



**NEW DISCOVERY
HOMEOWNERS'
ASSOCIATION**

**ANNUAL GENERAL
MEETING**

June 8, 2011



Welcome

- Meeting is open to all members and invited guests
- 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 resolution
 - Capital Plan survey
 - Capital Plan discussion
 - Nomination and election of directors
- Question period



Board of Directors

BOARD MEMBERS

- Judy Collins, President
- Michael Mercier, Vice-president
- Ron Parisien, Treasurer
- Bob Morrison, Secretary
- Ali Asghari
- Marv Beer
- Gloria Boguslaw
- Sonja Miles



Guests

- Alderman Richard Pootmans (tentative)
- Erin Faupel, ULS Maintenance & Landscaping
- Carolyn Brown, Chinook Gardener
- Geoff Hill, Discovery Vista Point



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
 - Continued upgrading & rehabilitation of green spaces
 - Enforcement of collection policy
 - Encumbrance on Vista Point properties
 - Encumbrance on remaining Cornerstone properties
 - Recruitment of new board members
 - Continuing to work with DRCA
 - Capital Plan approval



**NEW DISCOVERY
HOMEOWNERS' ASSOCIATION**


FINANCE UPDATE

Ron Parisien, Treasurer



Finance Committee

- **Highlights** *(since last AGM)*
 - Issuing the 2011 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, 2010

ASSETS

- \$683,770 Cash & GICs
- \$ 35,222 Accounts receivable
- \$ 1,663 Other assets
- \$ 1 Property

LIABILITIES

- \$ 37,775 Accounts Payable

NET ASSETS

- \$682,881 at the end of the year



Statement of Operations

For the Year Ended December 31, 2010

- **Revenue**

- \$487,940 Association fees
- \$ 19,954 Municipal funding
- \$ 8,860 Interest income
- \$ 4,745 Interest on late payments

- **Expenses**

- \$ 90,445 Non-recurring
- \$383,270 Operating
- \$ 20,908 Administrative



2011 Budget

Revenue (*on a cash basis*)

\$490,146 Association fees

\$ 24,495 Less: outstanding receivables (5%)

\$ 19,954 Municipal funding

\$ 9,295 Interest income

Total Revenues **\$494,900**

Expenses

\$ 60,000 Non-recurring

\$385,030 Operating

\$ 19,388 Administrative

Total Expenses **\$464,418**

Net Surplus **\$ 30,482**



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 2012 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
 - issuance of final Demand Letter
 - filing of Statement of Claim
 - Order Nisi (Order for Sale)
 - home is “Listed for Sale”



Status of Collections

As at May 30, 2011

- 1,634 residences have been invoiced for the 2011 Association fee of which 43% have already forwarded payment in advance of the June 29 due date
- 69 accounts remain in arrears for the 2010 fee &/or prior (<5%) **\$22,079.25**
 - 41 owe 2010 fee + interest \$13,489.93
 - 20 owe interest only \$ 1,350.97
 - 6 w/ NDHA's lawyer \$ 5,820.87
 - 1 w/ NDHA's lawyer – In Trust \$ 708.74
 - 1 will be sent to NDHA's lawyer \$ 708.74



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
 - Public areas tree maintenance
 - Flower beds
 - Waterfall maintenance
 - Garbage pick-up of public cans
 - Snow clearing of pathways
 - Weed spraying
 - Irrigation maintenance & monitoring



Landscape Committee Report - Challenges

- Weed spraying over the years has given us some control over thistle and dandelion growth.
- We are working with City's Urban Forestry division to replace dead and diseased trees. This year we are looking at approximately 45.
- Last year re-did the median on Discovery Ridge Blvd. down the hill from the waterfall. This carried on the theme of the entrance median. It was done in the NDHA philosophy of a more natural look with greater drought tolerance and requiring less labour to maintain.



Landscape Committee Report – Current Activities & Future Focus

- This June we will continue the re-sodding of the medians along Discovery Ridge Blvd. up to the mall and Discovery Ridge Hill.
- Working with Urban Forestry we will be replacing the dead trees.
- Working with the City to clean up graffiti as it occurs.
- Working on a plan to revitalize the green space at the end of Phase 10
- Working with contractor to clean up and maintain the utility corridor in Phase 1.



Landscape Committee Report – Current Activities & Future Focus

- After competitive bid process, new landscape maintenance contract signed.
- Area supervisor hired to liaise with ULS.
- Report has been conducted on public fences (wrought iron, brick, and stucco) throughout the community. We need to decide how to proceed with this.
- Benches will be evaluated and refinished as required.
- Looking to possibly add park benches and/or garbage cans, as necessary.



