



**NEW DISCOVERY
HOMEOWNERS'
ASSOCIATION**

**ANNUAL GENERAL
MEETING**

June 18, 2014



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**
- **Landscaping Update**
- **Capital Projects**
- **Orders of Business**
 - **Appointment of auditor**
 - **Nomination and election of Directors**
- **Question period**



Board of Directors

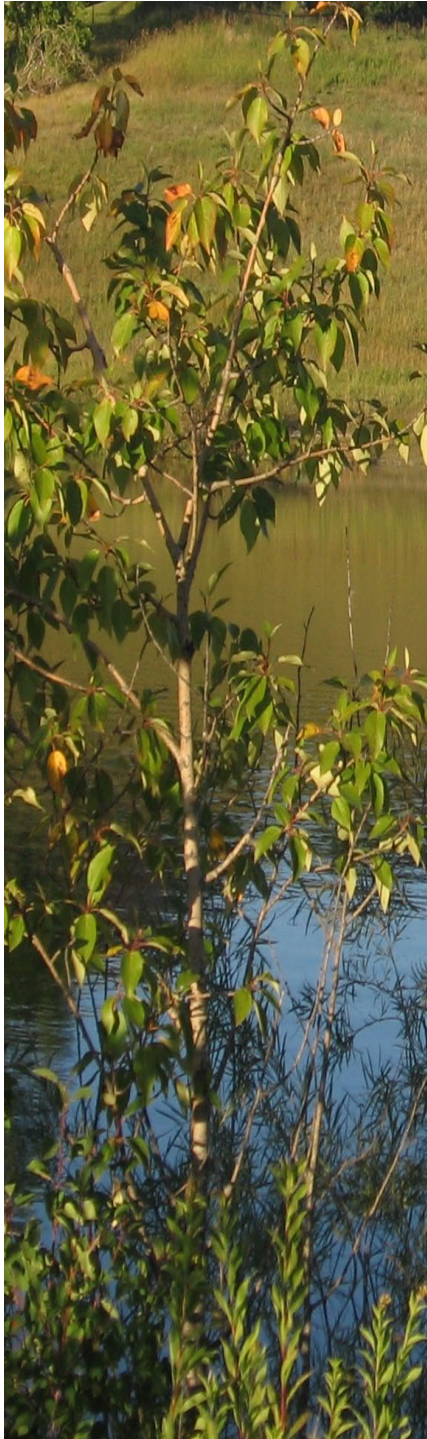
BOARD MEMBERS

- Michael Mercier, VP and acting President
- Ron Parisien, Treasurer
- Tara Landry, Secretary
- Ali Asghari
- Hani Ayad
- Adam Crutchfield
- Grace MacLean
- Shannon Savoy



Guests

- **Carolyn Brown, Chinook Gardener**
- **Steve Wheatcroft & Erin Faupel, ULS Maintenance & Landscaping**



What is the NDHA?

- Established by the developer in 2000 (to maintain an on-going high standard for Discovery)
- Community led since June 2006
- Volunteer positions on Board
- *Memorandum of Association* 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 (DRCA) and Griffith Woods (City of Calgary Parks)**



What does NDHA do?

- Operates under 25 year term Stewardship Agreement with City of Calgary
- One part-time contract person, Carolyn Brown, landscape supervisor



