

New Discovery Homeowners' Association (NDHA) Meeting Minutes

Date: **June 3, 2015, 7:10 p.m. start, adjourned 8:07 p.m.**
Location: **Menno Simons School, 7000 Elkton Drive SW**

Type of Meeting: **Annual General Meeting**
Chair: **Adam Crutchfield, President**
Minutes: **Tara Landry, Director**

Attendance:

42 members present in person
158 members represented by proxy

- I. **Call to order:** The meeting began on June 3rd at 7:10 p.m.
- II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached.

Agenda:

- Housekeeping
 - In case of an emergency, please head to the parking lot.
- Welcome and Introductions:
- President's Comments
- Finance Update
- Capital Projects
- Order of Business
 - Appointment of auditor
 - Nomination and election of Directors
- Question Period

- III. **Welcome and Introductions:** Adam Crutchfield, President, welcomed and introduced the Board of Directors, as well as Jacquie Hansen, President of the DRCA, and Steve Wheatcroft, President of ULS. Meeting is open to all members and invited guests. Homeowners with accounts in good standing are eligible to vote in person or via proxy.
- IV. **Special Thank You!:** Special Thank you to Michael Mercier who left the board this past year after serving the community for over 10 years!

What is the NDHA?

- Established by the developer in 2000 (to maintain an on-going high standard for Discovery)
- Community led since June 2006
- Led by a group of volunteers that live in Discovery Ridge on a full time basis
- *Memorandum of Association* and *Articles of Association* are available on the website www.ndha.ca

V. What does the NDHA do?

- Operates under a 25 year term Stewardship Agreement with the City of Calgary (16 years left on the agreement)
- Maintenance and upkeep of the green spaces in Discovery Ridge
- Capital improvements to the green spaces in Discovery Ridge
- Management of the annual operation and capital budget for the NDHA and associated long term investments
- Excludes community or social related activities (DRCA) or Griffith Parks (City of Calgary).

VI. President's Report: Over the past year;

- Consolidated the board and various committees to create more streamlined decision making and governance. Removed a paid contractor, saving \$40,000 annually, and had board members take over the direct relationships with the preferred maintenance contractor (ULS).
- Enhanced our working relationship with the DRCA. Discussed donating funds to the DRCA, who can then apply for fund matching grants, essentially doubling the money coming into the community.

- Developed the first draft of a long term capital plan.
- Encumbered Discovery Vista Point (11 out of 14 homes).
- Progressed the capital work on the medians.
- Worked with our preferred maintenance contractor (ULS) to execute on a more efficient and scalable community maintenance contract (3 year term with 2 year option to renew), increased level of service in the community.

- **Finance Update: Ron Parisien, Treasurer**

- **Highlights** (*since last AGM*)

- Ron thanked everyone for coming, highlighted all of the volunteer work put into the community
- Monitor new online payment app
 - Most residents now pay online at www.ndha.com
- Issuance of the 2015 invoices
- Maintenance of:
 - Collection Policy (drafted in 2008)
 - Members' Registry (registered by homeowner's name so follow address of the homeowner and not the possible renters, to avoid communications getting lost).
 - Capital Plan

- **Statement of Financial Position (as of December 31, 2014). Audited by Calvista LLP (niche is non-profit organizations)**

○ Assets		
▪ Cash		\$64,453
▪ Short Term Investments		\$712,342
▪ Accounts Receivable		\$28,070
▪ Prepaid Expenses		\$1,860
▪ Property		\$1
○ Liabilities		
▪ Accounts Payable		\$160,754
○ Net Assets		
▪ Unrestricted		\$645,972

- **Statement of Operations**

○ Revenues		
▪ Association Fees		\$494,400
▪ Contributions (DVP Developer)		\$35,000
▪ Municipal Funding (City)		\$20,553
▪ Interest Income		\$11,510
▪ Interest of late payments		\$4,528
○ Expenses		
▪ Non-recurring (Capital Projects)		\$336,140
▪ Operating (ULS, Lights, Utilities)		\$355,389
▪ Administrative		\$23,857
○ Net Loss		\$149,386

- **2015 Budget**

- Revenues
 - Association Fees \$495,000
 - Municipal Funding \$20,169
 - Interest Income \$10,211
- Expenses
 - Non-recurring (medians) \$443,388
 - Operating \$383,006
 - Administrative \$27,090
- Projected deficiency \$-327,104

- **Finance Committee 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 2016 Budget

- **Collection Policy**

- Background
 - In 2007 there was \$180,000 in receivables, Ron took over as treasurer and has put many long hours into fixing our financial situation!
- Steps undertaken by the NDHA:
 - Mailing of annual invoice in Jan/Feb
 - Newsletter article in Apr/May
 - Boulevard sign in June
 - Fees are due June 29th
 - In early 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 the NDHA lawyer (this is an important step as there is a 2 year statute of limitations).
- Steps undertaken by NDHA's Lawyer:
 - Issuance of a Demand Letter
 - Redemption period provided
 - Issuance of Final Demand Letter
 - Redemption period provided
 - Filing of Statement of Claim
 - Redemption period provided
 - Filing for Redemption Order (Order of Sale)
 - Obtain Affidavit of Value
 - Home can be listed for sale

- **Status of Collections as of June 2, 2015**

- 1,650 residences have been invoiced for the 2015 Association fee of which 44.7% have already forwarded payment in advance of the June 29th due date.
- 57 account remain in arrears for the 2014 fee and/or prior (<4%) \$17,064.92
- 31 owe 2014 fee + Interest \$10,316.67
- 18 owe interest only \$642.96
- 8 with NDHA Lawyer \$6,105.29

