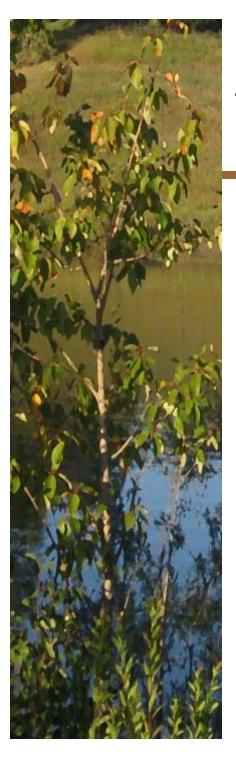


# NEW DISCOVERY HOMEOWNERS' ASSOCIATION

# ANNUAL GENERAL MEETING

June 6, 2019 7:00pm

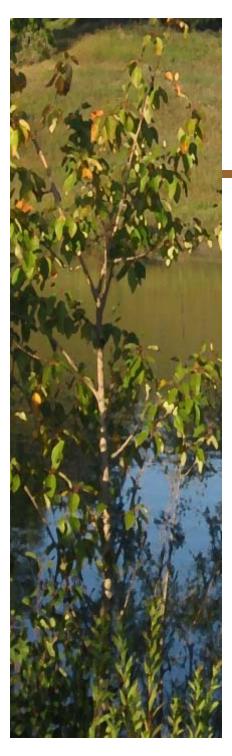
**Griffith Woods School** 



## WELCOME

 Meeting is open to all members of the NDHA and invited guests

 Homeowners with accounts in good standing are eligible to vote



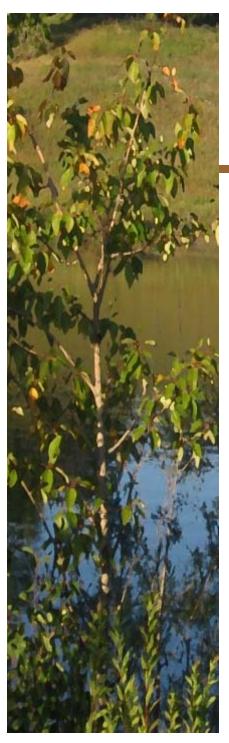
# **AGENDA**

- 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:**

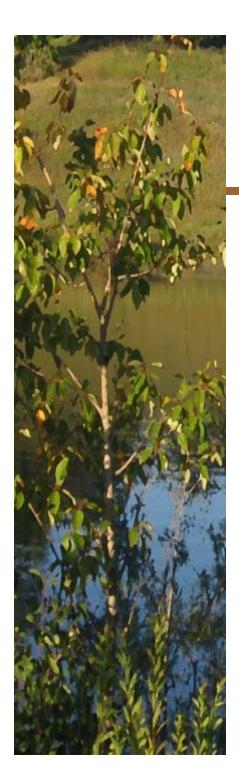
- Re-negotiated LMA for snow clearing and litter
- Completed enhancement of the mulching program
- Secured agreement from City to install Hawthorne Tree's into community
- Migrated website to new hosting service (security and content control)
- Simplification:
  - E mail notifications and invoicing
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

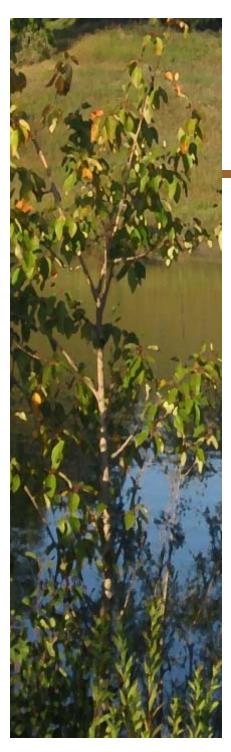


# NEW DISCOVERY HOMEOWNERS' ASSOCIATION

# 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**

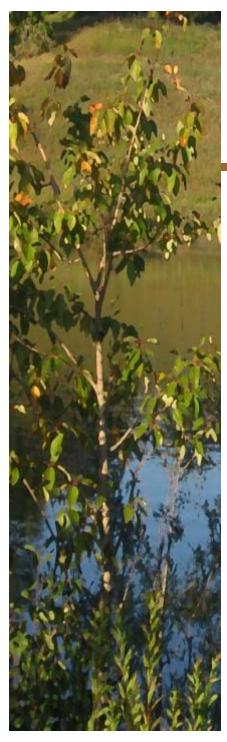
Cash	<i>\$ 94,480</i>
Short Term Investments	200,000
Accounts Receivable	66,374
Interest Receivable	884
Advance Receivable	-
Prepaid Expenses	1,989
Property	1