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 implementation**



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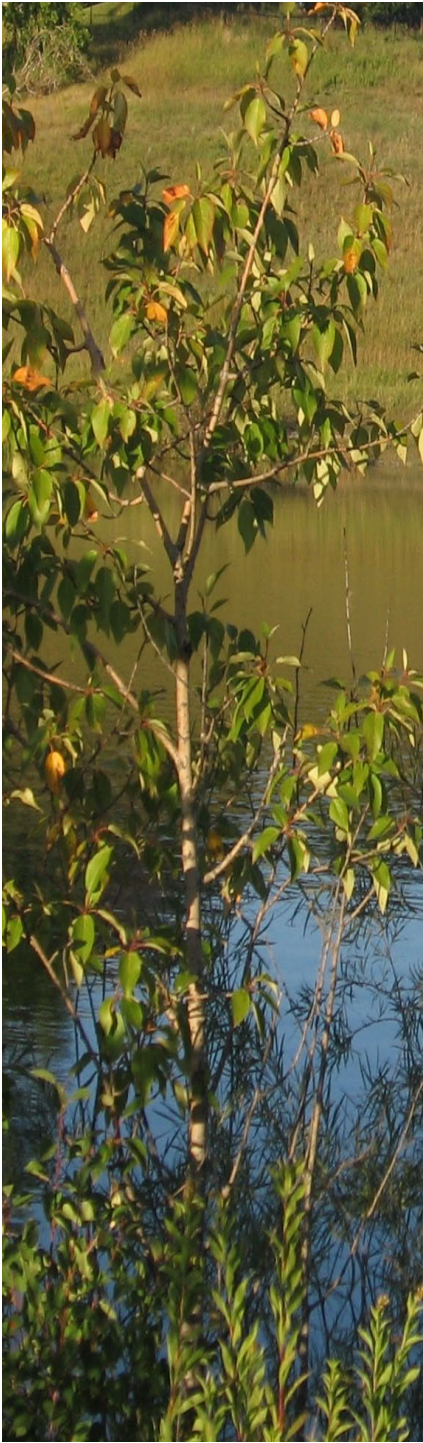
FINANCE UPDATE

Ron Parisien, Treasurer



Finance Committee

- **Highlights** (*since last AGM*)
 - **Monitor new online payment app**
 - **Issuance of the 2014 invoices**
 - **Maintenance of:**
 - Collection Policy**
 - Members' Registry**
 - Capital Plan**
 - **Registration of NDHA's Encumbrance on title of 11 properties in the Discovery Vista Point development**
 - **Collection of the \$35K held by legal counsel of DVP developer**



Statement of Financial Position

As at December 31, 2013

ASSETS

- \$ 48,496 Cash
- \$ 32,473 Accounts receivable
- \$ 36,729 Prepaid expenses
- \$702,200 Investments
- \$ 1 Property

LIABILITIES

- \$ 24,541 Accounts Payable

NET ASSETS

- \$795,358 Unrestricted



Statement of Operations

For the Year Ended December 31, 2013

- **Revenue**

- \$490,500 Association fees
- \$ 20,552 Municipal funding
- \$ 14,104 Interest income
- \$ 3,939 Interest on late pymnts

- **Expenses**

- \$ 37,738 Non-recurring
- \$391,076 Operating
- \$ 24,498 Administrative



2014 Budget

Revenues

\$495,000 Association fees
\$ 20,553 Municipal funding
\$ 13,087 Interest income

Total Revenues **\$528,640**

Expenses

\$185,842 Non-recurring
\$407,844 Operating
\$ 25,323 Administrative

Total Expenses **\$619,010**

Expenses in excess of revenues **\$ 90,370**



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 2015 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
 - redemption period provided
 - filing of Statement of Claim
 - redemption period provided
 - filing for Redemption Order (Order for Sale)
 - home is “Listed for Sale”



Status of Collections

As at June 16, 2014

- **1,650 residences have been invoiced for the 2014 Association fee of which 54% have already forwarded payment in advance of the June 29 due date**
- **63 accounts remain in arrears for the 2013 fee &/or prior (<4%) \$17,365.04**
 - 48 owe 2013 fee + interest \$ 15,722.04
 - 14 owe interest only \$ 934.26
 - 1 with NDHA's lawyer \$ 708.74



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LANDSCAPING UPDATE

**Michael Mercier,
VP & Acting President**

**Xeriscape Median Project
Adam Crutchfield**



Landscape Committee Report - Highlights

- **Over 4,000 work hours of landscape contract related work**
 - Soccer fields
 - Grass cutting
 - Spring and Fall cleanup
 - Public areas tree maintenance, working with and on behalf of Urban Forestry
 - Flower and planting beds
 - Waterfall startup/shutdown and maintenance
 - Garbage pick-up of public cans
 - Snow clearing of pathways and public sidewalks



