

New Discovery Homeowners' Association (NDHA) AGM Minutes, 2022

Date: June 2nd, 2022

Location: Westside King's Church
3939 69 St SW
Calgary, AB
T3H 3Y1

Type of Meeting: Annual General Meeting

Chair: Denise Cruickshank, Treasurer

Minutes: Janell McDonald, Secretary

Attendance: 21 members present, plus one member present via proxy
248 members represented by proxy

I. Call to order: The meeting began on June 2nd, 2022 at 7:05PM

II. Quorum: Quorum of 10% of the members present at the meeting or represented by proxy was reached.

Agenda:

- Welcome and Introductions
- Housekeeping: Information
- President's comments
- Finance Update
- Landscaping Update
- Proposed Future Capital Projects
- Orders of Business
 - Appointment of Auditor
 - Proxy Materials
 - Nomination and Election of Director
- Ward 6 Councilor Pootmans
- Question Period

III. Welcome and Introductions: Janell McDonald

Secretary 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 in person or via proxy. Shaune Pasay (President) is unable to attend in person due to illness, therefore she attended virtually via FaceTime from the parking lot.

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

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
- **Change in Pathway Service Area; Discovery Ridge Mount, Park and Manor**
- Due to liability issues, the NDHA was forced to withdraw service to 3 area pathways on December 1st, 2021
- These publicly accessible spaces cross over 45 private property boundaries. The necessary legal document to access and maintain these spaces was never granted to the NDHA.
- Attempts to resolve this situation have not yet been successful. The NDHA continues to work with the city and affected owners.

President's Report: Compiled by Shaune Pasay, presented by Janell McDonald

- **Over the 7 months (since last AGM):**
 - Coordinated with contractors to install the winter light display and holiday planters
 - Executed a 5-year SNIC (Snow and Ice Control) agreement with the City of Calgary (expires December 31, 2026, pending renewal)
 - Undertook necessary steps to manage the matter regarding the maintenance of privately owned engineered pathways behind DR Mount, DR Park and DR Manor
 - Reviewed a 2021 Plant Assessment and Analysis Report to prioritize next major landscape projects and rehabilitation efforts in the community
 - Secured a new board member to help continue the operation of the NDHA

- **Moving Forward**

- Continue to work with the City of Calgary and affected residents to resolve the engineered pathways issue
- Get approval from the City for two large landscape projects scheduled for late June/early July
- Ensure entrance irrigation system and waterfall operations run smoothly for the season
- 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

V. Finance Update: Denise Cruickshank, Treasurer

- **Highlights (since last AGM)**

- New online membership portal aMember Professional Monitor
- Work with the bookkeeper
- Assist the Auditors
- Issue of the annual invoices and interest charges
- Maintenance of the Collection Policy and Capital Plan

- **Statement of Financial Position as of December 31, 2021**

	2021	2020
CURRENT ASSETS		
Cash	\$ 183,217	\$ 241,081
Short term investments (Note 3)	-	209,328
Accounts receivable (Note 2)	38,299	33,860
Interest receivable	-	141
Prepaid expenses	7,669	4,487
	<u>229,185</u>	<u>488,897</u>
Long term investments (Note 3)	209,346	-
Property and equipment (Note 4)	<u>1</u>	<u>1</u>
	<u>\$ 438,532</u>	<u>\$ 488,898</u>
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 44,624	\$ 22,902
Unearned revenue	3,327	10,651
	<u>47,951</u>	<u>33,553</u>
NET ASSETS	<u>390,581</u>	<u>455,345</u>
	<u>\$ 438,532</u>	<u>\$ 488,898</u>

Statement of Operations for the year ended December 31, 2021

	<u>2021</u>	<u>2020</u>
REVENUE		
Association fees	\$ 506,550	\$ 505,936
Municipal funding	29,495	30,865
Interest on late payments	3,429	2,121
Interest income	94	4,345
	<u>539,568</u>	<u>543,267</u>
EXPENSES		
Non- recurring expenses	133,028	61,827
Operating expenses	405,722	370,864
Administration expenses	65,582	35,402
	<u>604,332</u>	<u>468,093</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	-64,764	75,174
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	<u>455,345</u>	<u>380,171</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u>\$ 390,581</u>	<u>\$ 455,345</u>

- **2022 NDHA Operating Budget**

	<u>2022</u>
REVENUE	
Association fees	\$ 506,550
Municipal funding	29,495
Interest on late payments	2,000
Interest income	1,200
	<u>539,245</u>
EXPENSES	
Non- recurring expenses	37,500
Operating expenses	415,720
Administration expenses	34,645
	<u>487,865</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u><u>\$ 51,380</u></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 1 January -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 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, per Encumbrance terms
- 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 2022**
 - 1,650 homeowners have been invoiced for the 2022 NDHA Association fee
 - 50 members have not paid 2021 fee in full and are in arrears
 - Thank you for keeping your NDHA account up to date. There are currently zero accounts with our collection lawyer
 - All legal fees are the responsibility of the homeowner

VI. Landscaping Update: Compiled by Shaune Pasay, presented by Michelle Conway

- 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 specific pathways and public sidewalks (NDHA and some city-owned)
 - Irrigation and waterfall management
 - Holiday Lights maintained by True North, under contract with NDHA
 - Planters managed by Pixie Gardens, under contract with NDHA
- **Targeted Items for NDHA in 2022**
 - West End Waterfall Pathway Foliage Project
 - Removal of all foliage adjacent to switchback pathway
 - Installation of rock and new plants to enhance sightlines and improve overall appearance.
 - Upgrade of Discovery Ridge Gate Medians
 - Installation of four new elevated and mulched shrub beds consistent with entrance median style
 - Note this will not be a Xeriscape project, those medians are not suited to it due to their width
 - Asphalt Path repairs

-Asphalt paths on NDHA-owned lands are 20 years old. Some areas are in urgent need of repairs. All will be inspected, and any repairs prioritized.