VII. Landscaping Update:

- **The NDHA maintains the City of Calgary green spaces**
 - If you have a concern please call or connect with the City through 311 before contacting the NDHA. You can connect online, please visit 311 online, via 311 Calgary mobile App.
- **Landscape Highlights:**
 - In March of 2015 the NDHA entered into a 3 year agreement (with a 2 year option to extend after the initial term) with ULS for ALL maintenance in Discovery Ridge including:
 - Watering
 - Grass cutting & Aerating
 - Weeding
 - Spring and Fall Cleanup
 - Public areas tree maintenance (working with Urban Forestry)
 - Flower and planting beds
 - Waterfall startup/shutdown and maintenance
 - Garbage pick-up of public waste bins
 - Snow clearing of pathways and public sidewalks
- **Capital Projects and Capital Plan**
 - Median Project – Summary to date
 - Based on the success of the directed sourcing process conducted in 2014, and the resulting median work done in 2014, the NDHA proceeded with the median construction work on Discovery Ridge Blvd and Discovery Ridge Hill.
 - Capital Projects Plan
 - Discovery Ridge Blvd Medians – \$505,000 Completed
 - Discovery Ridge Hill Medians - \$155,000 Completed
 - DRCA Park - \$50,000 Completed
 - Traffic Circle Planters - \$16,000 Completed
 - Discovery Ridge Land Medians \$175,000 Estimated Cost to complete
 - Discovery Ridge Way Medians \$400,000 Estimated Cost to complete
 - Traffic Circle Landscaping \$60,000 Estimated Cost to complete
 - Entrance Hill Median \$145,000 Estimated Cost to complete
 - Waterfall Park \$105,000 Estimated Cost to complete

VIII. Orders of Business:

- **Appointment of Auditors:**
 - Ron motions to appoint Calvista LLP as auditors of the NDHA for the ensuing year at such remuneration as may be approved by the Directors of the NDHA, Paul seconds, and the motion was approved unanimously.
- **Nomination and election of Directors:**
 - Board is made up of a maximum of 10 directors with a minimum of 3 required by the NDHA articles of association.
 - Monthly meetings at Javino's (3rd Wednesday of every month)
 - Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowners' fees.
 - Nominations received:
 - Ali Asghari
 - Adam Crutchfield
 - Geoff Hill
 - Paul Hodges
 - Tara Landry
 - Ron Parisien
 - Shaune Pasay
 - Other nominations?
 - No other nominations
 - Jacquie Hansen motions to pass the motion that these members be elected to serve as Directors. The motion was seconded by Szirakey, the motion was passed unanimously.

- o Voting results will be posted on the website.
- o Hani Ayad and Grace MacLean resigned from the board. A special thank you to both for their time over the past year.

IX. Questions:

- **Why spend money doing mail outs for the AGM?** Articles of Association demands mail outs, in order to change this policy we need 75% of residents to vote which is very difficult to achieve.
- **Why are the Christmas tree lights off so often?** We are currently looking into this situation, and we are rebidding the seasonal lights with different companies this year.
- **How many quotes is the board getting for work being done (capital projects, maintenance, seasonal lights, etc.)?** The board asks several companies to bid on any work being done, the minimum requirement is 3 proposals.
- **Several trees are still not replaced from the snow fall last September, what is happening?** The City of Calgary is responsible. 1st response was clearing falling limbs. 2nd response save as many trees as you can by pruning. 3rd response which is still ongoing is restoring aesthetics, this will continue for 2 more years. By 2018 the City plans to start replacing trees. There were over 500,000 damaged trees in Calgary. As trees die in the medians, the NDHA is working with the City to replace with smaller varieties that can survive in a median, or not replace the trees at all, and build up the medians with bushes and grasses.
- **Black Knot still an issue?** Black Knot is still affecting our community, less at the top of the ridge, but there is a lot in the woods, it travels through wind spores, there is no way to spray to control, it can only be controlled by pruning, best to replace with different varieties that are not susceptible.
- **Can we plant behind our houses on City of Calgary land?** Many residents do plant on land owned by the City, it is rarely a problem, 90% of bylaw infractions are reported by neighbours, so it is encouraged that you discuss your plans with your neighbours first. Legally, you should contact the City to discuss any projects.
- **Fountain is humming loudly, what is the issue?** The NDHA was not aware of this issue, and will address it immediately.
- **Soap in the fountain, how costly is that, and does it damage the fountain?** The NDHA has learned that the soap will just run its course in 2-3 days, in the past the NDHA spent \$300 to \$400 to drain and refill the fountain, but it is unnecessary as the soap doesn't damage the fountain and it will go away in a few days.
- **Fences, some need repair, what is happening?** The fences are on residential property and the responsibility of homeowners. The Ring Road project may lead to the city tearing down the fences that back onto Glenmore, and there will be a berm built up and chain link fences put in as replacement to the current stucco fence. Jacquie Hansen, DRCA President, has been working closely with the city regarding this matter.
- **Are there plans to connect Discovery Ridge to Elbow Valley, connect bike paths?** Again as part of the Ring Road, the end of the boulevard will be opened up to connect to 4 houses in Elbow Valley that will lose access after the completion of the Ring Road. The City of Calgary will be responsible for replacing the pathways.

X. Adjournment: Motion for Adjournment by Adam Crutchfield, seconded by Tara Landry. The NDHA would like to thank everyone for coming. Please contact us through our website at www.ndha.ca or via phone 403-237-9595. The meeting was adjourned at 8:07 p.m. on June 3rd.

Signed into Record this 25th day of May, 2016



Paul Hodges

President



Shaune Pasay

Secretary