



NEW DISCOVERY HOMEOWNERS' ASSOCIATION

ANNUAL GENERAL MEETING

June 6, 2019

7:00pm

Griffith Woods School



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
- Proposed Future Capital Projects
- Update from ULS
- Orders of Business
 - Appointment of Auditor
 - Proxy Materials
 - Nomination and Election of Directors
- Question Period



BOARD OF DIRECTORS

- James Wilson - President
- Susan Chittick - Treasurer
- Laurent Blais - Secretary
- Joe MacLean
- Sharon Salloway
- Carolyn Mawhinney
- Millard Matthews
- Shannon Anderson
- Ian Brown



WHAT IS the NDHA?

- Established by the developer in 2000 with a goal to maintain an on-going high standard for Discovery Ridge green spaces
- 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 (*Expires December 31st, 2042; 23 years left on the current agreement*)
 - *The NDHA signed a new agreement with the City in 2018 to replace the previous agreement.*
 - *This was also requested of all “Enhanced Communities” within the City so that all of the City’s Stewardship Agreements are consistent.*
- **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 **Griffith Woods Park** (City of Calgary)



PRESIDENT'S REPORT

OVER THE PAST YEAR:

- Re-negotiated LMA for snow clearing and litter
- Completed enhancement of the mulching program
- Secured agreement from City to install Hawthorne Tree's into community
- Migrated website to new hosting service (security and content control)
- Simplification:
 - E mail notifications and invoicing
 - Voting / establishment of quorum



PRESIDENT'S REPORT

MOVING FORWARD:

- The Board will evaluate what needs to be done:
 - Entrance Waterfall Upkeep
 - City of Calgary Maintenance Agreement
 - Future Landscaping/Capital Projects
 - Willows and Waterfall at the West Beaver Pond
 - Chessor Development (new development east of Phase 1)
- We always need support from willing and eager volunteers



NEW DISCOVERY HOMEOWNERS' ASSOCIATION

FINANCE UPDATE

Prepared by

Susan Chittick, Treasurer



FINANCE COMMITTEE

Highlights *(since last AGM)*

- Monitor online payments
- Provide for accounting needs
- Issuance of the 2019 invoices-Done via email by end of Feb 2019
- Coordinate external audit
- Maintenance of:
 - Collection Policy
 - Members' Registry
 - Capital Plan



Statement of Financial Position

As at December 31, 2018

ASSETS

<i>Cash</i>	<i>\$ 94,480</i>
<i>Short Term Investments</i>	<i>200,000</i>
<i>Accounts Receivable</i>	<i>66,374</i>
<i>Interest Receivable</i>	<i>884</i>
<i>Advance Receivable</i>	<i>-</i>
<i>Prepaid Expenses</i>	<i>1,989</i>
<i>Property</i>	<i>1</i>

LIABILITIES

Accounts Payable	\$ 19,675
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NET ASSETS

Unrestricted	\$ 344,053
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Statement of Operations

For the Year Ended December 31, 2018

Revenues

Association fees	\$ 494,400
Municipal funding	31,243
Interest on late payments	2,980
Interest income	2,194

Expenses

Non-recurring	\$ 36,446
Operating	435,621
Administrative	25,519
Excess of revenue over expenses	\$ 33,231



2019 BUDGET

Revenues

Association fees	\$ 506,543
Municipal funding	30,000
Interest income	4,143
Interest on late Payments	2,279

Expenses

Non-recurring	\$ 89,676
Operating	380,596
Administrative	34,808

Projected surplus	\$ 37,886
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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 28, 2019
 - 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



STATUS OF COLLECTIONS

As at June 5, 2019

- **1,650 residences have been invoiced for the 2019 Association fee of which 35% have already forwarded payment in advance of the June 28 due date**
- **63 accounts remain in arrears for the 2018 fee and/or prior (3.8%)**
 - 36 owe 2018 fee + interest 21,200
 - 2 with NDHA's lawyer for 2017 1,350