Landscape Committee Report - Highlights

- Weed spraying**
- Irrigation maintenance & monitoring**
- Installation and take-down of
Christmas lights.**
- Tree and grass watering**



Landscape Committee Report – Current Activities

- **Carolyn Brown continues to work on behalf of NDHA to supervise, and advise, the work in the community by both of our contractors, and to report back.**
- **Earlier in year contract was awarded to remediate the seven medians from the base of the DR Blvd hill to the commercial area corner. Phase one is complete and phase two will be done in next few weeks.**
- **At the same time, worked with City's Urban Forestry department to remove diseased and dying Shuberts. Replacements will be coming in next couple weeks.**



Landscape Committee Report – Current Activities

- **The medians are a constant challenge and require annual work. For grassed medians we are trying to find something to offset the salt damage from the winter.**
- **Working with City to underplant trees around the water retention pond waterfall. This belief is that these trees will help to stem the willows and provide visual enhancement.**



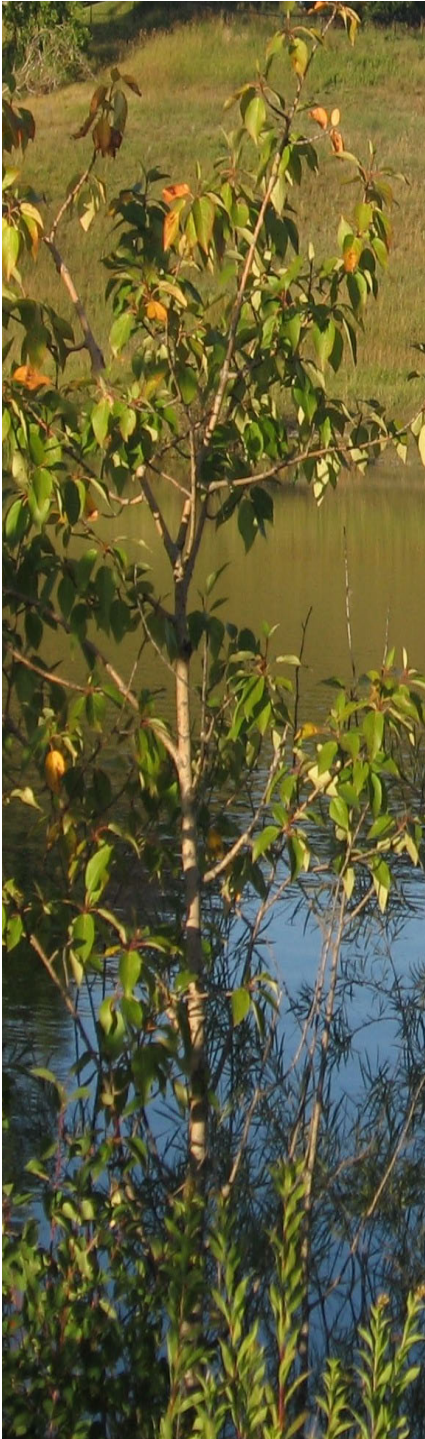
Landscape Committee Report – Looking Back

- **Last Year;**
 - **The June flood really curtailed the work we did . In many respects it was planning year.**
 - **Spent extensive time on the decision of what to do with seven medians.**
 - **Started working with the DRCA on a plan for the green space of their park area, including irrigation.**
 - **Top dressed all of the medians along Discovery Ridge Blvd.**
 - **Flood remediation behind DR Green**



