

## **New Discovery Homeowners' Association (NDHA) AGM Minutes, 2021**

Date: November 9<sup>th</sup>, 2021  
Location: Zoom Meeting

Type of Meeting: Annual General Meeting  
Chair: James Wilson, President  
Minutes: Janell McDonald, Secretary

**Attendance:** 37 members present via zoom  
220 members represented by proxy

- I. **Call to order:** The meeting began on November 9<sup>th</sup>, 2021 at 7:05
- II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached.

### **Agenda:**

- Welcome and Introductions
- Housekeeping: Information was shared about zoom platform; how to vote, using the "Chat" feature for questions, turn off video if your screen freezes and finally a notice that this meeting was being recorded
- President's comments
- Finance Update
- Landscaping Update – talked about city pulling back a bit on funds, 14000 credit card cost,
- Proposed Future Capital Projects
- Orders of Business
  - Appointment of Auditor
  - Proxy Materials
  - Nomination and Election of Director
- Question Period

### **III. Welcome and Introductions: James Wilson**

President welcomed and introduced the Board Members. Meeting is open to all members of the NDHA and invited guests. Homeowners with accounts in good standing are eligible to vote on zoom call or via proxy.

#### **What is the NDHA?**

- Established by the developer in 2000 (to maintain an on-going high standard for Discovery)
- Community led since 2006
- Led by a group of member-volunteers that live in Discovery Ridge on a full-time basis
- Memorandum of Association and Articles of Association governance documents are available on 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 known as the Enhanced Landscape Management (ELM) Agreement
- Maintenance and upkeep of the NDHA-owned and city-owned green spaces in Discovery Ridge (as governed by the ELM Agreement)
- Capital Improvements to the NDHA -owned and city-owned green spaces in Discovery Ridge (as governed by the ELM Agreement)
- Excludes community or social related activities (DRCA)
- DRCA vs NDHA differences highlighted; fees, responsibilities, events and membership

##### **NDHA Service Boundary**

- NDHA does not service Griffith Woods (looked after by City of Calgary Parks), nor the development known as "The Pointe at Discovery Ridge" (looked after by Metro Development Corp.)
- NDHA does not cut grass in the TUC (looked after by Alberta Transportation)
- NDHA is responsible for the trees in the TUC and on NDHA-owned lands only
- Map of NDHA Snow clearing pathways shared
- Map of NDHA owned lands shared

#### **V. President's Report: James Wilson**

- **Over the Past Year:**
  - Completed repair work on the waterline and double-check valve feeding our irrigation system and the entrance waterfall
  - Completed Xeriscaping of Discovery Ridge Way
  - Completed wrapping of all garbage bins
  - Oversaw planting of trees for the entrance median
  - Implemented new membership platform
  - Oversaw planning of warrantied shrubs on existing medians
  - Secured new board members to help continue the operation of the NDHA
- **Moving Forward**
  - 2022 will be a period of re-adjustment
  - The New Board will evaluate what needs to be done; prioritize future landscaping projects based on most urgent needs, main waterfall upkeep, ensuring expected high standards continue to be maintained by all contractors
  - We need support; without board members we will be forced to hire a management company, this will either increase fees or prevent further enhancement projects

#### **VI. Finance Update: Denise Cruickshank, Treasurer**

- **Highlights (since last AGM)**
  - Implemented the new online membership portal aMember Professional Monitor

- Work with the bookkeeper
  - Assist the auditors
  - Issue of annual invoices
  - Maintenance of the Collection Policy and Capital Plan
- **Statement of Financial Position as of December 31, 2020**

<b>For the year ended December 31</b>	<b>2020</b>	<b>2019</b>
<b>Revenue</b>		
Association fee	\$ 505,936	\$ 506,536
Municipal funding	30,865	30,175
Interest income	4,345	4,280
Interest on late payments	2,121	5,635
	<u>543,267</u>	<u>546,626</u>
<b>Expenses</b>		
Non-recurring expenses	61,827	72,703
Operating expenses	370,864	407,530
Administrative expenses	35,402	30,275
	<u>468,093</u>	<u>510,508</u>
<b>Excess of revenue over expenses for the year</b>	<u>75,174</u>	<u>36,118</u>
	<u>543,267</u>	<u>546,626</u>
<b>Unrestricted net assets, beginning of year</b>	<b>380,171</b>	<b>344,053</b>
<b>Unrestricted net assets, end of year</b>	<b>455,345</b>	<b>380,171</b>

