

New Discovery Homeowners' Association (NDHA) Meeting Minutes

Date: **June 6, 2018, 7:10 p.m. start, adjourned 8:55 p.m.**
Location: **Griffith Woods School (Leaning Commons)**
7752 26 Ave SW

- Type of Meeting: **Annual General Meeting**
- Chair: **James Wilson, Acting President**
- Minutes: **Laurent Blais, Secretary**

Attendance:

48 members represented in person
178 members represented by proxy

- I. **Call to order:** The meeting began on June 6th 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
 - Washrooms are located in hallway, exit through front doors in an emergency.
 - Water and snacks available at side table.
- Welcome and Introductions:
- President's Comments
- Finance Update
- Landscaping Update
- Proposed Future Capital Projects
- Update from ULS
- Order of Business
 - Appointment of auditor
 - Disposal of old proxy forms
 - Nomination and election of Directors
- Question Period

- III. **Welcome and Introductions:** James Wilson, Acting President, welcomed and introduced the Board of Directors, as well as Jacquie Hansen, President of the DRCA and Riley Mills of ULS Landscaping and Maintenance. Meeting is open to all members and invited guests. Homeowners with accounts in good standing are eligible to vote in person or via proxy.

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

IV. What does the NDHA do?

- Operates under a 25 year term Stewardship Agreement with the City of Calgary (expires January 31st, 2032; 13.5 years left on the agreement)
 - *The City has requested the NDHA sign a new agreement which they are requesting from all "Enhanced Communities".*
 - *This is being done so all of the City's agreements are consistent.*
 - *The new Stewardship Agreement is under review by the NDHA's lawyer.*
- 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 Woods Park (City of Calgary).

V. President's Report

● Over The Past Year:

- Completed the repair work on the waterfall
- Completed Xeriscaping below the roundabout
- Completed enhancement of the mulching program
- Secured agreement from City to install Hawthorne Tree's into community
- Secured MOU for the entrance median with the City and Alberta Transportation
 - Agreement with Alberta Transportation for replacement trees at entrance (Provided by City, installed by Province), landscape maintenance access to TUC area & permission to rebuild shrub beds, irrigation and electrical post-construction (NDHA's cost).
- Secured new board members to help continue the operation of the NDHA
- Simplification:
 - E mail notifications
 - Voting / establishment of quorum

● Moving Forward:

- 2018 will be a period of re-adjustment
- The New Board will evaluate what needs to be done:
 - Chessor Development
 - City of Calgary Maintenance Agreement
 - Future Landscaping/Capital Projects
 - Main Waterfall Upkeep
 - Willows and Waterfall at the West Beaver Pond
- We need support from the NDHA members
- Without board members we will be forced to hire a management company
- This will either increase fees or prevent further enhancement projects

VI. 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 online payment app.
- Provide for accounting needs.
- Issuance of the 2018 invoices by name to registered homeowner (sent March of this year)
- Maintenance of:
 - Collection Policy
 - Members' Registry (registered by homeowner's name in order to follow address of the homeowner and not the possible renters, to avoid communications getting lost). Requires ongoing updating
 - Capital Plan

● Statement of Financial Position (as of December 31, 2017). Audited by Calvista LLP

- Assets
 - Cash \$28,542
 - Short Term Investments \$270,808
 - Accounts Receivable \$21,686
 - Advance Receivable \$26,317 (DRCA Landscaping Advance)
 - Prepaid Expenses \$1,612
 - Property \$1
- Liabilities
 - Accounts Payable \$38,144
- Net Assets
 - Unrestricted \$310,822