Orders of Business

- Appointment of Auditors
- Special Resolution
 - Requires approval by 75% of all members in good standing and in attendance in person or by proxy
- Capital Plan survey
- Capital Plan discussion



Appointment of Auditor

- 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.



Special Resolution

- **Accept Discovery Vista Point residents as members of the NDHA provided as many properties on that street as possible are encumbered.**
- **The NDHA accepts the residents of Discovery Vista Point to become members of the NDHA.**
- **The NDHA agrees to assume responsibility for maintenance of public green spaces adjacent to the properties on Discovery Vista Point.**



Special Resolution - Background

- The Board has identified some properties without the NDHA encumbrance.
- Only residents with the encumbrance on title can be members.
- Issue is whether NDHA should assume maintenance responsibilities.

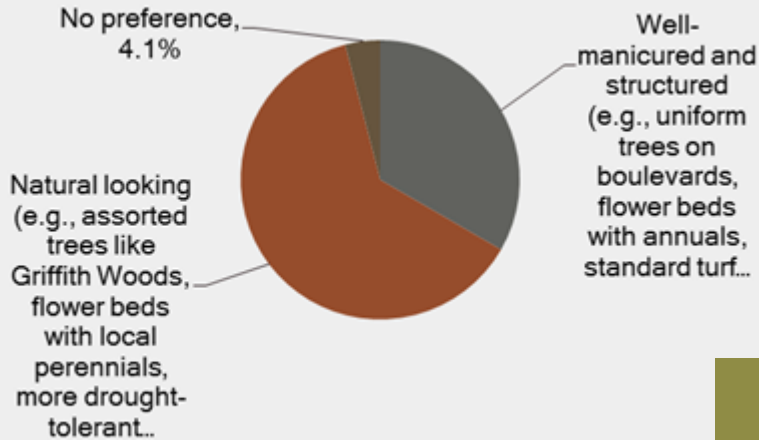


Special Resolution - Background

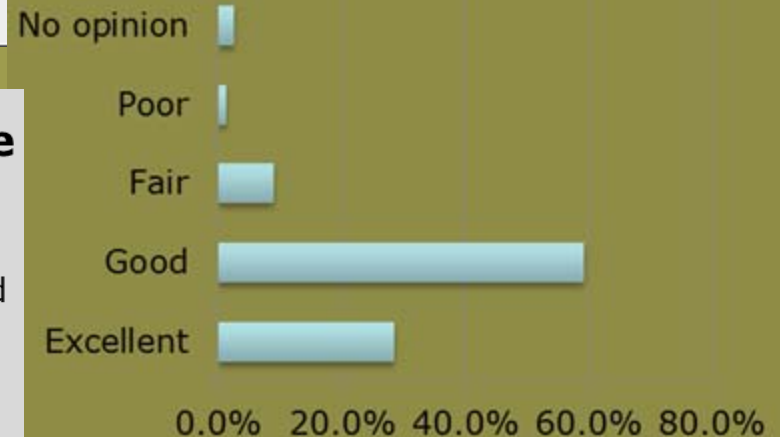
**Presentation
by Geoff Hill
Discovery Vista Point
residents**

