

**New Discovery Homeowners' Association AGM Minutes**  
**June 10<sup>th</sup>, 2025**

Date: June 10th, 2025

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

Type of Meeting: Annual General Meeting

Chair: Jim Fox, President

Minutes: Chris Davis, Secretary

**Attendance:** 29 households present  
500 members represented via DocuSign, email, and paper proxies  
TOTAL: 529 homes

- I. Call to order:** The meeting began on June 10th, 2025 at 7:04 pm.
- II. Quorum:** Quorum is satisfied unless 10% of the Members of the Association are present personally OR represented by proxy. Quorum (minimum of 165) was satisfied.

Proposed Agenda:

- Housekeeping
- Welcome and Introductions
- Establish Quorum
- NDHA Roles and Responsibilities in Discovery Ridge / Discussion of relationship with the DRCA
- President's Report
- Finance Update
- Landscaping Update and Proposed 2025 Projects
  - Discovery Heights (Griffith) pond update
  - Discovery Ridge Mount retaining wall
- Order of Business
  - Approval of Financial Statement & Auditor's Report
  - Appointment of Auditor
  - Nomination and Election of Directors
- Question Period

**III. Welcome and Introductions: Jim Fox**

Jim Fox (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 in person or via proxy. Quorum was achieved.

#### **IV. What is the NDHA and what is its Role? Caroll-Ann Bainbridge**

- Established by the developer in 2000 (to maintain an on-going high standard for Discovery Ridge green spaces)
- 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)
- \$25 / year for membership in the Discovery Ridge Community Association (CA) - voluntary
- \$325 / year fee (based on registered encumbrance) for New Discovery Homeowners' Association (HOA) – mandatory
- Things the NDHA does:
  - Maintenance of the manicured green spaces and various related amenities in Discovery Ridge
  - Snow clearing of greenspace pathways in winter
  - Seasonal Tree lights and Planter Displays
  - Capital Improvements to the green spaces and medians in Discovery Ridge (i.e. mulch, xeriscape, shrub replacements)
  - 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.

#### **V. President's Report: Jim Fox**

- The summer of 2024 saw water restrictions as a result of the critical Bearspaw water feeder main break (June 6<sup>th</sup>)
- As a result, we did not operate our entry waterfall last summer
- Our boulevard and snow removal contract is with ULS
- Pixie Gardens is the contractor who fill the entrance area baskets seasonally
- We signed a new "Optional Amenities Agreement" (OAA) with the City
- We retained 28 benches
- NDHA Service Boundary
  - NDHA does not service Griffith Woods (City of Calgary Parks)
  - NDHA does not service the most recent community subdivision located at the east end of the community (i.e. "The Pointe at Discovery Ridge", which is looked after by developer Metro Development Corp.)
  - NDHA does not cut grass in the TUC (looked after by Alberta Transportation), but we are looking into a maintenance agreement with the Province

- NDHA is responsible for the trees in the TUC and on NDHA-owned lands only
- In the Slide deck there is a Map of NDHA Snow clearing pathways
- 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.
- We have an agreement (the LMA or ELM “enhanced landscape management agreement”) with the City that gives us an assignment to maintain boulevards and city owned pathways
- Map of NDHA owned lands shared- NDHA owns plots of land in Phase 1 and Phase 2 of the community (slide deck). Any issues in these spaces should be reported to the NDHA
- Always looking for Board volunteers (looking for at least 5 this year)

**VII. 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
  - 18% interest rate charged on unpaid accounts
  - We work for at least 18 months to secure voluntary payment PRIOR to sending an account to external legal for collection
- March 2024, reinvested GIC current \$225,000 3 yr.
- Due to the increasing fees of our former auditor, the NDHA looked for a new auditor for 2024. Three bids were pursued with C&E LLP Chartered Professional Accountants preparing our 2024 year end statements

**MOTION:** To accept the year end December 31, 2024 financial statements.

Moved: Denise Cruickshank

Second: Janell McDonald

Passed

**MOTION:** To appoint C&E LLP as auditors of the NDHA for the 2025 fiscal year at such cost as may be approved by the Directors of the NDHA.

Moved: Brian Goulet

Second: Peter Szaraky

Passed

Statement of Financial Position as of December 31, 2024

NEW DISCOVERY RIDGE HOMEOWNERS' ASSOCIATION  
Statement of Financial Position  
December 31, 2024

|   | Total             | Total             |
|---|-------------------|-------------------|
|   | 2024              | 2023              |
| <b>ASSETS</b>                           |                   |                   |
| CURRENT                                 |                   |                   |
| Cash                                    | \$ 351,499        | \$ 308,805        |
| Short term investments                  | -                 | 209,570           |
| Accounts receivable                     | 37,000            | 24,307            |
| Prepaid expenses                        | 7,525             | 2,013             |
| Total Current Assets                    | 396,024           | 544,695           |
| CAPITAL ASSETS (Note 6)                 | 1                 | 1                 |
| INVESTMENTS (Note 4)                    | 231,458           | -                 |
| <b>TOTAL ASSETS</b>                     | <b>\$ 627,483</b> | <b>\$ 544,696</b> |
| <b>LIABILITIES</b>                      |                   |                   |
| CURRENT                                 |                   |                   |
| Accounts payable                        | \$ 3,808          | \$ 21,213         |
| Prepaid homeowners association fees     | 3,860             | 2,617             |
| <b>TOTAL LIABILITIES</b>                | <b>7,668</b>      | <b>23,830</b>     |
| <b>NET ASSETS (Note 2)</b>              | <b>619,815</b>    | <b>520,866</b>    |
| <b>TOTAL LIABILITIES AND NET ASSETS</b> | <b>\$ 627,483</b> | <b>\$ 544,696</b> |