#### **LIABILITIES**

Accounts Payable \$ 19,675

#### **NET ASSETS**

Unrestricted \$ 344,053



# **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**

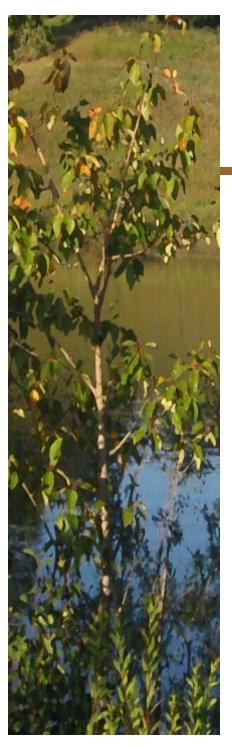
#### **Revenues**

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

#### **Expenses**

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

Projected surplus \$ 37,886



# **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



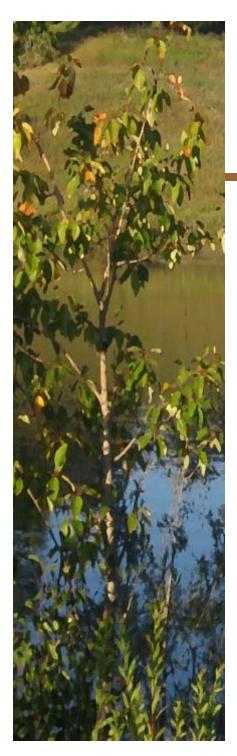
# STATUS OF COLLECTIONS

# **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**

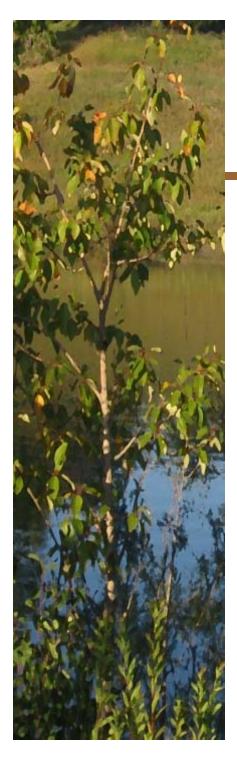
## Steps undertaken by NDHA's Lawyer:

- 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** 

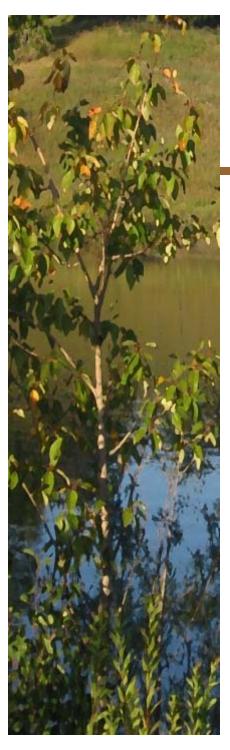


#### RESPONSIBILITY

- 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



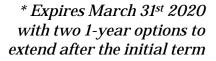
311 Calgary Mobile App



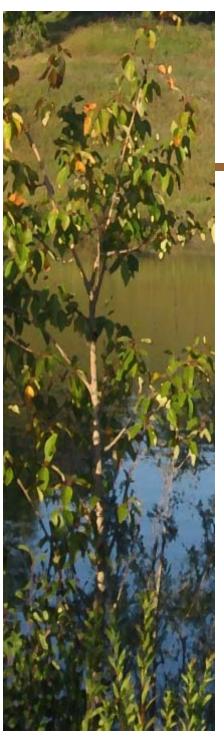
## **LANDSCAPE HIGHLIGHTS**

# 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







# TARGETED ITEMS for NDHA This Year (2019)

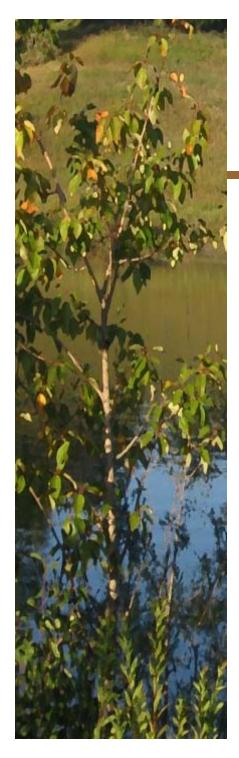
- Xeriscaping of three (3) medians on Discovery Ridge Lane
- ULS to complete median plantings from Traffic Circle to bottom of hill
- Pruning of black knot by City of Calgary
- Rejuvenate median bed at entrance of Discovery Ridge
- Update mulch in median beds and replacement of dead plant material along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



Riley Mills Jeff Wilson







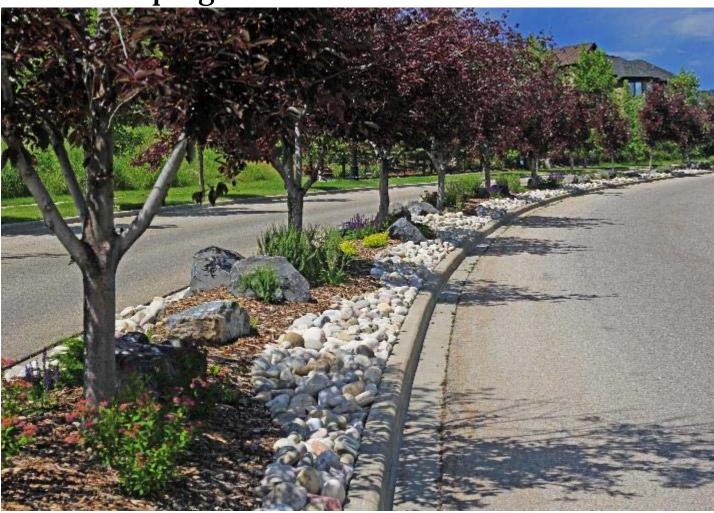
• Xeriscape 1 out of the 2 areas remaining of the medians in Discovery. Discovery Ridge Lane

