



**NEW DISCOVERY  
HOMEOWNERS' ASSOCIATION**

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**ANNUAL GENERAL  
MEETING**

**June 8, 2016**

**Menno Simmons School  
7:00pm**



# Welcome

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- Meeting is open to all members of the NDHA and invited guests
- Homeowners with accounts in good standing are eligible to vote



# Agenda

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- Housekeeping
- Welcome and introductions
- President's Comments
- Finance Update
- Landscaping Update
- Capital Projects
- Orders of Business
  - Appointment of auditor
  - Nomination and election of Directors
- Question period



# Board of Directors

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- Paul Hodges President
- Ron Parisien Treasurer
- Shaune Pasay Secretary
- Ali Asghari
- Adam Crutchfield
- Geoff Hill



# What is the NDHA?

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- Established by the developer in 2000 with a goal to maintain an on-going high standard for Discovery Ridge
- 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/](http://www.ndha.ca/)



# What does NDHA do?

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- Operates under a 25 year term Stewardship Agreement with The City of Calgary *(15 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 operating and capital budget for the NDHA and associated long term investments
- Excludes community or social related activities (DRCA) or Griffith Woods Park (City of Calgary)



# President's Report

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## Over the past year

- Worked with ULS to create Horticultural Standards Specifications document for the community
- Completed median Xeriscape work on DR Hill and DR Blvd west of Cornerstone Square
- Installed 7 seasonal foliage planters near roundabout
- Changed NDHA email addresses and streamlined service request communication with ULS
- Hired new irrigation contractor, brought system up to standard and entered into annual service agreement
- Established contacts with City Parks leaders to more directly address issues & requests in Discovery Ridge
- Continued investigation of waterfall water loss



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**FINANCE UPDATE**

**Ron Parisien, Treasurer**



# Finance Committee

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## Highlights *(since last AGM)*

- Monitor online payment app
- Provide for accounting needs
- Issuance of the 2016 invoices
- Coordinate external audit
- Maintenance of:
  - Collection Policy
  - Members' Registry
  - Capital Plan



# Statement of Financial Position

As at December 31, 2015

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## ASSETS

Cash	\$ 2,345
Short Term Investments	291,587
Accounts Receivable	30,642
Advance Receivable	50,000
Prepaid Expenses	1,539
Property	1

## LIABILITIES

Accounts Payable	\$ 32,962
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## NET ASSETS

Unrestricted	\$ 343,152
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# Statement of Operations

For the Year Ended December 31, 2015

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## Revenues

Association fees	\$ 494,400
Municipal funding	21,169
Interest income	4,619
Interest on late payments	3,481

## Expenses

Non-recurring	\$ 379,400
Operating	420,737
Administrative	26,352

Deficiency	\$ 302,820
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# 2016 Budget

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## Revenues

Association fees	\$ 495,000
Municipal funding	21,804
Interest income	4,618

## Expenses

Non-recurring	\$ 50,000
Operating	477,758
Administrative	24,542
<b>Projected deficiency</b>	<b>\$ 30,878</b>



# Finance Committee Looking Forward

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- 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 2017 Budget



# Collection Policy

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- **Background**
- **Steps undertaken by the NDHA:**
  - mailing of annual invoice: Jan / Feb
  - Newsletter article: Apr / May
  - boulevard sign: Jun
  - fees are due June 29
  - 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 NDHA lawyer



# Collection Policy - *cont'd*

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- **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 for Sale)
  - obtain an Affidavit of Value
  - home can then be listed for sale



# Status of Collections

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## As at June 8, 2016

- **1,650 residences have been invoiced for the 2016 Association fee of which 44.4% have already forwarded payment in advance of the June 29 due date**
- **74 accounts remain in arrears for the 2015 fee and/or prior (<5%)** **\$22,850.94**
  - 53 owe 2015 fee + interest 17,310.79
  - 14 owe interest only 578.97
  - 7 with NDHA's lawyer 4,961.18



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# **LANDSCAPING UPDATE**

**Shaune Pasay**

# The NDHA maintains City of Calgary green spaces

**If you have a concern please call or connect with the City through 311 before contacting the NDHA**

## **311 Calgary is your access to The City anytime, anywhere**

CALL 911 to report life threatening emergencies.

CALL ENMAX at 403-258-8232 or 403-514-6100 for power-related customer service inquiries.

### **Connect online**



You can visit [311 online](#) to request a City of Calgary service. Our web intake form is available at your convenience. You can do a basic single keyword search of the service you are looking for, or browse services by type from the pull down menu.

You can also report snow and ice concerns, missed black cart collection, renew or apply for your trade license and permits among others online. Visit [eServices](#) to view our complete list of services.