- These are our responsibility as landowners, not the City's.

-A section of the pathway in Phase 2 behind DR Villas has been identified as an urgent need to repair.

- Xeriscaping of Discovery Ridge Way was completed last summer. All hardscape and plants have a 1-year replacement warranty. Any failed foliage will be replaced this Spring/Summer. We will follow up to ensure this takes place.
- Minor work in various parts of the community will also take place; select shrub replacement throughout the community and rejuvenation of various shrub beds will be ongoing. Focus will be to manage end-of-lifecycle foliage needs and replacement of plants due to winter die-off.
- The NDHA has arranged with ULS to provide extra watering to the 30 trees installed last summer under our 2017 LOU with Alberta Transportation. These will be maintained by the NDHA. Grass is maintained by Alberta Transportation for the foreseeable future.
- Potentilla Die-Off – 2020/2021 was too warm and too dry. A major die-off occurred throughout the city. NDHA has started work to remediate these losses.

VII. Orders of Business

- Appointment of auditors:
Denise Cruickshank motions 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. Janell McDonald seconds. Motion passes.
- Proxy Materials
Janell McDonald motions to authorize the Board of Directors to destroy all Proxy materials submitted by members for purposes of voting at previously held Annual General Meetings. Kevin King seconds. Motion passes.
- Board of Directors:
The current board of directors was elected in November of 2021 and all have volunteered to continue to serve for the 2022/23 term. Attendees were asked if they would like to put forward their names for nomination. None came forward. Board is made up of a maximum of 10 people and a minimum of 3 people. There are monthly meetings. Additional work is required outside of the monthly meetings to support our work. If any members are interested in learning more, they are encouraged to see us after the presentation.

VIII. Question Period with Councilor Pootmans

(Note this occurred at the onset of the meeting prior to the NDHA Board member presentation).

- Councilor Pootmans addressed attendees and spoke about the Engineered Pathways; he is hopeful the city will have a possible solution in mid-June. Some of the attendees were unaware of the Engineered Pathway situation so a brief summary was provided along with the map identifying the affected pathways.
- A resident asked about the clear cutting of trees in the TUC near the Wedgewoods. The resident was concerned about the volume of trees being cut, the size of the trees being

cut as well her understanding that no trees would be cut beyond the footprint of the building. Councilor Pootmans directed the resident to contact his office for follow up.

IX. Question Period with NDHA Board Members

Q: Are there any plans in the works for a community centre?

A: To the NDHA's knowledge, there are no current plans regarding a community centre.

Q: Are there talks with the city regarding extension of pathways past the beaver pond?

A: This is not in the NDHA mandate, the DRCA has a committee member who is working on this issue if you would like more information.

Q: Who looks after the grass and trees at the entranceway to the community?

A: Currently the NDHA looks after the trees, the grass is being maintained by Alberta Transportation for the foreseeable future

Q: Will there eventually be Christmas lights added to the new trees at the entranceway into the community?

A: Yes, this is the plan of the current board. There will be a delay as the trees will need to mature.

Q: What does my annual \$307.00 fee cover?

A: Manicured green space maintenance, holiday lights, waterfall, seasonal pots, some snow removal, managing membership and accounts, maintenance of the NDHA website, dog waste dispensers etc.

Q: Are there any plans to include The Pointe of Discovery Ridge in the NDHA?

A: The current board has no plans to include these residents. It would require approval from 75% of our membership. Their encumbrance is held by Metro Development Corp.

Q: Regarding the long grasses around Discovery Heights Pond, why were the thistles cut down when they were at their peak reseeding time?

A: The city has deemed this a natural space, the NDHA does not do any work in this area. This is a question for the City.

Q: The biggest expense is maintaining the green spaces, how long have you been with ULS?

A: We are in the second year of a five-year contract with a possibility for two years of extension. ULS was an original vendor, then around 2010 the Board divided up the work and parceled it out to different vendors for several years. This proved challenging with some companies blaming the other companies when issues arose. The NDHA since reverted back to ULS as our sole landscape maintenance contractor and the results have been positive.

Q: What is the collection policy?

A: Fees are due June 29th, invoices are sent out in February/March. Reminders are posted on website, community sign and in the Ridge Review. Residents are sent reminder letters and are given multiple opportunities to pay their fees before being sent to collections. Interest is charged on overdue accounts, all legal costs become the responsibility of the homeowner.

Q: There is a safety concern as cars are coming in and out of the roundabout into and out the community. If a car were to lose control, there could be serious consequences. Is the NDHA aware of this?

A: NDHA will take this under advisement, however traffic control and road issues are a City responsibility. NDHA deals with landscape management only.

One resident expressed an interest in joining the Board. Contact information was taken down, and an invitation will be extended for attendance at our June Board Meeting.

- X. Adjournment: Motion for adjournment by Denise Cruickshank, Janell McDonald seconds. Motion passed. The meeting was adjourned at 8:05 p.m. on June 2nd, 2022.

Entered into Record:

Date: June 2nd, 2022


Denise Cruickshank
Treasurer


Janell McDonald
Secretary