

## **New Discovery Homeowners' Association (NDHA) Meeting Minutes**

Date: **June 8, 2016, 7:05 p.m. start, adjourned 8:30 p.m.**  
Location: **Menno Simons School, 7000 Elkton Drive SW**

Type of Meeting: **Annual General Meeting**  
Chair: **Paul Hodges, President**  
Minutes: **Shaune Pasay, Secretary**

### **Attendance:**

24 members present in person  
148 members represented by proxy

- I. **Call to order:** The meeting began on June 8<sup>th</sup> at 7:05 p.m.
- II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached.

### **Agenda:**

- Housekeeping
  - Washrooms are located in hallway behind office.
  - Water and cookies available at side table.
- Welcome and Introductions:
- President's Comments
- Finance Update
- Capital Projects
- Order of Business
  - Appointment of auditor
  - Nomination and election of Directors
- Question Period

- III. **Welcome and Introductions:** Paul Hodges, President, welcomed and introduced the Board of Directors, as well as Jacquie Hansen, President of the DRCA, Steve Wheatcroft, President of ULS and Erin Faupel of ULS. Meeting is open to all members and invited guests. Homeowners with accounts in good standing are eligible to vote in person or via proxy.

**Special Thank You!** Special Thank you to Adam Crutchfield and Tara Landry, who left the board this past year after serving the community for several 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](http://www.ndha.ca)

### **IV. What does the NDHA do?**

- Operates under a 25 year term Stewardship Agreement with the City of Calgary (15 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 operation and capital budget for the NDHA and associated long term investments
- Excludes community or social related activities (DRCA) or Griffith Parks (City of Calgary).

### **V. President's Report: Over the past year;**

- Worked with ULS to create a Horticultural Standards Specification document for the community.
- Completed median Xeriscape work on Discovery Ridge Hill and Discovery Ridge Boulevard west of Cornerstone Square.
- Installed 7 concrete seasonal foliage planters near the roundabout.
- Changed the three NDHA email addresses and streamlined service request communication with ULS.

- Hired a new irrigation contractor and brought irrigation system up to standard; entered into an annual service agreement.
- Established direct contacts with City Parks leaders to more directly address issues & requests in Discovery Ridge.
- Continued investigation into roundabout's waterfall water loss.

- **Finance Update: Ron Parisien, Treasurer**

- **Highlights** *(since last AGM)*

- Ron thanked everyone for coming, highlighted all of the volunteer work put into the community
- Monitor new online payment app
  - Most residents now pay online at [www.ndha.com](http://www.ndha.com)
- Issuance of the 2016 invoices (sent end of February this year)
- Maintenance of:
  - Collection Policy (drafted in 2008)
  - Members' Registry (registered by homeowner's name in order to follow address of the homeowner and not the possible renters, to avoid communications getting lost).
  - Capital Plan (mostly medians of late; this has been expensive and as such the long term capital plan has been deferred until funds allow for spending)

- **Statement of Financial Position (as of December 31, 2015). Audited by Calvista LLP**

- Assets
 

|                          |                                     |
|--------------------------|-------------------------------------|
| ▪ Cash                   | \$2,345                             |
| ▪ Short Term Investments | \$291,587                           |
| ▪ Accounts Receivable    | \$30,642                            |
| ▪ Advance Receivable     | \$50,000 (DRCA Landscaping Advance) |
| ▪ Prepaid Expenses       | \$1,539                             |
| ▪ Property               | \$1                                 |
- Liabilities
 

|                    |          |
|--------------------|----------|
| ▪ Accounts Payable | \$32,962 |
|--------------------|----------|
- Net Assets
 

|                |           |
|----------------|-----------|
| ▪ Unrestricted | \$343,152 |
|----------------|-----------|

- **Statement of Operations (1,650 residences are encumbered; 11 properties are unencumbered due to developer error; all but two of these pay the \$300 fee)**

- Revenues
 

|                             |                                   |
|-----------------------------|-----------------------------------|
| ▪ Association Fees          | \$494,400                         |
| ▪ Municipal Funding (City)  | \$21,169                          |
| ▪ Interest Income           | \$4,619 (Capital Plan Investment) |
| ▪ Interest of late payments | \$3,481                           |
- Expenses
 

|                  |                                    |
|------------------|------------------------------------|
| ▪ Non-recurring  | \$379,400 (Capital Projects)       |
| ▪ Operating      | \$355,389 (ULS, Lights, Utilities) |
| ▪ Administrative | \$26,352                           |
- Deficiency
 

|  |           |
|--|-----------|
|  | \$302,820 |
|--|-----------|

- **2016 Budget**

- Revenues
  - Association Fees \$495,000
  - Municipal Funding \$21,804
  - Interest Income \$4,618
- Expenses
  - Non-recurring \$50,000
  - Operating \$477,758
  - Administrative \$24,542
- Projected deficiency \$-30,878
- The Board of Directors passed a motion this past year to maintain a minimum of \$250,000 in the NDHA reserve fund. The fund can be used only in the case of an unforeseen emergency expenditure; and must be replenished as soon as possible thereafter and before any other surplus can be carried forward.

