

**New Discovery Homeowners' Association AGM Minutes**  
**June 8<sup>th</sup>, 2023**

Date: June 8<sup>th</sup>, 2023

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

Type of Meeting: Annual General Meeting

Chair: Shaune Pasay, President

Minutes: Janell McDonald, Secretary

**Attendance:** 15 households present  
252 members represented via DocuSign, email, and paper proxies

- I. **Call to order:** The meeting began on June 8th, 2023 at 7:05
- II. **Quorum:** Quorum of 10% of the members present at the meeting or represented by proxy was reached. Quorum is confirmed.

**Agenda:**

- Welcome and Introductions
- Housekeeping
- President's comments
- Finance Update
- Landscaping Update and Proposed 2023 Projects
- Orders of Business
  - Appointment of Auditor
  - Proxy Materials
  - Nomination and Election of Director
- 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.

**What is the NDHA? Shaune Pasay**

- 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? Shaune Pasay**

- Operates under a 25-year term Stewardship Agreement with the City of Calgary known as the Landscape Management Agreement (LMA) under the Enhanced Landscape Management (ELM) program, as well as the 5-year term Snow and Ice Control (SNIC) Agreement
- Maintenance and upkeep of the NDHA-owned and city-owned green spaces in Discovery Ridge (as governed by the LMA & ELM Program), and snow clearing of greenspace pathways in winter.
- Capital Improvements to the NDHA-owned and city-owned green spaces in Discovery Ridge (as governed by the LMA & ELM Program)
- Management of the annual operating and capital budget for the NDHA and associated long term investments
- Excludes community or social related activities (DRCA)
- DRCA vs NDHA differences highlighted; fees, responsibilities, events and membership. Membership in the DRCA is strongly encouraged.

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

- NDHA does not service Griffith Woods (looked after by City of Calgary Parks), nor the new 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
- Discovery Ridge Phases – original community was built out in phases over approximately 12 years, starting in 1999/2000. NDHA often refers to work areas by their phase number.
- Map of NDHA Snow clearing pathways shared. Homeowners, condo associations and commercial property managers are responsible for clearing snow and ice from public sidewalks directly adjacent to their property. City of Calgary clears all other sidewalks in Discovery Ridge.
- Map of NDHA owned lands shared- NDHA holds title to specific land in Phase 1 and Phase 2 of the community.
- Return of Pathway Service to Discovery Ridge Mount, Park, and Manor. In December of 2021 the NDHA was forced to withdraw services from 3 area pathways due to liability issues. A modified Service Agreement was negotiated with the city for these spaces, and was executed October 5th, 2022. NDHA service has resumed, however trees, and shrub maintenance remain the owner’s responsibility. Thank you for the involvement of our local residents and a special mention to Jay German, Kyra Lanis and Eric Carter.

**V. President's Report: Shaune Pasay**

- **Over the Past Year:**

- Coordinated with contractors to install the upper and lower winter light display, and holiday planters at entrance
- Successfully negotiated the new Service Agreement with the City of Calgary to return maintenance and snow removal to the pathways behind DR mount, DR Park, and DR manor
- Installed sculpted shrub beds to Discovery Ridge Gate medians
- Re-paved asphalt pathway on NDHA-owned land between DR villas and DR crescent. Replaced 3 trees in same location.
- Made Difficult decision to set NDHA fee at \$325. Inflationary costs from various vendors made the need apparent.
- Prioritized 2023 landscape projects and rehabilitation efforts in the community.

- **Moving Forward**

- Ensure entrance irrigation system and waterfall operations run smoothly for the season
- Continue to coordinate with and manage all contractors required for our operation and administration needs. Make certain that Discovery Ridge's high standards continue to be met
- See that all new project work for 2023 is successfully completed.
- We need support; without board members we will be forced to hire a management company (approx. cost \$100,000/ year). This will either increase fees or prevent further enhancement and rehabilitation projects. New people bring new ideas.

