

**New Discovery Homeowners' Association (NDHA)**

Date: **June 8, 2011**

Time: **7:10 p.m. to 10:10 p.m.**

Location: **Menno Simons School, 7000 Elkton Drive SW**

**Meeting Minutes**

Type of Meeting: **Annual General Meeting**

Chair: **Judy Collins, President**

Minutes: **Bob Morrison, Secretary**

Attendance: 30 members represented in person (32 residents in total)  
145 members represented by proxy  
5 guests

- I. **Call to order:** The meeting began at 7:10 p.m.
- II. **Quorum:** Quorum was reached through members present at the meeting or through proxy.
- III. **Welcome:** Judy Collins, President, welcomed those who were in attendance and reviewed who is eligible to attend and vote at an annual general meeting. Members of the Board of Directors were introduced.

Judy reviewed the history of the NDHA, acknowledged the residents who have volunteered their time and expertise, and outlined future issues.

- IV. **Finance Committee:** Ron Parisien, Treasurer, outlined the financial activities since the last Annual General Meeting. Invoices were sent to all members in early February and the Members' Registry was continually updated to reflect current homeowners. The Collection Policy continues to be enforced and the Finance Committee has drafted a Capital Plan to guide future financial decisions.

Ron reviewed the Association's Balance Sheet and Statement of Operations. As of the end of 2010, net assets were \$682,881. The cash balance is primarily due to close to \$400,000 of members' fees United Communities did not use and approximately \$200,000 in arrears United did not collect prior to residents assuming control of the NDHA. At the end of 2010, accounts receivable had been reduced to \$35,222, demonstrating the success of the Association's Collection Policy. The largest portion of annual receipts continues to be used for ongoing maintenance of the common areas. The audited financial statements for 2010 are posted on the Association's website [www.ndha.ca](http://www.ndha.ca).

Looking forward, the budget for the coming year is \$464,418 with a projected surplus of \$30,482. Future financial issues include finalizing and approving a Capital Plan, continuing to implement the Collection Policy, and starting the 2012 budget. In terms of collections, only 69 accounts (<5%) are in arrears, as of May 30<sup>th</sup>, for the 2010 fee and/or prior.

- V. **Alderman's Report:** Alderman Richard Pootmans reviewed some of the issues facing the community and the city. This included the current process for deciding what services should be included in the City budget and traffic problems with Highway 8 (Glenmore Trail). On the issue of Highway 8, it was clarified that
  - Rocky View County does not contribute financially to upgrading of Highway 8 within the city, but that the City receives 80% of the region's "Green Trip" funding from the Province.
  - The City is working to bring Rocky View County back into the Calgary Regional Partnership.
  - Upgrading of Highway 8 and the Sarcee-Glenmore intersection has been delayed by the lack of a decision on the SW Ring Road. The City is looking at temporary improvements to the Highway 8/69<sup>th</sup> Street intersection and the possibility of building a Sarcee-Glenmore interchange to accommodate local traffic in the absence of a Ring Road decision.
  - Concerns about Highway 8 noise issues should be referred to the provincial government.

- The Community Association's Traffic Committee has been working with the City on improvements to the Highway 8/69<sup>th</sup> Street intersection as well as traffic issues within Discovery Ridge (e.g., parking, speeding, safety).

**VI. Landscape Committee:** Michael Mercier, Vice President, reviewed landscaping activities over the past year and extended an invitation to all members to volunteer to help the Landscape Committee. 2010 saw over 4,000 work hours of landscape contract related work maintaining the green spaces in the community.

Highlights included:

- Weed spraying has achieved some control over thistles and dandelions.
- The Landscape Committee is working with the City of Calgary to replace dead or diseased trees and clean up graffiti.
- The median below the entrance waterfall was re-landscaped to provide greater drought tolerance and reduced labor costs.
- A report was prepared on the status of public fences throughout the community.
- The condition of green space benches was evaluated.

As well, this year ULS won the new landscape maintenance contract (two years plus an option) following a competitive bid process, an area supervisor was hired to liaise with ULS, and work has begun to revitalize the green space at the end of Phase 10 and clean up the utility corridor in Phase 1.

The landscaping challenges facing the NDHA are:

- Thistle and weed control.
- Replacement of dead trees.
- Re-sodding of the medians on Discovery Ridge Hill and Discovery Ridge Boulevard up to the mall.
- Maintenance/rehabilitation of fences on public land or both private and public land.
- Refinishing of park benches.
- Installation of additional park benches and/or garbage cans.

It was clarified that the NDHA does not have the mandate to maintain Griffith Woods. That is the responsibility of the City.