COLLECTION POLICY

- **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



LANDSCAPING UPDATE

Sharon Salloway



RESPONSIBILITY

- **The NDHA maintains our own and the 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 Mobile App



LANDSCAPE HIGHLIGHTS

Continuation of our Agreement* with ULS for ALL landscape maintenance in Discovery Ridge including:

- Truck Watering (targeted areas)
- Grass cutting & aerating
- Weeding
- Spring and Fall cleanup
- Public areas tree maintenance (working with Urban Forestry)
- Flower and planting beds
- ULS is now responsible for our irrigation system and waterfall pump
- Snow clearing of pathways and public sidewalks



** Expires March 31st 2020
with two 1-year options to
extend after the initial term*



TARGETED ITEMS for NDHA This Year (2019)

- Xeriscaping of three (3) medians on Discovery Ridge Lane
- ULS to complete median plantings from Traffic Circle to bottom of hill
- Pruning of black knot by City of Calgary
- Rejuvenate median bed at entrance of Discovery Ridge
- Update mulch in median beds and replacement of dead plant material along Discovery Ridge Blvd and Discovery Ridge Hill



TARGETED ITEMS for NDHA This Year (2019)

- Work with City of Calgary , 311, ELM program, new City Of Calgary Agreement – LMA
- Change of vendors for Irrigation and Water Fall to ULS. (ULS will follow up with their report)
- Smaller projects:
 - City of Calgary tree replacement program
 - Continue on with Vinyl Wraps for litter bins
 - Doggy Bag Dispenser program



Proposed Future Capital Projects

- Rejuvenate West end Waterfall
- Complete xeriscaping in Discovery Ridge.
- Upon completion of the Ring Road
 - Traffic Circle and Entrance Median Enhancement



ULS Landscape and Maintenance Inc.

**Riley Mills
Jeff Wilson**





ULS Landscape and Maintenance Inc.

- Numerous mulch top up installation work with dead shrub replacement within boulevards.





ULS Landscape and Maintenance Inc.

- Xeriscape 1 out of the 2 areas remaining of the medians in Discovery. Discovery Ridge Lane





ULS Landscape and Maintenance Inc.

- Xeriscaping 2019





ULS Landscape and Maintenance Inc.

- Xeriscaping 2019





ULS Landscape and Maintenance Inc.

- Xeriscaping 2019





ULS Landscape and Maintenance Inc.

- Xeriscaping 2019





ORDERS OF BUSINESS

- Appointment of Auditor
- Authorization to destroy Proxy materials
- Resignation of Board of Directors
- Nomination and election of Directors



APPOINTMENT OF AUDITORS

- Motion 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.



PROXY MATERIALS

- Motion to authorize the Board of Directors to destroy all Proxy materials submitted by members for purposes of voting at previously held Annual General Meetings.



BOARD RESIGNATION

Special Thank You:

Carolyn Mawhinney, 2 years of dedicated service

Shannon Anderson, 1 years of dedicated service



2018-19 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**
- Additional work outside of the monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowner fees



2018-19 BOARD NOMINATIONS

Nominations received:

- James Wilson
 - Susan Chittick
 - Joe MacLean
 - Laurent Blais
 - Sharon Salloway
 - Millard Matthews
 - Ian Brown
 - Shaune Pasay
-
- Other nominations?

An aerial photograph of a suburban neighborhood during the "golden hour" of sunset. The houses, mostly with dark roofs and light-colored siding, are nestled among green trees. In the background, a range of mountains is visible under a sky filled with soft, orange-tinted clouds. The word "QUESTIONS?" is superimposed in the center of the image in a bold, black, serif font.

QUESTIONS?



ADJOURNMENTS

- Motion for adjournment
- Thank you for attending
- AGM Presentation and Minutes will be posted on the website
- Contact us:

www.ndha.ca
T: (403) 237-9595