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

- **Highlights (since last AGM)**

- Online Members' portal – ndha.ca
- DocuSign – to ease proxy returns
- Work with the bookkeeper
- Assisted the auditors
- Posted annual invoices and interest charges to accounts
- Collection Policy and Capital Plan

- Statement of Financial Position as of December 31, 2022

	2022	2021
<b>CURRENT ASSETS</b>		
Cash	\$ 261,207	\$ 183,217
Accounts receivable (Note 2)	27,310	38,299
Prepaid expenses	1,964	7,669
	<u>290,481</u>	<u>229,185</u>
Long term investments (Note 3)	209,346	209,346
Property and equipment (Note 4)	1	1
	<u>\$ 499,828</u>	<u>\$ 438,532</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 12,158	\$ 44,624
Unearned revenue	1,305	3,327
	<u>13,463</u>	<u>47,951</u>
<b>NET ASSETS</b>	<u>486,365</u>	<u>390,581</u>
	<u>\$ 499,828</u>	<u>\$ 438,532</u>

- Statement of Operations as of December 31, 2022

	2022	2021
<b>REVENUE</b>		
Association fees	\$ 506,550	\$ 506,550
Municipal funding	30,865	29,495
Interest income	-	94
Interest on late payments	1,323	3,429
	<u>538,738</u>	<u>539,568</u>
<b>EXPENSES</b>		
Non-recurring expenses	28,869	133,029
Operation expenses	368,557	405,722
Administration expenses	45,528	65,581
	<u>442,955</u>	<u>604,332</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>95,784</b>	<b>- 64,764</b>
<b>UNRESTRICTED NET ASSETS, BEGINNING OF YEAR</b>	<u><b>\$ 390,581</b></u>	<u><b>\$ 455,345</b></u>
<b>UNRESTRICTED NET ASSETS, END OF YEAR</b>	<u><b>\$ 486,365</b></u>	<u><b>\$ 390,581</b></u>



- Auditor's Report shared indicating that, "In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organization."
- Denise Cruickshank motions to approve the New Discovery Homeowners' Association's Audited Financial Statements dates December 31, 2022, and the BDO Auditors Report as presented. Carroll-Ann Bainbridge seconds. Motion passes unanimously.

- **2023 NDHA Operating Budget**

	2023 Budget	2022 Budget
<b>REVENUE</b>		
Association fees	\$ 536,250.00	506,550.00
Interest on late payments	1,620.00	2,000.00
Interest income	500.00	1,200.00
Municipal funding	30,865.00	29,495.00
<b>Total Income</b>	<b>569,235.00</b>	<b>\$539,245.00</b>
	<b>569,235.00</b>	<b>\$539,245.00</b>
<b>EXPENSES</b>		
Administration expenses	39,745.00	\$ 34,645.00
Non-recurring expenses	67,500.00	\$ 37,500.00
Operating expenses	417,165.00	\$416,720.35
	<b>524,410.00</b>	<b>\$487,865.35</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 44,825.00</b>	<b>\$ 51,379.65</b>

- **Collection Policy**
  - Annual Association fee (or 'rent charge') is assessed to residential properties in Discovery Ridge and is currently set at \$325.
  - 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 posted to member's accounts in February/March
  - Ridge Review Newsletter announces invoices have sent out, NDHA website news section, as well as a boulevard sign is set up in June reminding residents 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
- 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 foreclosure on the property
- **Status of Collections as of June 2023**
  - 1,650 homeowners have been invoiced for the 2023 NDHA Association fee, 818 have paid to date
  - 37 members have not paid 2022 NDHA fee in full and are in arrears.
  - Thank you for keeping your NDHA account up to date. There are currently 2 accounts with our collection lawyer
  - All legal fees are the responsibility of the homeowner
- **Finance Committee Looking forward**
  - Review investments and seek high yield, low risk alternatives
  - Continued implementation of the NDHA's collection policy
  - Monitoring the online members' portal on our website and QuickBooks
  - Ensure following 2023 Budget
  - Prepare for the 2023 Annual Audit

## **VII. Landscaping Update: Carol-Ann Bainbridge and 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 (sucker removal, tree wells)
  - Shrub beds in medians, parks, and pathway greenspaces
  - Snow clearing of greenspace pathways and a few sidewalks
  - Irrigation management (entranceway only)
  - Waterfall Management (roundabout)
  - Holiday lights managed by True North, under contract with NDHA
  - Planters managed by Pixie Gardens, under contract with NDHA
- **West-End Waterfall Update**
  - In February, City of Calgary advised they will **not** approve the shrub replacement project we submitted in March 2022. This location is within a "natural area" boundary, despite having hand-planted shrub beds. Proximity to Griffith Pond was identified as problematic. NDHA can no longer perform maintenance in this area. Pathway snow clearing will continue. Any concerns about this space should be expressed via 311.