#### **Statement of Operations for the year ended December 31, 2020**

<b>Revenue</b>		
Association fee	\$ 506,550	
Municipal funding	30,000	
Interest income	2,279	
Interest on late payments	150	
	<u>538,979</u>	
<b>Expenses</b>		
Non-recurring expenses	130,000	Xeriscape DR Way
Operating expenses	440,530	\$357,000 Annual Contract ULS
Administrative expenses	38,975	
	<u>609,505</u>	
<b>Deficit of revenue over expenses for the year</b>	<u>-60,526</u>	
	<u>548,979</u>	

- **2021 NDHA Operating Budget**

**Revenue**

Association fee	\$ 506,550
Municipal funding	30,000
Interest income	2,279
Interest on late payments	150
	<u>538,979</u>

**Expenses**

Non-recurring expenses	130,000	Xeriscape DR Way
Operating expenses	440,530	\$357,000 Annual Contract ULS
Administrative expenses	38,975	
	<u>609,505</u>	
<b>Deficit of revenue over expenses for the year</b>	<b>-60,526</b>	
	<u>548,979</u>	

- **Finance Committee Looking forward**
  - Review investments and seek high yield, low risk alternatives
  - Continued implementation of the NDHA's collection policy
  - Monitoring the online aMember platform
  - Start the 2022 Budget
  - Prepare for the 2021 annual audit
- **Collection Policy**
  - Annual Association fee is assessed to residential properties in Discovery Ridge and is currently set at \$307.
  - The fee is secured by way of an Encumbrance registered by the New Discovery Homeowners Association at Alberta Land titles on title of residential properties in Discovery Ridge
  - The annual fee is assessed for the period of 1January -31 December and is due 29 June in the year in which the fee has been assessed
  - Annual invoices are sent out in February/March
  - Ridge Review Newsletter announces invoices sent out, NDHA website news section, as well as a boulevard sign is set up in June reminding payments are due June 29
  - All overdue accounts receive a friendly reminder letter along with a copy of current year invoice
  - Homeowners who have not paid their fees are sent a statement listing the amounts owing
  - The interest rate charged on outstanding balance is 18% per annum
  - If payment for outstanding fees is not received, the account will be turned over to the NDHA's lawyer for collection
  - All legal costs become the responsibility of the homeowner

- Failure to pay outstanding balances and legal costs may ultimately lead to foreclosures on the property
- **Status of Collections as of 8 November 2021**
  - 1,650 homeowners have been invoiced for the 2021 NDHA Association fee
  - 152 members have not paid 2021 NDHA fee, (\$46,664) the equivalent of ULS fees for one summer month
  - 4 homeowners are in arrears for 2020 and 2021 fees and will be forwarded to the NDHA's lawyer next week for collection
  - All legal fees are the responsibility of the homeowner

## VII. **Landscaping Update: Shaune Pasay**

- The NDHA maintains our own and the City of Calgary's "manicured" green spaces only. "Natural" spaces are managed by the City. NDHA does not maintain condo association or commercial properties
- **Landscape Highlights:**
  - Truck watering (targeted areas)
  - Grass cutting and aerating
  - Weeding
  - Spring and Fall cleanup
  - Minor tree maintenance of City trees (working with Urban Forestry)
  - Shrub beds and seasonal planters
  - Snow clearing of pathways and public sidewalks (NDHA and some City-owned)
  - Irrigation management
  - Waterfall Management
  - Holiday lights managed by True North, under contract with NDHA
  - Planters managed by Pixie Gardens, under contract with NDHA
- **West-End Waterfall Update**
  - Rejuvenation hopes for this greenspace cannot be realized. NDHA proposal to the city was rejected. The City of Calgary Parks department has now deemed it a natural space; Water Resources feel that the existing deep roots of the willows serve to stabilize the slope, even though they are also invading the water feature and downstream pipes.
  - Due to stringent requirements such as environmental studies, bird migration studies, engineering studies etc. it is impossible for the NDHA to move forward with desired upgrades
- **Targeted Items for NDHA in 2021**
  - Xeriscaping of Discovery Ridge Way was completed. All work, including plants, have a 1-year replacement warranty. Any failed foliage will be replaced next spring/summer.
  - Minor work in various parts of the community also took place; shrub replacement throughout the community and rejuvenation of a small greenspace in Phase 2 behind Discovery Ridge Villas.

- ULS carried out an extensive study of all greenspaces in Discovery Ridge to determine the state of the foliage. This report will help to prioritize and carry out future work.
- Completion of the required Ministerial Consent Application for, and subsequent installation of the 30 trees in the TUC median and boulevard at our community entrance. This was part of the 2017 obligation negotiated in a Letter of Understanding between the NDHA, Alberta Transportation and The City of Calgary
- Addition of many median trees along Discovery Ridge Boulevard inside Discovery Ridge. Provided and installed at the City's cost
- Applied graphic vinyl wraps to final 8 trash bins in in Discovery Ridge. Total of 18 completed over past 3 years.