- **Statement of Operations (as of December 31, 2017). 1,650 residences are encumbered; 11 properties are unencumbered due to developer error; all but two of these pay the \$300 fee**
 - Revenues
 - Association Fees \$494,400
 - Municipal Funding (City) \$22,458
 - Interest of late payments \$2,863
 - Interest Income \$2,186 (Capital Plan Investment)
 - Expenses
 - Non-recurring \$169,546 (Capital Projects)
 - Operating \$388,930 (ULS, Lights, Utilities)
 - Administrative \$27,692 (Audit Fees, Postal Fees, etc.)
 - Deficiency \$64,261
- **2018 Budget**
 - Revenues
 - Association Fees \$495,000
 - Municipal Funding \$22,458
 - Interest Income \$5,197
 - Expenses
 - Non-recurring \$15,000
 - Operating \$431,080
 - Administrative \$26,331
 - Projected Surplus \$50,244
 - The Board of Directors passed a motion in 2015 to maintain a minimum of \$250,000 in the NDHA reserve fund. The fund can be used only in the case of an unforeseen emergency expenditure; and must be replenished as soon as possible thereafter and before any other surplus can be carried forward.
 - ❖ **Audience Question:** Why is there a jump in the operating expense from 2017 (\$388,930) to the 2018 budget (\$431,080)? **Answer:** The 2018 mulching program covers more locations than usual which adds to this year's operating costs.
- **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 2019 Budget
- **Collection Policy**
 - Background
 - In 2007 there was \$180,000 in receivables, mostly due to lax follow-up on collections by the Developer. Ron took on the position of Treasurer and he and the Board of that era put many long hours into fixing our financial situation. Encumbrance makes this a legal and mandatory fee.
 - 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 reminder letter along with a copy of current year invoice marked PAST DUE.
 - If no response received, turn over unpaid fees document to the NDHA lawyer (this is an important step as there is a 2 year statute of limitations). Legal fees incurred are the responsibility of the homeowner; the NDHA does not sustain any charges.
- Steps undertaken by NDHA's Lawyer (Richard John of Bridgeland Law)
 - Issuance of a Demand Letter (\$400 fee)
 - Redemption period provided (date given in letter)
 - Issuance of Final Demand Letter (more legal fees)
 - Redemption period provided
 - Filing of Statement of Claim (more legal fees) with Court of Queen's Bench
 - Redemption period provided
 - Filing for Redemption Order (Order of Sale – this has happened on three occasions; three resolved)
 - Obtain Affidavit of Value
 - Home can be listed for sale
- **Status of Collections as of June 5, 2018**
 - 1,650 residences have been invoiced for the 2018 Association fee of which 40.5% have already forwarded payment in advance of the June 29th due date.
 - 54 accounts remain in arrears for the 2017 fee and/or prior (3.3%) \$12,611
 - 36 owe 2017 fee + Interest \$11,840
 - 18 owe interest only \$771
 - 0 with NDHA Lawyer \$ -

VII. Landscaping Update: Sharon Salloway

- **The NDHA maintains our own and the City of Calgary green spaces**
 - If you have a concern please call or connect with the City through 311 or contact the NDHA if it an obvious landscaping maintenance issue. You can connect online, (311 online) or via 311 Calgary mobile App.
- **Landscape Highlights:**
 - Continuation of our Agreement (expires March 31st 2020 with two 1-year options to extend) 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 & planters
 - Garbage pick-up of public waste bins
 - Snow clearing of pathways and public sidewalks
 - Naiad Irrigation is our irrigation contractor. We enter into a seasonal maintenance agreement each year to ensure constant care of the system.
 - James Electric is responsible for waterfall pump and motor repairs and maintenance.
 - NDHA is responsible for maintenance of the Waterfall structure through appropriate contractor(s).
- **Targeted Items for NDHA:**
 - Hold off on major capital projects for 2018
 - Focus on educating myself on community green spaces and building relationships with City of Calgary – Parks & Enhanced Communities
 - Approval of mulching beds in phase 3, 4, 5, 8 & 10
 - Rejuvenate bed in Phase 10 – entrance to Griffith Woods
 - Addition of 22 Hawthorne trees towards west end of Discovery Ridge Boulevard
 - Provided and installed at the City's cost
 - Smaller Projects:

- Graphic Vinyl Wraps for the garbage bins in Discovery Ridge depicting nature and wildlife
- Trial for “Doggy Bag” dispensers at 3-4 high traffic garbage bins

VIII. Proposed Future Capital Projects

- Completion of Median Xeriscaping in Discovery Ridge
 - Discovery Ridge Lane \$69,000
 - Discovery Ridge Way \$157,500
- New Landscaping around Phase 9 Waterfall Park \$105,000 (2015 Estimate)
- Upon Completion of Ring Road
 - New Landscaping around Traffic Circle \$47,000 (2017 Estimate)
 - Enhancement of the TUC (full length of Discovery Ridge) with native trees/shrubs and a pathway

IX. Guest Speaker – Riley Mills – ULS Landscape and maintenance Inc.

- ULS has a dedicated team working in Discovery Ridge 5 days a week and most Saturdays.
- Mulching is being added to the beds in 9 separate locations with focus on the west half of Discovery Ridge (Phases 3, 4, 5, 8 & 10). This work will take another two weeks to complete.
- The small park at the west end of Discovery Ridge Blvd will be rehabilitated to remove the plastic edging material and instead install boulders to delineate the gravel path from the mulched beds. This work proceed following completion of the mulching.
- The overgrown willows around the west waterfall will be trimmed down.
- ULS has the City's tree replacement contract and they will be installing 22 Hawthorne trees in the median of Discovery Ridge Boulevard at the City's cost. This work is planned to proceed in July.
- ULS is looking forward to completing the award winning median xeriscaping on Discovery Ridge Lane and Discovery Ridge Way.
 - Xeriscape removes sod from medians and replaces it with a wide perimeter edge of large river stone and raised bed of hardy, drought and salt resistant shrubbery in the centre.
 - The river stone captures the salt, sand and snow piled on it by winter plows.
 - The raised beds are protected from the majority of road snow and salt spray; they also serve to protect median trees from the same.
 - ULS has received requests from other communities for xeriscaping but ULS won't replicate the same design as the medians in Discovery Ridge