### **Connect via 311 Calgary mobile app**



You can quickly and accurately submit a service request using our free mobile app. Whether it's to report a pothole, a streetlight issue, pathway concerns, snow on a road, a public sidewalk not shovelled or to report a taxi concern or compliment, the 311 Calgary mobile app is your on-the-go connection to City services.





# Landscape Highlights

**In March of 2015 the NDHA entered into a 3 year agreement\* with ULS for ALL landscape maintenance in Discovery Ridge including:**

- Truck Watering (targeted areas)
- Grass cutting & aerating
- Weeding
- Spring and Fall cleanup
- Public areas tree maintenance (working with Urban Forestry)
- Flower and planting beds
- Garbage pick-up of public waste bins
- Snow clearing of pathways and public sidewalks



*\* 2 year option to extend after the initial term*

**Naiad Irrigation (new 2015) and James Electric are responsible for our irrigation system and waterfall pump, respectively.**





# **Targeted Items for NDHA This Year**

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- **Pruning of Black Knot Fungus**
- **Removal of dead median trees and plan for replacement (City involved)**
- **Tot-Lot park drainage issues (City )**
- **Park Bench & Garbage Bin Refresh and Repairs**
- **Plant inventory; identification & prioritization of areas needing work (mulch, pruning, shrub replacement), and initiation of that work**
- **Waterfall repair**



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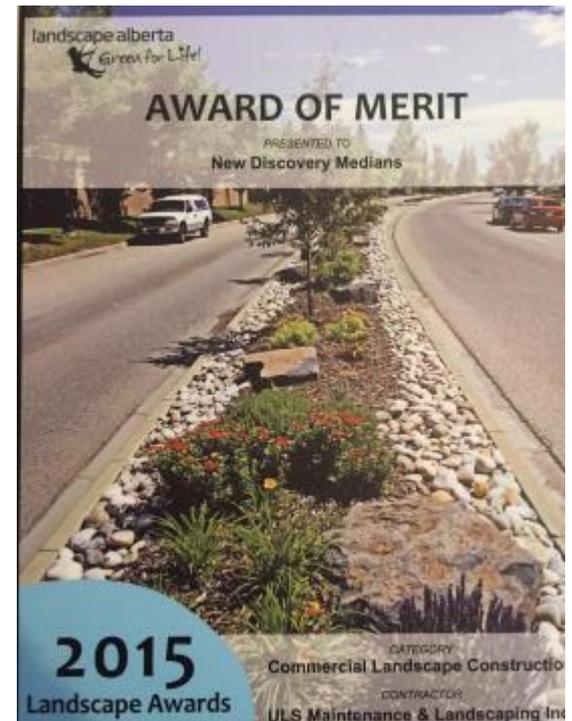
# **CAPITAL PROJECTS & Capital Plan**

**Paul Hodges  
President**

# Median Project – Summary to date

**In 2015, the NDHA completed the median Xeriscape work on Discovery Ridge Hill and the west end of Discovery Ridge Boulevard.**

**Our new medians have been recognized with an Award of Merit by Landscape Alberta**



# Capital Projects Plan

• <b>Discovery Ridge Blvd</b>	<b>\$505k</b>	<input checked="" type="checkbox"/>
• <b>Discovery Ridge Hill</b>	<b>\$155k</b>	<input checked="" type="checkbox"/>
• <b>Traffic circle planters</b>	<b>\$16k</b>	<input checked="" type="checkbox"/>
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• <b>Discovery Ridge Lane</b>	<b>\$175k*</b>	<input type="checkbox"/>
• <b>Traffic Circle</b>	<b>\$60k</b>	<input type="checkbox"/>
• <b>Entrance Hill Median</b>	<b>\$145k</b>	<input type="checkbox"/>
• <b>Waterfall park</b>	<b>\$105k</b>	<input type="checkbox"/>

*\* Estimated cost to complete*



# Orders of Business

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- Appointment of Auditor
- Resignation of Board of Directors
- Nomination and election of Directors



# Appointment of Auditor

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- Motion 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.



# 2015-16 Board Nominations

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- Board is made up of a maximum of 10 directors with a minimum of 3 required by the NDHA Articles of Association
- Monthly meetings held at Javino's  
*(third Wednesday of the month)*
- Additional work outside of the monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowner fees



# 2016-17 Board Nominations

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Nominations received:

- Ali Asghari
  - Geoff Hill
  - Paul Hodges
  - Ron Parisien
  - Shaune Pasay
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- Other nominations?
  - Voting results will be posted on the website



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**Questions?**



# Adjournment

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- Motion for adjournment
- Thank you for attending
- Contact us through our website:  
[www.ndha.ca](http://www.ndha.ca)
- Phone (403) 237-9595