- **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 2017 Budget

- **Collection Policy**

- Background
  - In 2007 there was \$180,000 in receivables, mostly due to lax follow-up on collections by the Developer. Ron took on the position of Treasurer and he and the Board of that era put many long hours into fixing our financial situation. Encumbrance makes this a legal and mandatory fee.
- Steps undertaken by the NDHA:
  - Mailing of annual invoice in Jan/Feb
  - Newsletter article in Apr/May
  - Boulevard sign in June
  - Fees are due June 29<sup>th</sup>
  - In early July, all overdue accounts receive a reminder letter along with a copy of current year invoice marked PAST DUE.
  - If no response received, turn over unpaid fees document to the NDHA lawyer (this is an important step as there is a 2 year statute of limitations). Legal fees incurred are the responsibility of the homeowner; the NDHA does not sustain any charges.
- Steps undertaken by NDHA's Lawyer (Richard John of Bridgeland Law)
  - Issuance of a Demand Letter (\$400 fee)
  - Redemption period provided (date given in letter)
  - Issuance of Final Demand Letter (more legal fees)
  - Redemption period provided
  - Filing of Statement of Claim (more legal fees)
  - Redemption period provided
  - Filing for Redemption Order (Order of Sale – this has happened on three occasions; all resolved)
  - Obtain Affidavit of Value
  - Home can be listed for sale



- **Status of Collections as of June 6, 2016**

- 1,650 residences have been invoiced for the 2015 Association fee of which 44.4% have already forwarded payment in advance of the June 29<sup>th</sup> due date.
- 74 accounts remain in arrears for the 2015 fee and/or prior (<5%) \$22,850.94
- 53 owe 2015 fee + Interest \$17,310.79
- 14 owe interest only \$578.97
- 7 with NDHA Lawyer \$4,961.18

## VI. Landscaping Update: Shaune Pasay

- **The NDHA maintains the City of Calgary green spaces**

- If you have a concern please call or connect with the City through 311 or contact the NDHA if it an obvious landscaping maintenance issue. You can connect online, please visit 311 online, via 311 Calgary mobile App.

- **Landscape Highlights:**

- In March of 2015 the NDHA entered into a 3 year agreement (with a 2 year option to extend after the initial term) with ULS for ALL maintenance in Discovery Ridge including:
  - Truck Watering (targeted areas)
  - Grass cutting & Aerating
  - Weeding
  - Spring and Fall Cleanup
  - Public areas tree maintenance (shared with Urban Forestry, depending on location)
  - Flower and planting beds
  - Garbage pick-up of public waste bins
  - Snow clearing of pathways and public sidewalks
- Naiad Irrigation was hired in June 2015 as the new irrigation maintenance company for Discovery Ridge. They completely overhauled the system, updating the control panel, locating and repairing breaks, and resetting the timing of all zones. We have entered into a seasonal maintenance agreement to ensure constant care of the system.
- James Electric is responsible for waterfall pump and motor repairs and maintenance.
- NDHA is responsible for maintenance of the Waterfall structure through appropriate contractor(s).

- **Targeted Items for NDHA:**

- Pruning of Black Knot Fungus (Done in April; Shubert and Maydays are susceptible and need constant monitoring).
- Removal of dead median trees and work with City for planned replacement (2 years out)
- Phase 4 Tot-Lot Park drainage issue resolution (City suspects underground spring)
- Park Bench & Garbage Bin refresh and repairs
- Plant Inventory and identification of areas needing mulch, shrub replacement, and pruning. Prioritization and initiation of the work.
- Waterfall repair (timeline of events and work up to now was shared; information is and will continue to be posted on our website).

