

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

Date: **June 7, 2017, 7:05 p.m. start, adjourned 8:40 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:**

57 members represented in person  
~~180~~ members represented by proxy

*SP* 196

I. **Call to order:** The meeting began on June 7<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, exit through front doors in an emergency.
  - Water and snacks available at side table.
- Welcome and Introductions:
- President's Comments
- Finance Update
- Capital Projects
- Order of Business
  - Appointment of auditor
  - Disposal of old proxy forms
  - 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 and Riley Mills of ULS Landscaping and Maintenance. 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 Geoff Hill who resigned in March 2017 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 (expires January 31<sup>st</sup>, 2032; 14.5 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 Woods Park (City of Calgary).

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

- Continued investigation of water loss and repairs of waterfall.
- Worked with ULS on strategic plan to prioritize and address areas identified for landscaping upgrades.

- ## VI. Finance Update: Ron Parisien, Treasurer

- Ron thanked everyone for coming, highlighted all of the volunteer work put into the community.
- Monitor online payment app.
- Most residents now pay online at [www.ndha.com](http://www.ndha.com)
- Provide for accounting needs.
- Issuance of the 2017 invoices by name to registered homeowner (sent February of this year)
- Maintenance of:
  - Collection Policy
  - 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). Requires ongoing updating
  - Capital Plan (mostly medians of late)

o	Assets	
	▪ Cash	\$52,374
	▪ Short Term Investments	\$268,621
	▪ Accounts Receivable	\$22,425
	▪ Advance Receivable	\$50,000 (DRCA Landscaping Advance)
	▪ Prepaid Expenses	\$1,926
	▪ Property	\$1
o	Liabilities	
	▪ Accounts Payable	\$20,264
o	Net Assets	
	▪ Unrestricted	\$375,083

- Revenues
  - Association Fees \$494,400
  - Municipal Funding (City) \$ 21,804
  - Interest Income \$ 2,035 (Capital Plan Investment)
  - Interest of late payments \$ 2,788
- Expenses
  - Non-recurring \$ 52,243 (Capital Projects)
  - Operating \$411,395 (ULS, Lights, Utilities)
  - Administrative \$ 25,461 (Audit Fees, Postal Fees, etc.)

2 | Page

- **2017 Budget**

- Revenues
  - Association Fees \$495,000
  - Municipal Funding \$22,458
  - Interest Income \$4,376
- Expenses
  - Non-recurring \$203,460
  - Operating \$387,693
  - Administrative \$ 26,821
- Projected deficiency \$ -96,140
- The Board of Directors passed a motion in 2015 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 2018 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) with Court of Queen's Bench
  - Redemption period provided
  - Filing for Redemption Order (Order of Sale – this has happened on three occasions; two resolved, one outstanding)
  - Obtain Affidavit of Value
  - Home can be listed for sale



- **Status of Collections as of May 26<sup>th</sup>, 2017**
  - 1,650 residences have been invoiced for the 2017 Association fee of which 43% have already forwarded payment in advance of the June 29<sup>th</sup> due date.
  - 52 accounts remain in arrears for the 2016 fee and/or prior (3.2%)      \$14,904
  - 37 owe 2016 fee + Interest      \$12,428
  - 13 owe interest only      \$ 573
  - 2 with NDHA Lawyer      \$ 1,903

## VII. 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, (311 online) or via 311 Calgary mobile App.
- **Landscape Highlights:**
  - In May of 2017 the NDHA revised and extended our existing agreement (expires March 31<sup>st</sup> 2020 with two 1-year options to extend) 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 (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 is our irrigation contractor. We enter into a seasonal maintenance agreement each year 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:**
  - Finish waterfall repair
    - Sleeving of underground return pipe as well as epoxy sealing and geotextile lining of pond occurred last season. Final sealing and testing for leaks currently underway. Expect feature to be functional within weeks.
  - Replacement of 14 median trees and installation of 23 new trees into park greenspaces (City involved)
  - Complete mulching program Phase 1 & 2
  - Reconstruct beds at Phase 2 ridge lookout and Discovery Ridge Gardens cul-de-sac
  - Xeriscape median below roundabout
    - This will complete the Xeriscape on entire length of Discovery Ridge Boulevard
    - Waiting for approval document from City; work should commence in a few weeks
  - Secure agreement with Alberta Transportation for replacement trees at entrance (Provided by City, installed by Province), landscape maintenance access to TUC area & permission to rebuild shrub beds, irrigation and electrical post-construction (NDHA's cost). Draft Letter of Understanding for above between City of Calgary, Alberta Transportation and NDHA in final stages; should be signed before end of June.
    - **Audience Question:** Who is responsible for the costs to remove and reinstall plants and infrastructure associated with SWCRR? **Answer:** NDHA has been unsuccessful in our attempts to recover costs associated with removal of landscaping features in the TUC, irrigation tie-off or electrical tie-off. Neither the province nor city will budge. The city and province have agreed to work together to get trees re-installed in the entrance median and boulevard post-construction, but all irrigation, electrical and shrub bed re-construction will fall to NDHA to pay for if/when approved by the province. It is not fair, but we have lost this battle. Getting the trees was a huge win for us, however.

