



**NEW DISCOVERY  
HOMEOWNERS'  
ASSOCIATION**

**ANNUAL GENERAL  
MEETING**

**SEPTEMBER 18, 2007**



# Welcome

- Meeting is open to all homeowners and residents of New Discovery
- Homeowners with accounts in good standing are eligible to vote



# Agenda

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- Welcome and introductions
- Financial report
- Landscape committee report
- Nomination and election of directors
- Question period



# Board and Committee Members

- Tracey Mattson, President
- Courtney Channon, Vice-president
- Randy Pasay, Treasurer
- Will Wagner, Secretary
- Michelle Heath
- Kevin King
- Bob Morrison
- Eric Muller
- Jeff Moore
- Tracey Fellows
- Dianne Kuspira, Landscape committee
- Carolyn Brown, Landscape committee
- Michael Mercier, Landscape committee
- Shelley Larose, Landscape committee
- Megan Darling, Community association liaison



# Guests

- **Craig Burrows**  
**Alderman Ward 6**
- **Steve Wheatcroft**  
**Kevin Paschal**  
**Scott Marshall**  
**ULS Maintenance and**  
**Landscaping**
- **Victor Cui**  
**City of Calgary**



# 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.discoveryridge.com](http://www.discoveryridge.com)



# What does NDHA do?

- On behalf of the City, stewards the maintenance of “green spaces”
- Excludes social and community-focused activities as well as Griffith Woods



# Highlights

- Transition from United
- Supplier evaluation
  - Assesses many facets of qualification
  - 3 out of 12 deemed potential candidates
- Contract bid process
- Records of account, billing and collections
- Re-assessment of direct-controlled property and elimination of property taxes





# Finance Committee

## - Challenges

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- Created database of all 1,636 residences
- Reconciled database to A/R list provided by United
- Mailed statements & invoices to occupied properties as of 2006
  - 1,405 members
- Setup NDHA phone, Visa payment options, transferred bank account, hired bookkeeper and auditor
- Collected all outstanding accounts



# Board Starting Point

## June 2006 – Mid Fiscal Year

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### ASSETS

- \$434,901 in Cash
- \$290,115 in Accounts Receivable
- \$(73,051) in General Receivables
- \$1 in Property

### TOTAL NET ASSETS

- \$651,966



# Year End Report

## December 2006

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### ASSETS

- \$399,452 in Cash
- \$132,568 in Accounts Receivable
- \$1 in Property

### LIABILITIES

- \$20,954 in Accounts Payable

### NET ASSETS

- \$511,067 at the end of the year



# 2006 Financial Report

## Statement of Operations

### REVENUE

- \$394,602 Association dues
- \$10,652 Interest on Income
- \$1,904 Interest on late charges

### EXPENSES

- \$180,153 Repairs & Maintenance
- \$12,082 Accounting and Admin Fees
- \$5,000 Professional fees
- \$2,947 Utilities
- \$2,037 Office
- \$1,814 Insurance
- \$1,792 Bank Charges
- \$902 Communications
- \$768 Supplies
- \$523 Property Taxes



# 2007 Budget

## REVENUE - ON A CASH BASIS

- \$459,900 Association Dues
- (\$45,990) Outstanding Receivables
- \$21,212 City of Calgary and grant money
- \$10,800 Interest Income

**TOTAL INCOME \$445,922**

## EXPENSES

- \$401,515 Direct Operating Expenses
- \$36,570 Capital & One Time Expenses
- \$43,980 GA Operating Expenses

**TOTAL EXPENSES \$482,065**

**NET BUDGET (\$36,143)**



# Finance Committee - Looking Forward

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- Bill newly occupied residences
- Finalize collection policy
- Upgrade accounting software
- Start 2008 budget
- Continue collections
- Post audited financial statement on the website



# Landscape Committee - Highlights

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- Soccer fields
- Grass cutting
- Clearing tree wells
- Flower beds
- Waterfall
- Garbage pick-up
- Overall cleanliness
- Six garbage receptacles
- Snow removal



# Landscape Committee - Challenges


- Two suppliers in two years
- New phases
- Understanding boundaries between NDHA and City
- Hill slump
- Thistle and weeds
- Trees – vandalism and disease
- Pruning





# Landscape Committee – Future Focus


- Strengthen relationship with ULS
- Identify the balance of manicured and natural areas
- Explore for environmental and cost-reduction opportunities
- Increase use of native plant material and hardscape
- Christmas lights



# 2008 Board Nominations

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



# 2008 Board Nominations

- Returning members
  - Shelley Larose
  - Tracey Mattson
  - Michael Mercier
  - Bob Morrison
  - Eric Muller
  - Randy Pasay
- Other nominations?
- Voting results will be posted on the website



# Question Period

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



# Adjournment

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- Thank you for attending
- Contact us through the website  
[www.discoveryridge.com](http://www.discoveryridge.com)