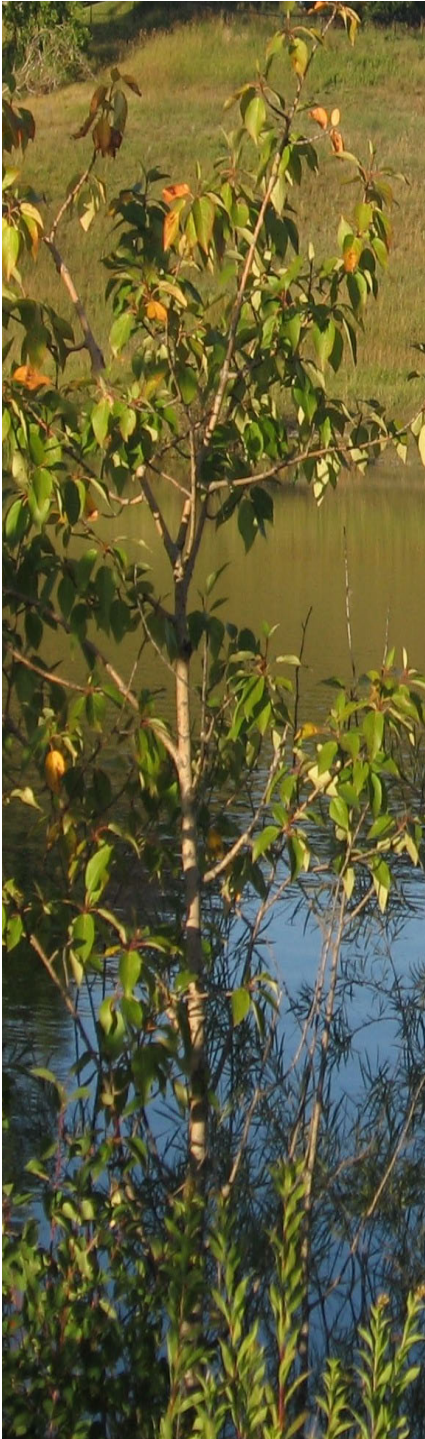
Xeriscape Median Project

- In 2013 top-dressing and seeding of the medians was completed in an effort to improve the growth of grass. Over the course of the summer it became apparent this was not working.
- At the end of the 2013 growing season the board took a decision to look at alternatives to the current median design for the 7 worst medians (*bottom of hill to cornerstone square*)



Xeriscape Median Project

- **In late 2013 the landscape committee completed a design for the medians using the xeriscape approach in order to improve the visual appeal of the medians and limit the damaging effects of salt from winter snow removal**



Xeriscape Median Project

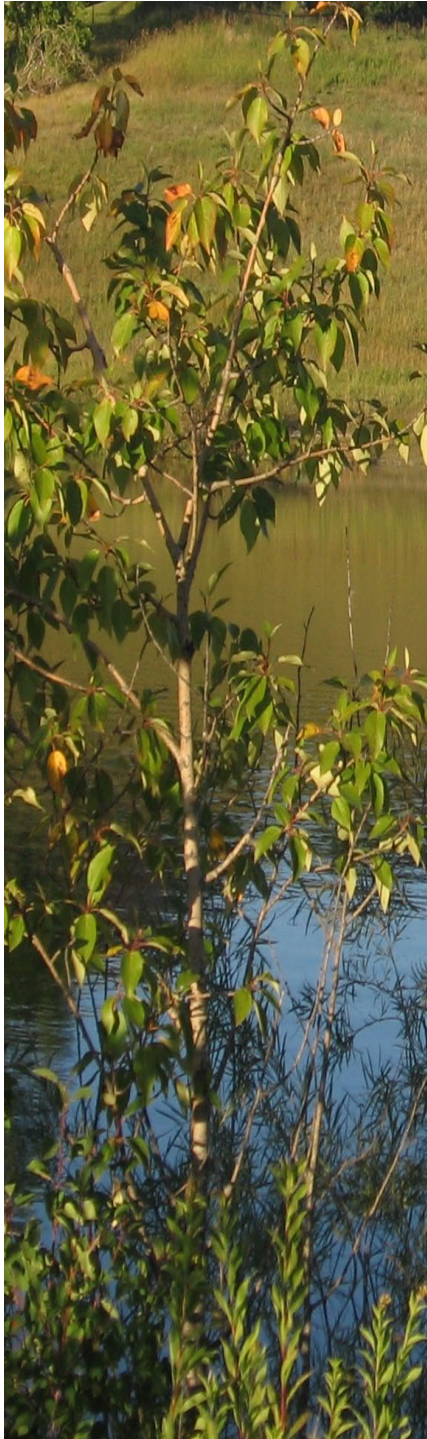
- **Took the design to market through an RFP in December 2013**
- **3 Companies responded with ULS being the lowest compliant bidder at \$151K**
- **Median work started in April 2014 and is expected to complete in June/July 2014 (*planting work has been delayed due to the removal of diseased trees by the city and their re-planting schedule*)**
- **Project will complete on budget**
- **Additional medians will be evaluated in 2015**