Survey Results

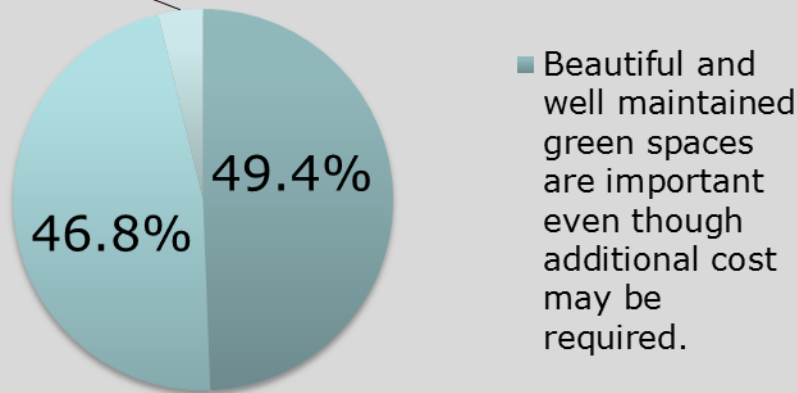
Preference of Green Spaces



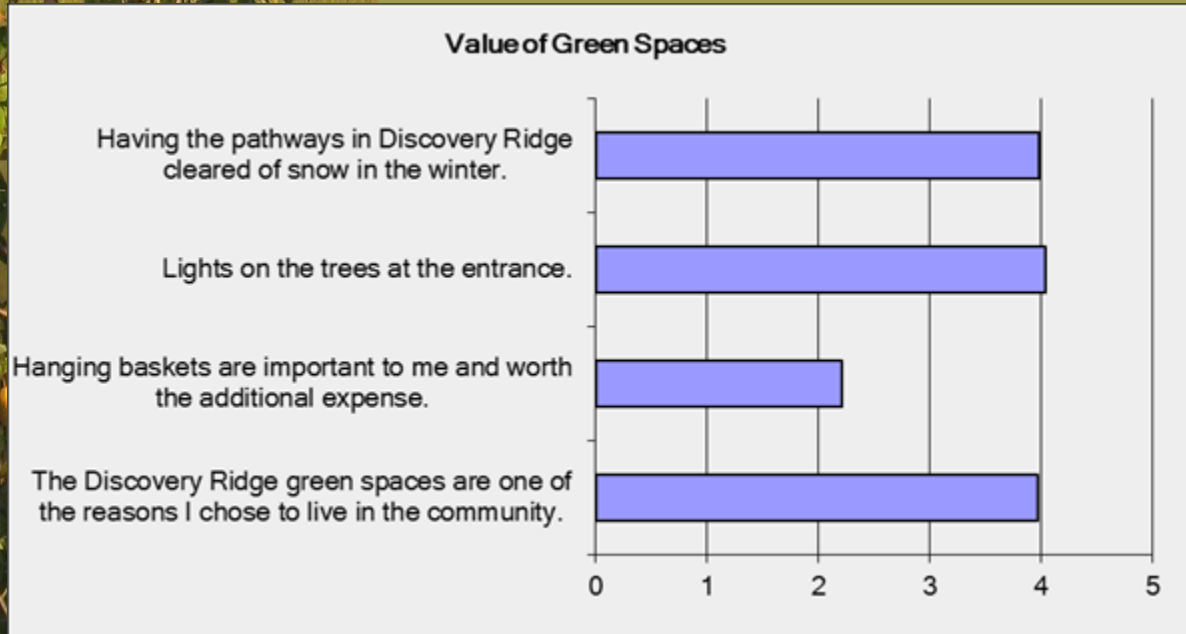
Maintenance of Green Spaces



3.8% Level of Cost vs. Maintenance



Value of Green Spaces



What do you like best about the maintenance of the community:

- Look of the boulevards; nice mix of manicured and natural
- Waterfall area
- Overall maintenance of green spaces:
 - grass mowing
 - Christmas lights
 - Efforts of the landscaping committee

“In the summer the grass is mowed on a regular basis, the trees are watered and boulevards cleaned of weeds. It make the area stand out and look well cared for and is a welcome site as you enter Discovery Ridge.” Survey respondent

