



**NEW DISCOVERY
HOMEOWNERS'
ASSOCIATION**

**ANNUAL GENERAL
MEETING**

June 2, 2010



Welcome

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



Agenda

- Welcome and introductions
- President's Comments
- Finance Update
- Landscape Committee Report
- Orders of Business
 - Appointment of auditor
 - Special resolutions
 - Nomination and election of directors
- Question period



Board of Directors

BOARD MEMBERS

- Judy Collins, President
- Randy Pasay, Past President
- Michael Mercier, Vice-president
- Ron Parisien, Treasurer
- Bob Morrison, Secretary
- Marv Beer
- Gloria Boguslaw
- Greg Guatto



Guests

- Erin Faupel, 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
 - Bidding 2011/2012 Maintenance Contract
 - Enforcement of collection policy
 - Encumbrance on new Griffith properties
 - Recruitment of new board members
 - Continuing to work with DRCA
 - Capital Plan



**NEW DISCOVERY
HOMEOWNERS' ASSOCIATION**


FINANCE UPDATE

Ron Parisien, Treasurer



Finance Committee

- **Highlights** *(since last AGM)*
 - Issuing the 2010 invoices
 - Maintenance of collection policy
 - Maintenance of Members' Registry
 - Collection of accounts in arrears
 - Drafting of a Capital Plan



Statement of Financial Position

As at December 31, 2009

ASSETS

- \$629,379 Cash & GICs
- \$ 43,781 Accounts receivable
- \$ 1,300 Other assets
- \$ 1 Property

LIABILITIES

- \$ 18,456 Accounts Payable

NET ASSETS

- \$656,005 at the end of the year



Statement of Operations

For the Year Ended December 31, 2009

- **Revenue**

- \$488,275 Association fees
- \$ 19,954 Municipal funding
- \$ 8,741 Interest income
- \$ 4,895 Interest on late payments

- **Expenses**

- \$400,465 Operating
- \$ 25,009 Administrative



2010 Budget

Revenue (*on a cash basis*)

- \$489,219 Association fees
- \$ 24,450 Less: outstanding receivables
- \$ 19,954 Municipal funding
- \$ 12,542 Interest income

Total Revenues **\$497,265**

Expenses

- \$ 78,375 Non-recurring
- \$440,048 Operating
- \$ 24,061 Administrative

Total Expenses **\$542,484**

Net Budget **(\$ 45,219)**



Finance Committee Looking Forward

- Finalize and approve a Capital Plan
- Bill remaining residences
- Continued implementation of the NDHA's Collection Policy
- Pursue the collection of remaining homeowner accounts in arrears
- Start the 2011 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
 - filing of Statement of Claim
 - Order Nisi (Order for Sale)
 - home is "Listed for Sale"



Status of Collections

As at June 2, 2010

- 1,631 residences have been invoiced for the 2010 Association fee of which 49% have already forwarded payment in advance of the June 29 due date
- 76 accounts remain in arrears for the 2009 fee or prior (<5%) **\$ 27,726.88**
 - 43 owe 2009 fee + interest \$14,298.74
 - 18 owe interest only \$ 1,548.52
 - 8 w/ NDHA's lawyer \$ 7,823.45
 - 6 w/ NDHA's lawyer – In Trust \$ 2,331.37
 - 1 will be sent to NDHA's lawyer \$ 1,724.80

Status of Collections

con't

- pre – 2009
 - AR balance at Sep15, 2008 was \$237,432
 - 469 Notice of Arrears letters were issued commencing Sep 15 through to Nov 5, 2008
 - 72 FINAL NOTICE letters issued Dec 31, 2008
 - 98 DEMAND LETTERS issued by NDHA lawyer Feb 20 & May 22, 2009
- total of 28 Statements of Claim have been filed by NDHA's lawyer to-date
- 14 files currently w/ NDHA's lawyer
- 8 files remain to be settled
- Pre-2010 AR balance remaining to be collected is currently at \$27,726.88
less funds held In-Trust of \$ 2,331.37



NEW DISCOVERY HOMEOWNERS' ASSOCIATION

LANDSCAPING UPDATE

Michael Mercier, Vice-President



Landscape Committee Report - Highlights

- Over 4,000 work hours of landscape contract related work
 - Soccer fields
 - Grass cutting
 - Clearing tree wells
 - Flower beds
 - Pruning
 - Waterfall electrical and lighting
 - Garbage pick-up
 - Snow clearing
 - Weed spraying



Landscape Committee Report - Challenges

- Thistle and weed spraying of the last few years has generally brought this to a more manageable state
- Tree upkeep and restoration as required – replaced 20 trees last year (10 Schubert and 10 Elms)
- Removal of willows and evasive plants around the natural pond this spring
- Removal by City of beaver from natural pond



Landscape Committee Report – Future focus

- Solicit quotes in the fall for new landscape contract
- Construction and re-sodding of median on Discovery Ridge Boulevard, down from traffic circle to start soon
- Evaluation of all medians in community with the hope to re-sod the worst this year



Landscape Committee Report – Future focus

- Fences (wrought iron, brick, and stucco) are being evaluated for condition and priority assigned for fixes
- All benches have been inspected and we plan to refinish many
- Plan to add a few garbage cans and park benches



Orders of Business

- Appointment of Auditors
- Special Resolutions
 - Changes to *Articles of Association*
 - Requires approval by 75% of all members



Appointment of Auditor

- To appoint Lo Porter Hetu as auditors of the NDHA for the ensuing year at such remuneration as may be approved by the Directors of the NDHA



Special Resolutions

Change section 14 of the *Articles of Association* from:

Current wording:

“If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week, at the same time and place; ... ”

to

Proposed wording:

“If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to **a day and time within the next month agreeable to the majority of those present; ...**”




Special Resolutions

**Delete sections 55 and 56 of
the *Articles of Association*.**




NEW DISCOVERY HOMEOWNERS' ASSOCIATION

2010-11 Nominations



2010-11 Board Nominations

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



2010-11 Board Nominations

Nominations received:

- Marv Beer
- Gloria Boguslaw
- Judy Collins
- Michael Mercier
- Sonja Miles
- Bob Morrison
- 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

The Annual General Meeting is adjourned to 7:00 p.m. on December 2, 2010 at which time voting on the Special Resolutions will occur. The vote shall be conducted with reference to any proxies collected prior to this meeting and all "Special Resolution Vote Forms" collected prior to December 2, 2010.

- Thank you for attending

- Contact us through the website:

www.ndha.ca

- Phone (403) 237-9595