**VIII. Proposed Future Capital Projects: Shaune Pasay**

- Projects going forward will be less obvious than large construction projects such as Xeriscaping
- One future project will be outline how to deal with the severe die-off of the potentilla shrubbery across the community
- Focus will be to manage end-of-lifecycle foliage needs and replacements.

**IX. Orders of Business**

- **Appointment of auditors:**

Shaune Pasay motions to appoint BDO Canada LLP as auditors of the NDHA for ensuing year at such remuneration as may be approved by the Directors of NDHA, Denise Cruickshank seconds and motion was approved.

- **Proxy Materials**

Millard Matthews motions to authorize the Board of Directors to destroy all Proxy materials submitted by members for purposes of voting at previously held Annual General Meeting. Carroll-Ann Bainbridge seconds and motion was approved unanimously.

- **Nomination and election of Directors**

- Special Thank You to the following Board Members
  - James Wilson, 4 years of dedicated service
  - Susan Chittick, 3 years of dedicated service
  - Joe Maclean, 4 years of dedicated service
  - Sharon Salloway, 3 years of dedicated service
- Board is made up of a maximum of 10 directors with a minimum of 3 required by the NDHA articles of association
- Monthly meetings, currently held via zoom
- Additional work outside of monthly meetings to support our maintenance contractors, capital projects and the collection of annual homeowner fees and maintenance of registered homeowners
- Call for nominations from Zoom participants. 2022 NDHA Board Nominations received:

- Shaune Pasay
- Millard Matthews
- Denise Cruickshank
- Carroll-Ann Bainbridge
- Michelle Conway
- Janell McDonald

- Carroll-Ann Bainbridge motions that these candidates be elected to serve on the Board. Denise Cruickshank seconds and the motion passes unanimously.

X. Questions:

- **Who are you using as a gateway for credit card transactions? Some are much cheaper than others.** We currently use Bambora through TD bank. It's a very secure platform and that's why we elected to go with them. We did look at a different options when we set up the membership platform, it was a similar cost. It is possibly something for us to consider moving forward.
- **I noticed there are two garbage bins near the hockey rink that are still brown. Why did they not get wrapped?** These bins did not get wrapped as they are located on DRCA property so we can't wrap them. That is something you could approach the DRCA about.
- **For home owners in arrears, is there anything preventing them from selling their home and escaping the NDHA lawyer claim/action?** The NDHA fee is secured as an encumbrance on your land title, in order to do a transfer all the encumbrances have to be dispersed. Demand letters are sent, a statement of claim is made if you try to sell your house, NDHA gets first dibs on funds. You also get a judicial sale; the legal team will force a sale on your house.
- **Has there been any consideration given to creating an on off-leash dog park in the community?** The off-leash park falls under the City of Calgary – this is not something the NDHA can do as it would be on the city land.
- **There appears to be increased traffic noise in the neighborhood with the ring road, is there any discussion on potentially reducing the noise by planning trees on the on the green space just south of the highway?** The land immediately by the wall is part of the TUC – owned by Alberta Transportation, it's owned by the government. There would need to be a whole bunch of agreements and ministerial orders etc. Even after all of that, if we did go ahead and plants trees, Alberta Transport could come and rip out whatever we had planted without any obligation to restore what they tore up.
- **There is one of the street light s on the main drive coming in on Discovery Ridge Boulevard that is missing the glass cover. I am sure it has been reported but it would be great to see it replaced.** This is an issue for 311.
- **What is the future of the transit on demand? Is it possible to have a fixed schedule during rush hours and on demand the rest of the day?** This would be an issue for DRCA.
- **If we are interested in getting more information about joining the Board, which email do we use?** The best email would be [general@ndha.ca](mailto:general@ndha.ca)

- Are there limits to what the NDHA can do within its documents? Some of the comments/questions made today appear to want NDHA to take on an advocacy role in the community. Is that not possible? The DRCA has more of a mandate of advocacy, they are the voice of the community to the city and to our councilor. In the past they've taken on issues such as getting the road moved further away from our community and issues such as fires in Griffith Woods.
- XI. **Adjournment:** Motion for Adjournment by Millard Matthews, Shaune Pasay seconded and the motion passed unanimously. The meeting was adjourned at 8:10 p.m. on November 9<sup>th</sup>, 2021.

Entered into Record:

Date: November 9<sup>th</sup>, 2021



Shaune Pasay  
Vice President



Janell McDonald  
Secretary