



**NEW DISCOVERY
HOMEOWNERS'
ASSOCIATION**

**ANNUAL GENERAL
MEETING**

June 3, 2013



Welcome

- Meeting is open to all members and invited guests
- Homeowners with accounts in good standing are eligible to vote



Agenda

- **Welcome and introductions**
- **President's Comments**
- **Finance Update**
- **Landscaping Update**
- **Capital Projects**
- **Vista Point Special Resolution**
- **Orders of Business**
 - **Appointment of auditor**
 - **Nomination and election of Directors**
- **Question period**



Board of Directors

BOARD MEMBERS

- Jim Fowers, President
- Michael Mercier, Vice-president
- Ron Parisien, Treasurer
- Ali Asghari, Interim Secretary
- Adam Crutchfield
- Bob Morrison (retiring)
- Gloria Boguslaw (retired president)



Guests

- **Carolyn Brown, Chinook Gardener**
- **Erin Faulpel, ULS Maintenance & Landscaping**



What is the NDHA?

- **Established by the developer in 2000**
- **Community led since June 2006**
- **Volunteer positions**
- ***Memorandum and Articles of Association* are available on the website www.ndha.ca/**



What does NDHA do?

- On behalf of the City, stewards and maintenance of "green spaces"
- Excludes: Social and community-focused activities and Griffith Woods



President's Report

- **Background**
- **Issues facing future board**
 - **Continued upgrading & rehabilitation of green spaces**
 - **Enforcement of collection policy**
 - **Encumbrance on Vista Point properties**
 - **Encumbrance on remaining Cornerstone properties**
 - **Recruitment of new board members**
 - **Continuing to work with DRCA**
 - **Capital Plan implementation**



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FINANCE UPDATE

Ron Parisien, Treasurer



Finance Committee

- **Highlights** (*since last AGM*)
 - Issuance of the 2013 invoices
 - Establish three separate reserves for the surplus funds on hand; invest these funds in higher yielding instruments
 - Obtained exempt status for property tax purposes on 17 titled tracts of land
 - Maintenance of:
 - Collection Policy
 - Members' Registry
 - Capital Plan
 - Set up a secure online payment app on NDHA website



Statement of Financial Position

As at December 31, 2012

ASSETS

- **\$ 32,365 Cash**
- **\$ 25,170 Accounts receivable**
- **\$ 1,663 Prepaid expenses**
- **\$689,086 Investments**
- **\$ 1 Property**

LIABILITIES

- **\$ 28,710 Accounts Payable**

NET ASSETS

- **\$719,575 Unrestricted**



Statement of Operations

For the Year Ended December 31, 2012

- **Revenue**

- \$489,900 Association fees
- \$ 20,553 Municipal funding
- \$ 15,562 Interest income
- \$ 4,146 Interest on late payments

- **Expenses**

- \$188,229 Non-recurring
- \$374,006 Operating
- \$ 23,534 Administrative



2013 Budget

Revenues

\$490,500 Association fees
\$ 20,553 Municipal funding
\$ 16,013 Interest income

Total Revenues **\$527,066**

Expenses

\$150,628 Non-recurring
\$378,649 Operating
\$ 23,030 Administrative

Total Expenses **\$552,307**

Expenses in excess of revenues **\$ 25,241**



Finance Committee Looking Forward

- **Update Capital Plan**
- **Review investments and seek high yield, low risk alternatives**
- **Bill remaining residences**
- **Continued implementation of the NDHA's Collection Policy**
- **Pursue the collection of remaining homeowner accounts in arrears**
- **Start the 2014 Budget**



Collection Policy

- **Background**
- **NDHA STEPS:**
 - Mailing of annual invoice (January/February)
 - Newsletter article (April/May)
 - Boulevard sign (June)
 - Fees due June 29th
 - In July, all overdue accounts receive a friendly reminder letter along with a copy of current year invoice marked 'PAST DUE'
 - If no response received, turn over unpaid fees to NDHA lawyer



Collection Policy con't

- **NDHA LAWYER STEPS:**
 - issuance of a Demand Letter
 - redemption period provided
 - issuance of final Demand Letter
 - redemption period provided
 - filing of Statement of Claim
 - filing for Redemption Order (Order for Sale)
 - home is “Listed for Sale”



Status of Collections

As at June 3, 2013

- **1,635 residences have been invoiced for the 2013 Association fee of which 45% have already forwarded payment in advance of the June 29 due date**
- **39 accounts remain in arrears for the 2012 fee &/or prior (<3%)** **\$9,446.54**
 - 21 owe 2012 fee + interest \$ 7,255.22
 - 16 owe interest only \$ 773.54
 - 2 with NDHA's lawyer \$ 1,417.78