## VII. Capital Projects and Capital Plan: Paul Hodges, President

- Median Project – Summary to date
  - NDHA completed median Xeriscape work of DR Hill and DR Boulevard west of Cornerstone Square.
  - Our medians were recognized with an Award of Merit by Landscape Alberta. Special thanks to the team at ULS for their work in helping to achieve this honor.
  - Further median work is in the Capital Plan, but the focus this year is to get the waterfall working again and to do smaller jobs within the community.
  - Further investment in xeriscaping will be done as funds allow.
- Capital Projects Plan
  - Discovery Ridge Blvd Medians – \$505,000 Completed
  - Discovery Ridge Hill Medians - \$155,000 Completed
  - Traffic Circle Planters - \$16,000 Completed
  - Discovery Ridge Lane Medians \$175,000 Estimated Cost to complete

|                              |                                      |
|------------------------------|--------------------------------------|
| ▪ Traffic Circle Landscaping | \$60,000 Estimated Cost to complete  |
| ▪ Entrance Hill Median       | \$145,000 Estimated Cost to complete |
| ▪ Waterfall Park             | \$105,000 Estimated Cost to complete |

## VII. Orders of Business:

### • Appointment of Auditors:

- Deji Gbobaniyi motions 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, Jacquie Hansen 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 (3<sup>rd</sup> Wednesday of every month)
- Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowners' fees.
- Nominations received:
  - Ali Asghari
  - Geoff Hill
  - Paul Hodges
  - Ron Parisien
  - Shaune Pasay
- Other nominations?
  - Jolyan Oldershaw
  - Deji Gbobaniyi
- Judy Collins motions to pass the motion that these members be elected to serve as Directors. The motion was seconded by Mr. Hansen, the motion was passed unanimously.
- Voting results will be posted on the website.
- Adam Crutchfield resigned from the board as of today. A special thank you for his time over the past year.

### • Introduction of Steve Wheatcroft (ULS President) for comments:

- SW indicated he was a resident of Discovery Ridge.
- Though his company has the community maintenance contract, he had to bid for the work as per normal requirements.
- Living in this community makes him very proud; he does "have eyes" on the condition of things and that is a clear advantage to the NDHA and the community as a whole. He feels that DR outshines most city communities by far.
- He thanked the NDHA for the opportunity to address the membership on behalf of ULS.

## VIII. Questions:

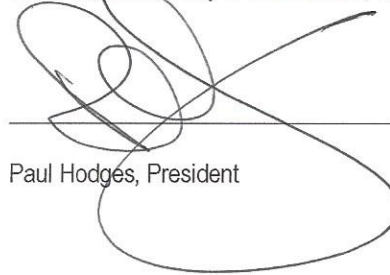
- ***Will a city transit bus route ever go up DR Hill?*** This is not an NDHA issue; however Jacquie Hansen of the DRCA was present and indicated that the City determines routes based on population density; chances of a route up there aren't good.
- ***What is the NDHA/ULS doing to keep smaller median stones in sections meant to act as crossing pathways in the medians? Many seem to be falling out.*** Steve Wheatcroft indicated that his crews were monitoring these sections and have been asked to return stones to the medians as required. When sections become worn, they are re-tamped.
- ***What are the City Police doing about parties in Griffith Woods?*** This is again more a matter for the DRCA. Residents are requested to call the police non-emergency line as required for this type of event.
- ***What about fires in Griffith Woods?*** Calgary Fire Department has launched a Risk Assessment Program for all city parks; one of the members of this group is a resident of Discovery Ridge. The CFD is working with City Parks and various fire chiefs on this task; Griffith Woods has been assessed. It will take several months to have the data tabulated, analyzed and mapped. Issues being looked at include:
  - Emergency vehicle access.
  - Identification of high frequency nuisance fire locations.
  - Establishment of location identification markers within the park; to be used for location reference for call-ins
  - Fence repair and identification of Tsuu T'ina boundaries

Captain Robyn of Engine 33 (Firehouse 33 on 69 st) is involved with the Risk Assessment program; has been at this station for 4 years and understands the dynamics and challenges of Griffith Woods. He will be at the DRCA Pancake Breakfast on June 19<sup>th</sup>.

- IX. **Adjournment:** Motion for Adjournment by Shaune Pasay, seconded by Ron Parisien. The NDHA would like to thank everyone for coming. Please contact us through our website at [www.ndha.ca](http://www.ndha.ca) or via phone 403-237-9595. The meeting was adjourned at 8:30 p.m. on June 8<sup>th</sup>.

Entered into Record:

Date: This 22 day of June, 20 16



Paul Hodges, President



Shaune Pasay, Secretary