X. Orders of Business:

- **Appointment of Auditors:**
 - Ron Parisien 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, Susan Chittick seconds, and the motion was approved unanimously.
- **Proxy Materials**
 - Laurent Blais motions to authorize the Board of Directors to destroy all Proxy Materials submitted by members for purposed of voting at previously held Annual General Meetings, Sharon Salloway seconds, and the motion was approved unanimously.
- **Nomination and election of Directors:**
 - All 2017/2018 Board members officially resigned.
 - Special Thank You to the following Board Members:
 - Shaune Pasay, 6 years of dedicated service
 - Deji Gbobaniyi, 3 years of dedicated service
 - Ron Parisien, 10 years of dedicated service
 - 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 (Usually 1st Wednesday of every month)

- Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowners' fees.
- 2017/2018 NDHA Board Nominations received:
 - James Wilson
 - Susan Chittick
 - Joe MacLean
 - Laurent Blais
 - Sharon Salloway
 - Carolyn Mawhinney
 - Carolina Blais
 - Millard Matthews
 - Ian Brown
 - Shannon Anderson
- Ron Parisien motions that these members be elected to serve as Directors. The motion was seconded by Shaune Pasay, the motion was passed unanimously.

XI. Questions & Announcements:

○ Announcements:

- **Please purchase your DRCA \$25 membership:** DRCA is heavily engaged on behalf of the community with all ring road issues, in addition to finding and organizing other social / recreational events and facilities.

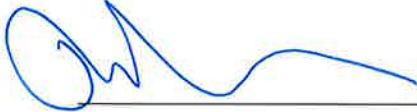
○ Questions:

- **Would it be possible to post a template of the proxy form online in case the email is not received?** Yes this should be possible and will be noted as an action item for the board.
- **Would it be possible to set up online voting for NDHA matters?** No it is not possible because the NDHA Articles of Association (#21) require votes of members to be given personally or by a nominee appointed by a proxy.
- **Would it be possible to set up online tracking of payments so individuals can check if they have paid?** Yes this should be possible and will be noted as an action item for the board.
- **What can be done to increase the police presence in Griffith Woods as there are issues with unleashed dogs and teenagers starting fires?** City Bylaw officers often have a presence in the park to issue tickets to owners who have dogs that are not on a leash. The police helicopter regularly flies the park to look for fires and/or parties. The NDHA recommends calling 911 to report any fires or calling the non-emergency number (403-266-1234) to report activities not permitted in the park.
- **Can the NDHA get the broken park bench board near the tennis court repaired?** Yes, this will be noted as an action item for the board.
- **Can the NDHA do something to reduce the dust on Discovery Ridge Blvd at the entrance to the community caused by the haul trucks?** Former board member Shaune Pasay advised she has contacted KGL to request the daily street sweeping that is occurring. It is recommended to contact KGL, the City and the Province whenever the dust is bad. It is likely the more people complain, the faster the streets will be cleaned.
- **What is the status of the traffic circle waterfall?** When the water was turned on for the year, a broken pipe irrigation pipe (unrelated to the waterfall itself) was discovered which needed to be repaired before the waterfall could be filled. The necessary repairs are being coordinated and the waterfall should be running within one week.
- **In the presentation it was noted that the NDHA needs to determine if the Chessor development will join the NDHA, what is the issue with this? (Question was asked by a DRCA board member who was involved in the negotiations with Chessor in which joining the NDHA was a requirement for DRCA support of the development)** The NDHA needs to ensure that the individual properties are properly encumbered in order to secure the legal and mandatory fee. The NDHA also needs to ensure the landscaping is constructed to the same standard as the rest of Discovery Ridge to avoid inheriting increased maintenance issues. At this stage the development seems to be on the right track to meeting the NDHA requirements.

XII. **Adjournment:** Motion for Adjournment by Ron Parisien, seconded by Carolyn Mawhinney, and the motion was approved unanimously. 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 8:55 p.m. on June 6th.

Entered into Record:

Date: This 20 day of June, 2018



James Wilson, President



Susan Chittick, Treasurer