**NEW DISCOVERY
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LANDSCAPING UPDATE

Michael Mercier, Vice-President



Landscape Committee Report - Highlights

- **Over 4,000 work hours of landscape contract related work**
 - Soccer fields
 - Grass cutting
 - Public areas tree maintenance
 - Flower beds
 - Waterfall maintenance
 - Garbage pick-up of public cans
 - Snow clearing of pathways
 - Weed spraying
 - Irrigation maintenance & monitoring
 - Installation and take-down of Christmas lights.
 - Tree and grass watering



Landscape Committee Report – Current Activities

- **Carolyn Brown continues to work on behalf of NDHA to supervise, and advise, the work in the community by both of our contractors, and to report back.**
- **This spring we had the roses around the traffic circle removed and the area was cleaned up with mulch. This will be left as is for the summer and some possible, low level, planting may be done in the fall**
- **Had all the medians top dressed in an effort to remediate the dead grass areas.**



Landscape Committee Report – Current Activities

- **The medians are a constant challenge. The board is committed to the top dressing effort this year and will evaluate the effectiveness in the fall.**
- **Working with City to underplant trees around the water retention pond waterfall. This belief is that these trees will help to stem the willows and provide visual enhancement.**



Landscape Committee Report – Looking Back

- **Last Year;**
 - **Renovated the area around traffic circle with new plantings, boulders, and mulch.**
 - **Created seating area at the western end of DR Blvd.**
 - **Hired an individual who cleaned and refinished all the benches in the community.**
 - **Worked with the DRCA to ensure the new grass in their tennis courts/skating rink development was irrigated.**



Landscape Committee Report –Future Focus

Going forward;

- Have created a design for the green space of the DRCA development. The first task we are working on is permanent irrigation. This is the first step in a larger commitment the NDHA has made to the DRCA to look after the green spaces in that area.**
- Working on bringing community gardens to Discovery. Right now trying to gauge interest and find suitable locations .**
- Plan to install three or more garbage cans in suitable/required spots.**



Landscape Committee Report –Future Focus

- **Once all the trees have leafed out we will be determining how many did not make it and have to be replaced.**
- **Working with the City to determine what can be sprayed and when. City's plans, and regulations, determine what level of spraying we do.**
- **We are going to try to water more, as required, to assist our trees and grass.**



NEW DISCOVERY HOMEOWNERS' ASSOCIATION

CAPITAL PROJECTS

**Carolyn Brown, Landscaping
Supervisor**



Vista Point Special Resolution

- **Agreement for 11 Encumbrances on Discovery Vista Point has been obtained**
- **The Vista Point Developer has committed to provide \$35,000.**
- **At the 2011 AGM, members felt the Board should proceed with a new Special Resolution as long as there are eleven signed encumbrances.**



Vista Point Special Resolution

- **The Board recommends the previous Special Resolution be replaced:**
 - **When eleven Vista Point residences are encumbered, the NDHA accept those homeowners as members.**
 - **The NDHA assume responsibility for maintenance of public green spaces adjacent to Discovery Vista Point.**
 - **The NDHA receive the monies provided by the Developer and use those funds, where sufficient, to :**
 - **Landscape the Vista Point traffic island**
 - **Replace the fence along the pathway leading to Vista Point with black chain link**
 - **Use any remaining funds to add a small amount of privacy plantings in the yards of the two houses bordering the fence.**



Orders of Business

- **Appointment of Auditors**
- **Nomination and election of Directors**



Appointment of Auditor

- To appoint Thompson Penner & Lo as auditors of the NDHA for the ensuing year at such remuneration as may be approved by the Directors of the NDHA.




NEW DISCOVERY HOMEOWNERS' ASSOCIATION

2012-13 Nominations



2012-13 Board Nominations

- **Three to 10 board members (voting positions)**
- **Many opportunities with various committees (non-voting positions)**



2012-13 Board Nominations

Nominations received:

- Ali Asghari**
- Adam Crutchfield**
- Jim Fowers**
- Michael Mercier**
- Ron Parisien**
- Other nominations?**
- Voting results will be posted on the website**



Question Period

- Questions should be general in nature and of interest to the audience at large
- One question per individual



Adjournment

- Motion for Adjournment
- Thank you for attending
- Contact us through the website:
www.ndha.ca
- Phone (403) 237-9595