



**NEW DISCOVERY
HOMEOWNERS' ASSOCIATION**

**ANNUAL GENERAL
MEETING**

June 3, 2015

**Menno Simmons School
7:00pm**



Welcome

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



Agenda

- 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

- Adam Crutchfield President
- Ron Parisien Treasurer
- Shaune Pasay Secretary
- Ali Asghari
- Hani Ayad
- Geoff Hill
- Paul Hodges
- Tara Landry
- Grace MacLean



Special Thank You!

**Michael Mercier
left the board this past year
after serving the community
for over 10 years!**



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/



What does NDHA do?

- Operates under a 25 year term Stewardship Agreement with The City of Calgary *(16 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 Griffiths Park (City of Calgary)



President's Report

Over the past year

- Consolidated the board and various committees to create more streamlined decision making and governance
- Enhanced our working relationship with the DRCA
- Developed the first draft of a long term capital plan
- Encumbered Discovery Vista Point
- Progressed the capital work on our medians
- Worked with our preferred maintenance contractor to execute on a more efficient and scalable community maintenance contract



**NEW DISCOVERY
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FINANCE UPDATE

Ron Parisien, Treasurer



Finance Committee

Highlights *(since last AGM)*

- Monitor new online payment app
- Issuance of the 2015 invoices
- Maintenance of:
 - Collection Policy
 - Members' Registry
 - Capital Plan



Statement of Financial Position

As at December 31, 2014

ASSETS

Cash	\$ 64,453
Short Term Investments	712,342
Accounts Receivable	28,070
Prepaid Expenses	1,860
Property	1

LIABILITIES

Accounts Payable	\$ 160,754
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NET ASSETS

Unrestricted	\$ 645,972
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Statement of Operations

For the Year Ended December 31, 2014

Revenues

Association fees	\$ 494,400
Contributions	35,000
Municipal funding	20,553
Interest income	11,519
Interest on late payments	4,528

Expenses

Non-recurring	\$ 336,140
Operating	355,389
Administrative	23,857

Net loss **\$ 149,386-**



2015 Budget

Revenues

Association fees	\$ 495,000
Municipal funding	21,169
Interest income	10,211

Expenses

Non-recurring	\$ 443,388
Operating	383,006
Administrative	27,090

Projected deficiency	\$ 327,104-
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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 2016 Budget



Collection Policy

- **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*

- **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

As at June 3, 2015

- **1,650 residences have been invoiced for the 2015 Association fee of which 45.4% have already forwarded payment in advance of the June 29 due date**
- **57 accounts remain in arrears for the 2014 fee and/or prior (<4%)** **\$17,064.92**
 - 31 owe 2014 fee + interest 10,316.67
 - 18 owe interest only 642.96
 - 8 with NDHA's lawyer 6,105.29



LANDSCAPING UPDATE

Tara Landry & Adam Crutchfield

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 maintenance in Discovery Ridge including:




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

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



CAPITAL PROJECTS & Capital Plan

**Adam Crutchfield
President**



Median Project – Summary to date

Based on the success of the directed sourcing process conducted in 2014, and the resulting median work done in 2014, the NDHA proceeded with the median construction work on Discovery Ridge Blvd and Discovery Ridge Hill.

Insert Median Picture here

Capital Projects Plan

• Discovery Ridge Blvd	\$505k	<input checked="" type="checkbox"/>
• Discovery Ridge Hill	\$155k	<input checked="" type="checkbox"/>
• DRCA Park	\$50k	<input checked="" type="checkbox"/>
• Traffic circle planters	\$16k	<input checked="" type="checkbox"/>
<hr/>		
• Discovery Ridge Lane	\$175k*	<input type="checkbox"/>
• Discovery Ridge Way	\$400k*	<input type="checkbox"/>
• Traffic Circle	\$60k	<input type="checkbox"/>
• Entrance Hill Median	\$145k	<input type="checkbox"/>
• Waterfall park	\$105k	<input type="checkbox"/>

* Estimated cost to complete



Orders of Business

- Appointment of Auditor
- Nomination and election of Directors



Appointment of Auditor

- 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

- 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



2015-16 Board Nominations

Nominations received:

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



Questions?



Adjournment

- Motion for Adjournment
- Thank you for attending
- Contact us through our website:
www.ndha.ca
- Phone (403) 237-9595