

New Discovery Homeowners' Association (NDHA) Meeting Minutes

Date: **June 18, 2014, 7:06 p.m. start, adjourned 8:40 p.m.**
Location: **Menno Simons School, 7000 Elkton Drive SW**

Type of Meeting: **Annual General Meeting**
Chair: **Michael Mercier, President**
Minutes: **Tara Landry, Secretary**

Attendance:

34 members present in person
169 members represented by proxy (170 votes)

- I. **Call to order:** The meeting began on June 18th at 7:06 p.m.
- II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached.
- III. **Welcome/President's Comments:** Michael Mercier, President, welcomed those who were in attendance. Members of the Board of Directors were introduced (Michael Mercier, Ron Parisien, Tara Landry, Ali Asghari, Hani Ayad, Adam Crutchfield, Grace Maclean, Shannon Savoy). Other introductions included, past Presidents, DRCA members, independent contractor Carolyn Brown, and Steve Wheatcroft from ULS.
 - Role of the NDHA:
 - Established by the developer in 2000 to maintain an on-going high standard for Discovery
 - Community led since 2006 by a group of volunteers
 - Memorandum of Association and Articles of Associations are available on the website www.ndha.ca
 - NDHA works on behalf of the City, stewards and maintenance of "green spaces"
 - Excludes: Social and community focused activities (DRCA) and Griffith Woods (City of Calgary Parks)
 - NDHA operates under 25 year term Stewardship Agreement with City of Calgary
 - One part-time contract person, Carolyn Brown, landscape supervisor
 - President's Report
 - Issues facing future board:
 - Continued upgrading & rehabilitation of green spaces
 - Enforcement of collection policy
 - Encumbrance on Vista Point properties
 - Cornerstone properties
 - Recruitment of new board members
 - Continuing to work with DRCA
 - Capital Plan implementation
- IV. **Finance Update:** Ron Parisien, Treasurer, outlined the financial activities since the last Annual General Meeting.
 - Highlights
 - Monitor new online payment app
 - Issuance of 2014 invoices
 - Maintenance of:
 - Collection Policy
 - Members' Registry
 - Capital Plan
 - Registration of NDHA's Encumbrance (11 properties in DVP)
 - Collection of the \$35,000 held by legal counsel of DVP developer

Ron reviewed the Association's Balance Sheet and Statement of Operations. As of the end of 2013, net assets were \$795,358. The audited financial statements for 2014 are posted on the Association's website www.ndha.ca.

Collection Policy:

- Mail invoices in January/February
- Newsletter Article April/May
- Boulevard Sign (June)
- Fees Due June 29th
- In July, overdue accounts are given a friendly reminder letter, as well as an invoice marked "PAST DUE"
- If no response, unpaid fees are turned over to NDHA lawyer

NDHA Lawyer Steps:

- Issuance of Demand Letter
- Redemption period provided
- Issuance of Final Demand Letter
- Redemption period provided
- Filing of Statement of Claim
- Filing for Redemption Order – ORDER OF SALE
- Home is "Listed for Sale"

Status of Collections

- 1650 residences have been invoiced for the 2014 Association fee, and 54% have already forwarded payment in advance of the June 29th due date.
- 63 accounts remain in arrears for the 2013 fee &/or prior (<4%) \$17,365.04
 - 48 owe 2013 fee + interest \$15,722.04
 - 14 owe interest only \$934.26
 - 1 with NDHA's lawyer \$708.74

Looking forward, the budget for the coming year is as follows:

- Revenues:
 - \$495,000 Association Fees
 - \$20,553 Municipal Funding
 - \$13,087 Interest Income
 - Total Revenue: \$528,640
- Expenses:
 - \$185,842 Non-Recurring (capital projects – medians)
 - \$407,844 Operating
 - \$25,323 Administrative
 - Total Expenses \$619,010
- Expenses in excess of revenues: \$90,370

Looking Forward:

- Update Capital Plan
- Review investments and seek high yield, low risk alternatives
- Continued implementation of the NDHA's Collection Policy
- Pursue the collection of remaining homeowner accounts in arrears
- Start the 2015 Budget

V. Landscaping:

- Landscaping Update (Michael Mercier)
 - 4000 hours of contract related work
 - Soccer fields
 - Grass cutting
 - Spring/Fall cleanup
 - Maintenance of public areas / tree maintenance working with or on behalf of Urban Forestry
 - Waterfall startup/shutdown (Dan Boyd)