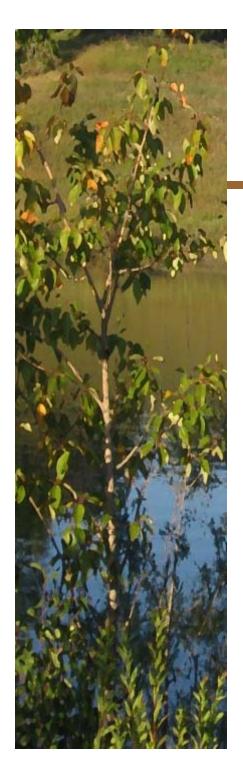




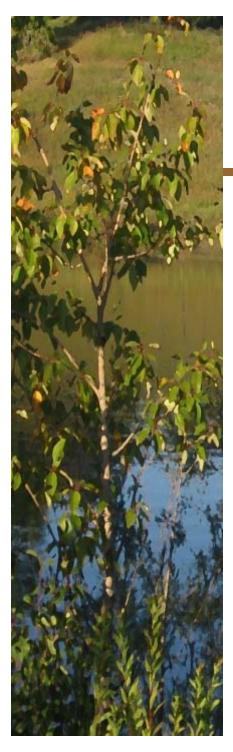




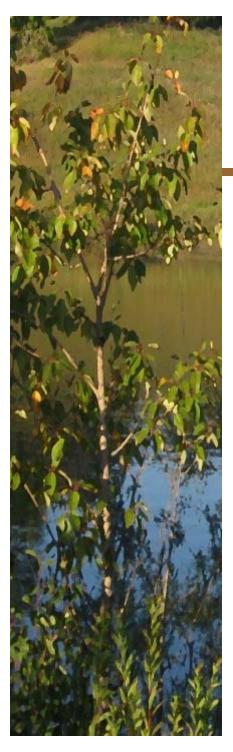






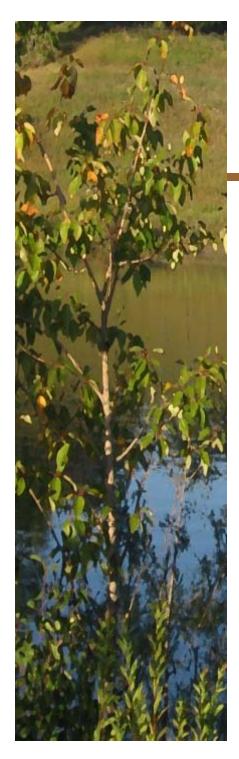






# **ORDERS OF BUSINESS**

- 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.

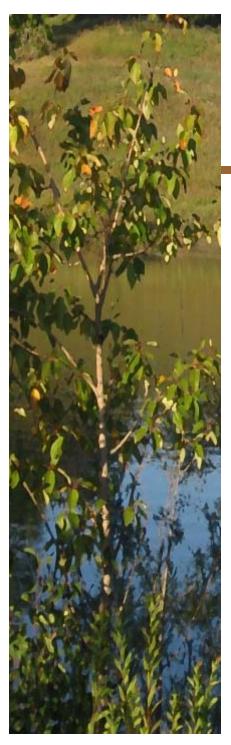


# **BOARD RESIGNATION**

**Special Thank You:** 

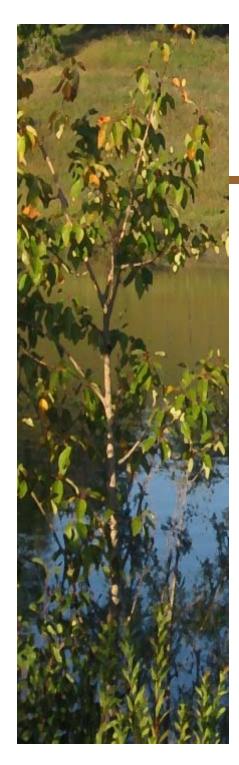
Carolyn Mawhinney, 2 years of dedicated service

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

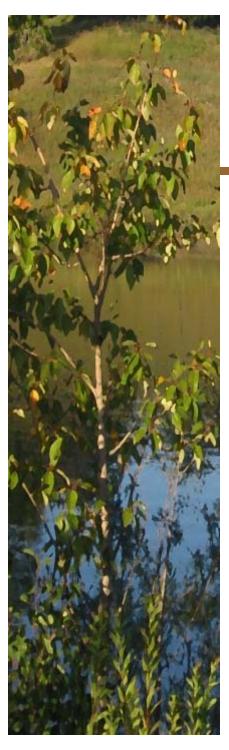


# **2018-19 BOARD NOMINATIONS**

#### Nominations received:

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





## **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