- Secure agreement from the City to rebuild pathway retaining wall in Phase 4
  - Shrub bed needs to be re-done; work cannot be started until retaining wall is rebuilt due to lean.
- Identify landscaping priorities for next year

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

- Median Project – Summary to date
  - To date, the NDHA has completed median Xeriscape work on Discovery Ridge Hill and approx. 2.1 km of Discovery Ridge Boulevard
  - This summer, another 450m of Xeriscape will be added to the median below the Roundabout
  - 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
▪ Entrance Hill Median -	\$145,000 Underway
▪ Discovery Ridge Lane Medians	\$175,000 Estimated Cost to complete
▪ Traffic Circle Landscaping	\$60,000 Estimated Cost to complete
▪ Waterfall Park (Phase 9)	\$105,000 Estimated Cost to complete
- ❖ **Guest Speaker – Riley Mills (ULS) on Benefits of Xeriscape:**
  - Xeriscape removes sod from medians and replaces it with a wide perimeter edge of large river stone and raised bed of hardy, drought and salt resistant shrubbery in the centre.
  - The river stone captures the salt, sand and snow piled on it by winter plows.
  - The raised beds are protected from the majority of road snow and salt spray; they also serve to protect median trees from the same.
  - Annual median sod replacement costs are eliminated.
  - Mowing costs (labor intensive due to narrow size) are eliminated.
  - Watering costs are greatly reduced
  - **Audience Question:** Why does the water truck operator drive at a speed that makes watering efforts seem ineffective? The medians get very little water as a result – is there not a minimum requirement for water applied? **Answer:** ULS will investigate, however watering seems to be sufficient as plants appear well-established and thriving. Die-off would be evident if they were lacking water. The plants installed are drought-resistant so do not need much water.
  - **Audience Question:** Weeds proliferate the rocky area of xeriscape in other communities. Are the rocks not a bad idea? **Answer:** ULS crews maintain the xeriscape in an on-going basis; weeding is included and herbicide application is carried out as necessary.

#### IX. Orders of Business:

- **Appointment of Auditors:**
  - Ron Parisien 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, Randy Pasay seconds, and the motion was approved unanimously.
- **Nomination and election of Directors:**
  - All 2016/2017 Board members officially resigned.
  - 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> Monday of every month)
  - Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowners' fees.
  - 2017/2018 NDHA Board Nominations received:
    - Ron Parisien
    - Shaune Pasay
    - Deji Gbobaniyi
    - Other nominations? (none forwarded)



- Steven Thomson motions to pass the motion that these members be elected to serve as Directors. The motion was seconded by Gayle Peddle, the motion was passed unanimously.
- Voting results will be posted on the website.
- Paul Hodges, Ali Asghari and Jolyan Oldershaw resigned from the board as of today. A special thank you for their time over the past year(s).

#### X. Questions & Announcements:

##### ○ Announcements:

- **Compost bins coming to Discovery Ridge soon:** Raccoons should not be a problem according to City; please report if you do have an issue.
- **Summer 2017 remediation work on hill above Cornerstone Square:** This work was planned and is to follow-up the settling that has occurred over the past 18 months due to the installation of underground French Drains into the hillside. These were installed to mitigate slippage of the slope that occurred due to underground springs in the area.
- **Voies:** Residents can expect an increase in vole activity due to roadbed/earthworks construction associated with the ring road (SWCRR). Small holes dug along sidewalks, driveways, patios, etc., may indicate vole activity. Pest control is advised.
- **Whirling Disease (fish):** Has been confirmed in the Griffith ponds and waterways in the community.
- **Asphalt Plant:** Media Release out today; SWCRR temporary asphalt plant that was proposed to be located at 101st & Hwy 8 has officially been relocated elsewhere. "Leading Contender", according to the KGL construction consortium spokesperson is said to be south of Westhills in the TUC; approximately 2 km from Discovery Ridge. Confirmation of site likely to be announced in next few weeks; plant could be operational by July.
- **SWCRR Haul Road:** Gravel truck haul road will run parallel to 101st from gravel crushing plant near West Springs. A temporary traffic light will stop HWY 8 westbound traffic as required to allow for trucks to cross HWY 8 and join eastbound traffic. Gravel trucks will turn off of Hwy 8 at the construction entrance currently located on the south side of HWY 8 just to the west of Sarcee Trail.
- **Please purchase your DRCA \$25 membership:** DRCA is heavily engaged on behalf of the community with all ring road issues, in addition to finding and organizing other social / recreational events and facilities.

##### ○ Questions:

- **What is being done about the sound attenuation issues related to the construction of the SWCRR?**  
NDHA asked Jacquie Hansen, President of the DRCA to speak to this issue as it is not within the NDHA mandate. Barriers are being designed based on provincial standards, not City of Calgary standards. The DRCA continues to advocate for the community.

**XI. 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 8:40 p.m. on June 7<sup>th</sup>.

Entered into Record:

Date: This 19 day of June, 20 17

  
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Ron Parisien, Director

  
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Shaune Pasay, Director