

## NEW DISCOVERY HOMEOWNERS' ASSOCIATION

### MINUTES ANNUAL GENERAL MEETING

3 November, 2009

1. **Welcome :** Randy explained that homeowners with accounts in good standing are eligible to vote, Reviewed the Agenda and invited further Agenda items

2. **Introductions: Randy introduced the BOARD MEMBERS:**

Randy Pasay, President  
Michael Mercier, Vice-president  
Ron Parisien, Treasurer  
Bob Morrison, Secretary (absent)  
Judy Collins  
Greg Guatto  
Eric Muller

Randy introduced the GUESTS: Erin Faupel & Paul Atkinson of ULS Maintenance and Landscaping ; Jamie Cooper, President DRCA; and Jim Ockers and Gloria Boguslaw, from the Wedgewoods and thanked them for their efforts in gathering over 100 Proxies.

3. **President Comments:** What is the NDHA?: Randy explained the history of the NDHA: Established by the developer in 2000. Community led since June 2006. Managed by volunteers. *Memorandum of Association*, and *Articles of Association* are available on the website [www.discoveryridge.com](http://www.discoveryridge.com).

What does NDHA do? The purpose of the Association is to care for green spaces and pathways, the waterfall, the 5.5 kms of paved pathways, 2500 trees and beds, benches and open spaces. The Community Association is responsible for social and community focused activities and events. Griffith Woods is the responsibility of the City of Calgary.

4. **President's Report: Issues facing future board**

- Bidding 2010/2011 Maintenance Contract
- Enforcement of collection policy
- Encumbrance on new Griffith properties: no maintenance will be done unless yearly fee paid by community group
- Recruitment of new board members
- Continuing to work with DRCA

Randy thanked all of the members of the Board for their commitment and hard work on behalf of the community

5. **Finance Committee Highlights:**

- Issuing the 2009 invoices
- Implement collection policy
- Members' Registry
- Collection of accounts in arrears

**Year End Report  
December 31, 2008**

**ASSETS**

\$474,513 Cash & accrued interest  
\$110,398 Accounts receivable  
\$ 2,119 Other assets  
\$ 1 Property

**LIABILITIES**

\$ 27,417 Accounts Payable

**NET ASSETS**

\$559,614 at the end of the year

**2008 Financial Report  
Statement of Operations**

**Revenue**

\$485,607 Association fees  
\$ 19,954 Municipal funding  
\$ 24,388 Interest on late payments  
\$ 12,223 Interest income

**Expenses**

\$ 90,064 Non-recurring  
\$385,750 Operating  
\$ 19,916 Administrative

**2009 Budget**

**Revenue (on a cash basis)**

- \$488,079 Association fees  
- \$ 48,808 Less: outstanding receivables  
- \$ 19,954 Municipal funding  
- \$ 6,108 Interest income

**Total Revenues** **\$465,333**

**Expenses**

- \$ 4,200 Non-recurring  
- \$438,379 Operating  
- \$ 32,491 Administrative

**Total Expenses** **\$475,070**

**Net Budget** **(\$ 9,737)**

**Looking Forward**

- Bill newly occupied residences
- Collection policy-outstanding \$50,000.00
- Start 2010 Budget
- Continue collections
- Post audited financial statements on the website.
- Have carry forward balance on 2009 invoices

## 6. Landscape Committee Report

### Highlights

- Third year that the landscape maintenance was performed under a fixed budget established by the community-led Association.
- First year that all phases are under the NDHA's responsibility to maintain.
- New board will be tasked to go to bid new maintenance contract.
- ULS crews have spent close to 4,000 work hours fertilizing and maintaining the soccer fields, completing regular grass cutting in the parks and other manicured areas, clearing of the tree wells along the boulevards, maintaining the flower beds, and replacing approximately 30 diseased or vandalized trees, pruning of others, as well as numerous shrubs beds.
- Garbage receptacles have been well used. As a result, increased collection frequency during summer months to twice a week for select receptacles. Looking to add a few more garbage receptacles in the future and appreciate the suggestions of the community on the best locations
- This spring Harris Electric did a complete assessment of the waterfall pump and piping. They refurbished the pump and some of the piping prior to spring start-up, resulting in almost completely uninterrupted operation of the waterfall this year.
- Secured High View Irrigation to be the first contact for maintenance of the waterfall, along with the flood lights.
- Residents can count on timely and frequent snow removal on our pathway system, providing safe accessibility for those who need to reach the bus stops, the retail plaza and those who enjoy walking, running and biking through our beautiful community.

