

New Discovery Homeowners' Association (NDHA) Meeting Minutes

Date: **October 28, 2020, 7:05 p.m. start, adjourned 7:20 p.m.**
Location: **Javino Coffee and Wine Bar,**
902 – 10 Discovery Ridge Hill SW, Calgary, AB.

Type of Meeting: **Annual General Meeting**
Chair: **James Wilson, President**
Minutes: **Shaune Pasay, Director**

Attendance:

7 members present in person
296 members represented by proxy

I. **Call to order:** The meeting began on October 28th at 7:05 p.m.

II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached.

Agenda:

- President's Comments
- Order of Business
 - Appointment of auditor
 - Disposal of 2019 AGM proxy forms
 - Nomination and election of Directors

III. President's Comments:

- The 2020 NDHA AGM was postponed from its usual date in June due to the circumstances of the Covid-19 Pandemic; specifically, the provincial restrictions on the number of persons who can attend a public gathering. As of this date, the number is 15 people. The NDHA could not safely hold an in-person Annual General Meeting for the membership.
- The NDHA is mandated to hold an AGM once per calendar year, not more than 16 months apart. There was no option to further delay the 2020 AGM.
- The NDHA Board of Directors opted to conduct the 2020 AGM by proxy only, with the Appointment of the Auditor, Disposal of 2019 Proxies and Nomination & Election of Directors being the only orders of business. The Notice of AGM directed the membership to the NDHA website to view 2019 Audited Financial Statements. Alternatively, they could be requested by email or phone call.
- Only current members of the Board of Directors were permitted to attend the AGM in person. The Directors present include James Wilson (President), Susan Chittick (Treasurer), Carroll-Ann Bainbridge, Denise Cruickshank, Joe MacLean, Millard Matthews and Shaune Pasay.
- The NDHA will schedule and Information Meeting for the membership once restrictions allow for it. If this remains unfeasible, the NDHA will publish this information electronically on our website.

IV. Orders of Business:

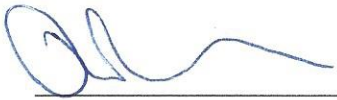
- **Appointment of Auditors:**
 - Susan Chittick motions to appoint BDO Canada LLP as auditors of the NDHA for the ensuing year at such remuneration as may be approved by the Directors of the NDHA, Shaune Pasay seconds, and the motion was approved unanimously.
- **Proxy Materials:**
 - Susan Chittick motions to destroy all Proxy materials submitted by members for purposes of voting at previously held (2019 and prior) Annual General Meetings, Denise Cruickshank seconds, and the motion was approved unanimously.
- **Nomination and Election of Directors:**
 - 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.
 - Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowners' fees.

- Nominations received:
 - Carol-Ann Bainbridge
 - Susan Chittick
 - Denise Cruickshank
 - Millard Matthews
 - Joe MacLean
 - Shaune Pasay
 - Sharon Salloway
 - James Wilson
- Shaune Pasay motions that these members be elected to serve as Directors. The motion was seconded by Carol-Ann Bainbridge and the motion was approved unanimously.
- Ian Brown and Laurent Blais resigned from the board as of today. A special thank you for their time given to the NDHA board and community over the past year.

V. **Adjournment:** Motion for Adjournment by Shaune Pasay, seconded by James Wilson. The NDHA would like to thank all members who submitted their proxy vote so this meeting could occur. The meeting was adjourned at 7:20 p.m. on October 28th, 2020.

Entered into Record:

Date: This 4 day of November, 20 20



James Wilson, President



Susan Chittick, Treasurer