## **VII. Orders of Business**

- **Appointment of Auditors:** It was moved and seconded 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. Passed by a show of hands, none opposed.
- **Special Resolution:** Bob Morrison, Secretary, introduced the special resolution to:
  - a. Accept Discovery Vista Point residents as members of the NDHA provided as many properties on that street as possible are encumbered.
  - b. The NDHA accepts the residents of Discovery Vista Point to become members of the NDHA.
  - c. The NDHA agrees to assume responsibility for maintenance of public green spaces adjacent to the properties on Discovery Vista Point.

He stated that, to be adopted, a special resolution must be approved by 75% of the members present at the AGM in person or represented by proxy.

Through an oversight, the NDHA Encumbrance was not included on the titles for the properties on Discovery Vista Point. Only residents with the Encumbrance on their title

can be members of the NDHA. The issue was under what conditions would the NDHA assume maintenance responsibilities for public lands on or adjacent to Discovery Vista Point. The NDHA Board brought this resolution to the AGM because it felt that only the membership should decide to assume maintenance responsibilities if fewer than 100% of the Discovery Vista Point properties were voluntarily encumbered. Regardless of what decision is reached on the special resolution, the Board will need to decide how to deal with any properties that remain unencumbered.

Geoff Hill, a resident of Discovery Vista Point, outlined the current situation. The developer has committed \$35,000 for beautification of the area including removal of the white wooden fence along the pathway leading to Discovery Vista Point and fixing up the traffic island on the street. The residents of Discovery Vista Point are required to either join the NDHA or form their own association for the money to be made available.

All homeowners on Discovery Vista Point have said they are willing to pay the annual fee, but not all homeowners are able or willing to add the Encumbrance to their titles. Encumbrances have been signed for ten of the fifteen properties with promises to sign the Encumbrance made for two other properties.

There was extensive discussion of the issue. Some members felt that maintenance responsibilities should only be taken on when 100% of Discovery Vista Point properties are encumbered. Some members felt the developer should fix the lack of encumbrances. Some members felt that having twelve properties encumbered is sufficient since the community needs to be inclusive and the potential loss of income (\$900 per year) is not significant.

The following amendment to clause "a" of the special resolution was moved, seconded, and passed by a show of hands with three votes against:

Change "provided as many properties on that street as possible are encumbered" to "provided a minimum of twelve properties on that street are encumbered."

Bob Morrison explained that, if the amended resolution passes, the Board's lawyer will be asked to review it to determine if it qualifies as a special resolution. If not, the Board will take the amended resolution as direction from the membership on how to proceed.

The amended resolution was moved and seconded. Ballots containing the original resolution were distributed and members were instructed to write the amendment on their ballot and, using the ballot, vote on the amended resolution. The Board conferred to discuss how the proxies held by the President should be voted. Their decision was for the President to vote all proxies with a marked choice (for or against) on the original resolution in the same way and to vote all other proxies in favor of the amended special resolution.

The amended resolution passed by a vote of 159 in favor, 11 against (official recount: initial count was 155 in favor, 10 against).

- VIII. Capital Plan Survey** Sonja Miles presented the results of the Capital Plan survey of members. Members prefer natural looking green spaces and are divided on the issue of cost vs. level of maintenance. The Discovery Ridge green spaces are one of the reasons most residents chose to live in the community. The winter lights at the entrance to the community and clearing snow from the pathways are also highly valued.

In terms of the NDHA's finances, the top priorities for using the NDHA's capital were: projects to maintain and enhance green spaces, funds for emergencies and unanticipated events, and

investments to maintain low fees. Investments with low and moderate risk or lowest risk to principal were preferred over more risky options. The members' preference for managing any fee increase was to have it approved at an annual general meeting as opposed to increasing it based on the Consumer Price Index.

**IX. Proposed Capital Plan:** Bob Morrison reviewed the Board's proposed policy for managing the NDHA's funds. In addition to the survey of members, the Board prepared a forecast of short-term landscaping needs and a projected 25-year operational budget and considered the potential for unanticipated expenses. Three funds are proposed:

- General Reserve: to protect long-term viability of the NDHA and its services
- Green Space Enhancement Reserve: to modify and rehabilitate green spaces
- Operational Support: to supplement the operating budget.

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

Ali Asghari  
Marv Beer  
Gloria Boguslaw  
Judy Collins

Michael Mercier  
Bob Morrison  
Ron Parisien

These members were elected to serve as Directors by a show of hands, none opposed.

**XI. Adjournment:** The meeting was adjourned at 10:10 p.m.