Landscape Committee Report –Future Focus

Going forward;

- Design for the green space of the DRCA development is almost complete. The first task is irrigation. This is the first step in a larger commitment the NDHA has made to the DRCA to look after the green spaces in that area. Later in the summer we plan to award a contract to design the irrigation system.**
- Sponsored a presentation on community gardens by the Calgary Horticultural Society to gauge interest in the community.**



Landscape Committee Report –Future Focus

- **There is now a group working indepently on this project**
- **Working with contractor to see what can be done with badly salt damaged grass medians.**
- **Working with the City to determine what can be sprayed and when. City's plans, and regulations, determine what level of spraying we do.**
- **We are going to try to water more, as required, to assist our trees and grass.**
- **Plan to install three or more garbage cans in suitable/required spots.**



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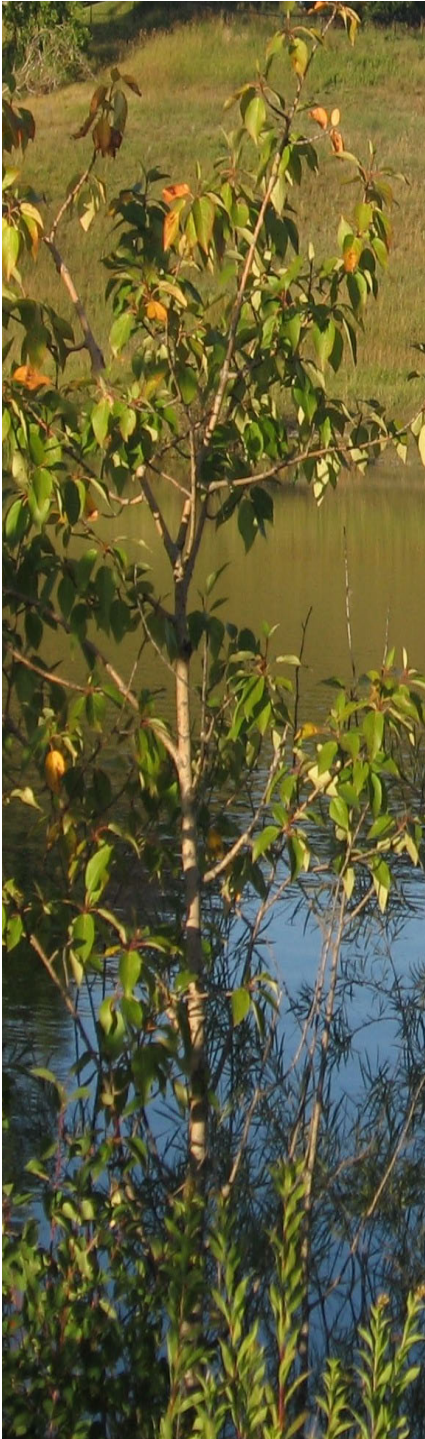
CAPITAL PROJECTS

**Carolyn Brown, Landscaping
Supervisor**



Orders of Business

- **Appointment of Auditors**
- **Nomination and election of Directors**



Appointment of Auditor

- **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.**




**NEW DISCOVERY
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2013-14 Nominations



2012-13 Board Nominations

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



2012-13 Board Nominations

Nominations received: (in alphabetical order)

- Ali Asghari
- Hani Ayad
- Adam Crutchfield
- Geoff Hill
- Tara Landry
- Grace MacLean
- Michael Mercier
- Ron Parisien
- Shannon Savoy
- 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