacement.(\$5000). These priorities were decided in consultation with owners via the survey.

Maintenance—winterizing is a new category to track expenditure on roadway and parking lot brining and snow clearance, pavement salting and clearing, and any purchases related to winterizing e.g. salt and ice melt.

Kat Chapman Seawind Estates Treasurer.

**Seawind Estates
Strata Fees 2025**

Unit Number	Monthly strata Fees 2025
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 2025
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