### Challenges and Future Focus

- Pleased with the results over the past year, both in terms of the accomplishments of the Landscaping Committee and the service provided by ULS.
- Phase 10 was approved by the City and is now under the responsibility of the NDHA. It may require some further attention next year to bring it to the same level of appearance as the rest of the community.
- Thistle and weeds control will be an on-going challenge.
- Trees in the median down from the traffic circle have died and been replaced as many as three times. Something different is needed. The Board has come up with a design to update this median using a similar theme to the entrance work of last year. As with the entrance, this redesign will reduce our overall landscape maintenance costs by eliminating the cost of replacing trees and reducing the amount of actual maintenance to be done in this area. The new Board will be tasked to move forward with this.
- Need to analyze the fences on the public areas to see if any work needs to be done and the best way to proceed, if such is the case.
- Due to the increasing frequency of graffiti in the community, the Board has been in contact with a graffiti removal company with the intention of setting up an agreement to have these incidences monitored and cleaned up as need be.
- Your ideas, support and interest would be most appreciated – our community depends on it.

## 7. Collection Policy

### Background

#### NDHA STEPS:

- Mailing of invoices
- Newsletter article in May
- Boulevard sign in June
- Fees due June 29<sup>th</sup>
- Overdue accounts receive a statement & reminder letter
- Turnover unpaid fees to NDHA lawyer

#### **NDHA LAWYER STEPS:**

- Demand letter(s) issued by NDHA lawyer
- Statement of Claim
- Order Nisi (Order for Sale)
- Home is "Listed for Sale"

#### **Status of Collections**

- 1,629 encumbered residences
  - 112 Outstanding for 2009
- AR Balance at Sept 15, 2008 \$237, 432
  - 469 Notice of Arrears letters were issued commencing Sep 15 through to Nov 5, 2008
  - 72 FINAL Notice Letters issued Dec 31,
  - 98 DEMAND Letters issued by NDHA lawyer Feb 20 & May 22, 2009
  - 23 are with NDHA Lawyer and the rest are at various "pre-lawyer" stages.
  - 8 Files cleared by Lawyer
  - 22 Statements of Claim filed; 8 currently remain to be settled
- Pre-2009 AR Balance is \$19,706

#### **8. Question Period:**

- a) Concern regarding lighting from Sarcee intersection to 69<sup>th</sup> : **Action:** Eric will send a letter to Alderman Joe Connelly
- b) Backyards on NW corner-wet and boggy with frost heaving: suggestions included; talk with City; install a swale; request help from New Home Warranty. **Action:** Eric will support a dialogue between the city of Calgary and concerned neighbours
- c) Shut off the waterfall regard to costs? Only request of this nature heard
- d) Shubert Choke Cherry trees are subject to black rot fungus, a disease local to AB: may be a hardier choice of tree in future
- e) Snow removal from streets-not responsibility of NDHA **Action:** call 311 re concern regarding safety of children in the playground zone and may get fast tracked through!

#### **9. 2007 & 2008 Proxies**

Disposal of 2007 & 2008 Proxies: **Motion: Bonnie Krochak , Second: Gloria Boguslaw. Carried.**

#### **10. 3<sup>rd</sup> Party Management Company**

Background

##### **VALUE PROPOSITION:**

- Intermediary will allow Board to focus on larger picture and improve communication to all residents
- Professional Property Manager with purchasing power and experience
- Experienced at tender process and analyzing bids from qualified trades at competitive prices
- Financial management and reporting skills
- Reserve Fund study, comparable communities, etc.
- Manage insurance needs, bylaw changes, and other administrative duties.

##### **Disadvantages**

- Additional expense to NDHA

Greg explained that we will obtain feedback from the membership and continue to explore options with a focus on succession planning

The membership felt a vote on this item was not required. The 2010 board would explore the options.

**11. 2010 Board Nominations**

Three to 10 board members (voting positions)

Returning members:

Michael Mercier

Bob Morrison

Ron Parisien

Judy Collins

Greg Guatto

Other nominations: Gloria Boguslaw and Marv Beer

Nominations Cease: **Motion: Jamie Cooper, Second: Eric Muller. Carried.**

**12. Adjournment @ 9:30 PM**