- Garbage pick up
 - Snow clearing of pathways and public sidewalks
 - Weed Spraying
 - Irrigation maintenance & monitoring
 - Installation and take down of seasonal lights
 - Tree and grass watering
- Carolyn Brown continues to work on behalf of the NDHA to supervise, and advise, the work in the community by both of our contractors, and to report back
- Earlier in the year a contract was awarded to ULS to remediate seven medians from the base of DR Blvd to the commercial area corner. Phase 1 is complete and Phase 2 will be done in the next few years.
- At the same time, we are coordinating with the City's Urban Forestry department to remove diseased and dying Shubert's. Replacements will be coming in the next couple of weeks.
- The medians have been a constant challenge and require annual work, for grassed medians we are trying to find something to offset the salt damage from the winter.
- Regarding the willows around the water retention pond, we are working with the City to under plant trees around the water, the belief is the trees will help to stem the willows and provide visual enhancement.
- The June flood curtailed the work we did. It ended up being a planning year.
- Spent extensive time on the decision of what to do with the seven medians.
- Started planning with the DRCA on what to do in the green space of their park area.
- Top dressed all medians along Discover Ridge Blvd.
- Flood remediation behind Discovery Ridge Green
- Xeriscape Median Project (Adam Crutchfield)
 - In 2013 top-dressing and seeding of the medians was completed in an effort to improve the growth of grass. It became apparent this was not working.
 - At the end of 2013 growing season, the board started reviewing alternatives to the current median design for the 7 worst medians (bottom of hill to cornerstone square)
 - In late 2013 the landscape committee completed a design for the medians using the xeriscape approach in order to improve the visual appeal of the medians and limit the damaging effects of salt and winter snow removal.
 - The board took the design to market through an RFP December 2013
 - 3 Companies responded with ULS being the lowest compliant bidder at \$151,000
 - Median work started in April 2014 and is expected to be completed in June/July 2014 (planting work has been delayed due to the removal of diseased trees by the city and their re-planting schedule)
 - Project will complete on budget
 - Additional medians will be evaluated in 2015
- Going Forward
 - Design for the green spaces of the DRCA development is complete. First task is 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. Later in the summer we plan to award a contract to design the irrigation system.
 - We sponsored a presentation on community gardens by the Calgary Horticultural Society to gauge interest in the community. There is now a group working independently on this project.
 - Working with a contractor to see what can be done with badly salt damaged medians
 - Working with the City to determine what can be sprayed and when, City's plans, and regulations, determine what can be sprayed and when.
 - We are watering more this year to assist our trees and grasses.
 - Plan to install three or four more garbage cans in suitable/required spots.

VI. Appointment of Auditors: It was moved and seconded to appoint Calvista LLP as auditors of the NDH for the ensuing year at such remuneration as may be approved by the Directors of the NDHA. Passed 204 in favor (169 proxies, 1 vote, and 34 persons).

VII. Board Nominations: The following members volunteered to serve on the NDHA Board until the next annual general meeting:

Ali Asghari
Adam Crutchfield
Hani Ayad
Geoff Hill

Michael Mercier
Tara Landry
Ron Parisien
Grace Maclean

It was moved and seconded that these members be elected to serve as Directors. The motion was passed unanimously.

- Shannon Savory resigned from the board. Paul Hodges (403-651-5850) paulhodges@shaw.ca and Shaune Pasay (403-532-1424) pasay@shaw.ca put forth their names to join the board.

VIII. Questions:

- Hanging Baskets – why can we not put them back? Cost is \$60,000 and we have more pressing issues right now, the developer put these in while trying to sell houses. We added the seasonal lights as a substitute.
- Feedback from the community was to have a more natural look in the medians, less manicured. Developer only put one tree in which was susceptible to black knot, so we are now introducing 5 varieties vs monoculture to avoid this issue in the future, but this all has to be approved by the city.
- Vista Point Design – island will be developed with a small patio and amphitheater with shrubs, trees, and perennials.
- Traffic Circle – shrubs and rose bushes removed, we are looking at new designs to add more colour.
- Question on the Ring Road- Jacquie DRCA answered – the fences are tied to the Ring Road, the DRCA is working with the City to have the best possible outcome for Discovery Ridge. Jacquie urges anyone who has their membership paid in full to attend the DRCA AGM.

IX. Adjournment: The meeting was adjourned at 8:40 p.m. on June 18th.