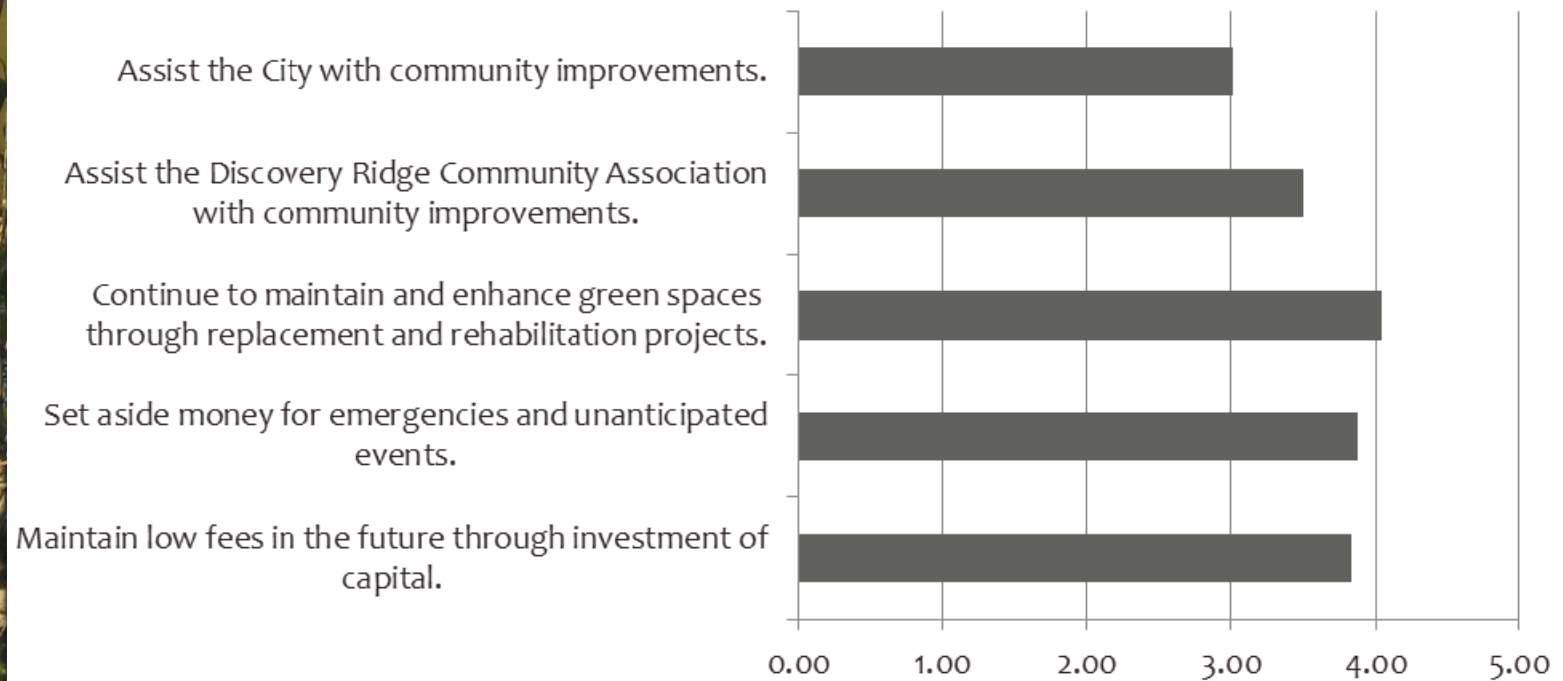


What could be most improved? – common themes

- Replace dead trees (29%)
- Use native plants (18%)
- Provide same focus to areas off Discovery Ridge Boulevard
- Improve weed control and dandelion control
- Repair/replace sod
- Fix irrigation
- More color

Use of NDHA Funds

Use of NDHA Funds



NDHA Fund Investment

Preference for NDHA Fund Use

Maintain funds in a combination of investments that provide opportunities for income and growth (e.g., mix of GICs, bonds, preferred stocks, common stocks).

3.04

Mixture of low and moderate risk (e.g., mix of GICs, government bonds, corporate bonds, preferred stocks).

3.57

Maintain funds in investments with the lowest risk to principal (e.g., GICs, government bonds).

3.41

2.60 2.80 3.00 3.20 3.40 3.60 3.80

NDHA Capital Plan Survey

Invest the NDHA's money to reduce or avoid the need to increase the...

3.83

Increase the annual fee if approved by the members at an annual general...

3.51

Increase the annual fee as needed.

2.86

Increase the annual fee by the Consumer Price Index every year.

2.39

0.00 2.00 4.00 6.00



Capital Plan

- Review of future capital requirements
 - Forecast of short-term landscape maintenance and rehabilitation needs
 - Projected 25-year operational budget
 - Consideration of unanticipated expenses
 - Survey of NDHA members



Capital Plan

- Objectives
 - Well-maintained, sustainable, and natural-looking green spaces that are attractive and enjoyable.
 - Excellence in maintenance of green spaces.
 - Balance of maintenance and rehabilitation needs with revenue.
 - Investment strategy that allocates funds to two categories:
 - lowest risk to principal (e.g., term deposits, guaranteed investment certificates, government bonds)
 - mixture of low and moderate risk investments (e.g., term deposits, guaranteed investment certificates, government bonds, corporate bonds, preferred stocks)




Capital Plan

- **General Reserve Fund**
 - Protect long-term viability of NDHA and its services
- **Green Space Enhancement Reserve Fund**
 - Modify and rehabilitate green spaces
- **Operational Support Fund**
 - Supplement the operating budget




NEW DISCOVERY HOMEOWNERS' ASSOCIATION

2011-12 Nominations



2011-12 Board Nominations

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



2011-12 Board Nominations

Nominations received:

- Ali Asghari
- Marv Beer
- Gloria Boguslaw
- Judy Collins
- Michael Mercier
- 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
- Thank you for attending
- Contact us through the website:
www.ndha.ca
- Phone (403) 237-9595