- **Targeted Items for NDHA in 2023**

- Mulch Replacement – Phase 1,2, Roundabout Areas, DR Boulevard Medians to Cornerstone Square.
- More asphalt path repairs
- Minor fence repairs to fencing and other amenities to take place as needed.
- Landscape improvement and shrub replacements throughout DR will be ongoing
- Focus on managing shrub pruning needs and end-of-lifecycle plant replacements
- 3 replacement trees in TUC
- Winter light display refresh

VIII. **Orders of Business**

- **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
- 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
- Volunteers do not have to be directors, there are also less onerous tasks i.e. If you walk the pathways, you could help the NDHA by reporting anything you see that is need of our attention.
- Call for nominations. 2023 NDHA Board Nominations received:
  - Shaune Pasay
  - Millard Matthews
  - Denise Cruickshank
  - Carol-Ann Bainbridge
  - Michelle Conway
  - Janell McDonald
  - Kevin King
  - Adrian Doughty
- Janell McDonald motions that these candidates be elected to serve on the Board. Michelle Conway seconds and the motion passes unanimously.
- **Appointment of auditors:**  
Denise Cruickshank motions to appoint BDO Canada LLP as auditors of the NDHA for the 2023 fiscal year at such cost as may be approved by the Directors of the NDHA. Shaune Pasay seconds and the motion passes unanimously.

IX. **Questions and Additional Information:**

- **Why does the NDHA get charged the business rate for water when we are a not for profit?** This is a City of Calgary rule.



- **Is the amount of money the NDHA receives from the City of Calgary ELM agreement in line with other communities?** Yes, this is a formulaic based on square footage of the community.
- **Who takes care of the grass at the entranceway into the community?** This is part of the TUC so Alberta Transport takes care of this until the warranty expires at which point the NDHA will negotiate with AT to take over.
- **Who cares for the Cornerstone Square property as it does not look well cared for?** CRBE Real Estate company cares for this property.
- **Can anything be done about the build-up of ice from the snowmelt that comes down from the funnel ravine between Phase 2 and Phase 4? Is it possible to make another pathway?** This area is challenging because of the hilliness of the area. Shaune will reach out to the City of Calgary. Residents are encouraged to contact 311, this is a natural area.
- **Sidewalks in the community are heaving and creating trip hazards, is there anything that can be done? Instead of putting in new sidewalks, is grinding them down a possibility to reduce the trip hazard?** Individual residents are asked to contact the City of Calgary via 311. Shaune will reach out to the City of Calgary to enquire about this issue.
- **The roads are very bumpy in the community, is there something that can be done?** This is a City of Calgary issue, please contact 311. DRCA also advocates to the City on these sorts of issues.
- **Can the speed limit be reduced to 40km everywhere in the community?** This does not fall under the NDHA mandate. In the past the DRCA has been involved with traffic concerns. Alternatively, place a 311 call to the City of Calgary.
- **Does the NDHA have a voice in which trees get planted in the community by the City of Calgary?** The City of Calgary does not consult the NDHA regarding which trees will be planted in the community.
- **Does the NDHA have any big projects coming up in the next 20 years?** The NDHA is not expecting any major projects but this is not predictable. As our community is now over 20 years old, our intention is to focus on restoration and rejuvenation.


**Notes:**


- 311 calls are shared with Councilor Pootmans so the more volume that comes in so perhaps more attention is given if there are a large number of complaints on the same issue.
- ULS work crews set up pylons for their safety, cars have passed and knocked over the pylons. NDHA to add a safety note in The Ridge Review to bring attention to this matter.

X. **Adjournment:** Meeting adjourned at 8:20.

Entered into Record:

Date: June 8<sup>th</sup>, 2023

  
Shaune Pasay  
President

  
Janell McDonald  
Secretary