- Statement of Operations as of December 31, 2024

**NEW DISCOVERY RIDGE HOMEOWNERS' ASSOCIATION**  
**Statement of Revenues and Expenditures and Changes in Net Assets**  
**Year Ended December 31, 2024**

|  | Budget     | Total      | Total      |
|--|------------|------------|------------|
|  | 2024       | 2024       | 2023       |
| <b>REVENUE</b>                             |            |            |            |
| Homeowners' association fees               | \$ 535,600 | \$ 535,600 | \$ 535,600 |
| City grant                                 | 40,490     | 40,490     | 31,400     |
| Interest and other income                  | 10,740     | 9,514      | 1,882      |
|  | 586,830    | 585,604    | 568,882    |
| <b>EXPENSES</b> (Schedule 1)               | 550,150    | 486,655    | 534,381    |
| <b>NET EXCESS OF REVENUE OVER EXPENSES</b> | 36,680     | 98,949     | 34,501     |
| <b>NET ASSETS - BEGINNING OF YEAR</b>      | -          | 520,866    | 486,365    |
| <b>NET ASSETS - END OF YEAR</b>            | \$ 36,680  | \$ 619,815 | \$ 520,866 |

- 2024 NDHA Operating Budget

**New Discovery Homeowners Association**  
**2025 Approved Budget**

|                                | 2025 Draft Budget | 2024 Budget   |
|--------------------------------|-------------------|---------------|
| <b>REVENUE</b>                 |                   |               |
| <b>TOTAL INCOME</b>            | \$ 583,410.00     | \$ 586,830.00 |
| <b>EXPENSES</b>                |                   |               |
| <b>ADMINISTRATIVE EXPENSES</b> |                   |               |
| Total Administration Expenses  | \$ 37,050.00      | \$ 46,050.00  |
| <b>NON-RECURRING EXPENSES</b>  |                   |               |
| Total Non-Recurring Expenses   | \$ 108,600.00     | \$ 68,600.00  |
| <b>OPERATING EXPENSES</b>      |                   |               |
| Operating Expenses             | \$ 430,500.00     | \$ 435,500.00 |
| <b>TOTAL EXPENSES</b>          | \$ 576,150.00     | \$ 550,150.00 |
| <b>UNALLOCATED REVENUE</b>     | \$ 7,260.00       | \$ 36,680.00  |

### **Finance (cont'd) - 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 on most all residential lots (including condo units) in the community at the Alberta Land Titles Registry
- The annual fee is assessed for the period of 1 January - 31 December and is due June 29 in the year in which the fee has been assessed
- Annual invoices are posted to member's accounts in February 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 applied 31 December and 1 July
- 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 May 2025**

- 1,650 homeowners have been invoiced for the 2025 NDHA Association fee, close to 800 have paid to date
- 44 members have not paid 2024 NDHA fee in full and are in arrears.
- There are currently, 2 accounts with our collections lawyer.
- All legal fees are the responsibility of the homeowner.

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

- The NDHA maintains our own titled parcels and the City of Calgary's "manicured" green spaces only.
- "Natural" spaces are managed by the City.
- On City-owned lands, we operate under the authority of a 25-year term Landscape Maintenance Agreement (LMA) (within the Enhanced Landscape Management (ELM) program), as well as a 5-year term Snow and Ice Control (SNIC) Agreement
- NDHA does not maintain condo association or commercial properties

#### **Landscape Highlights:**

- Truck watering (targeted areas)
- Grass mowing & trimming
- Weeding

- Discovery Ridge Mount retaining wall. Bore holes are evident. Brown colour choice was the most popular of 4 on offer by the City.
- 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 (entrance only)
  - Waterfall management (roundabout)
  - Holiday lights managed by True North, under contract with NDHA
  - Planters managed by Pixie Gardens, under contract with NDHA
  - Mulch Replacement –NDHA targets re-mulching of community every 5-7 years. Installation of new mulch for these areas will be completed in 2025
  - Shrub Replacement – Newly mulched areas will be inspected, and locations identified for shrub additions and replacements
  - Repairs to fencing – work is underway to fix these items
  - concerns about this space should be expressed via 311.

#### **Update on Discovery Heights (Griffiths) Pond**

- In February 2023, the City of Calgary rejected our shrub replacement project, proposed in March 2022. Proximity to Discovery Heights Pond was identified as problematic.
- The City of Calgary took over responsibility for this area. It is now designated a “natural area.” Pond stability mitigation is underway.
- Pathway snow clearing by NDHA will continue. Contact 311 with any concerns about the pond or landscaping in adjacent natural area.
- April 12<sup>th</sup>, 2024 – City of Calgary advised downstream affected homeowners of an assessment of the pond’s embankment being identified as having a potential stability risk
- NDHA & DRCA also emailed this information to members
- April 25, 2024 - City of Calgary hosted online meeting with residents of DR to discuss plan to address pond/dam issues
- The outlet will be modified to maintain a lower temporary pond level without pumping
- The pond was lowered in June 2024 another 80-100cm team is looking into bank stability of the area directly east of the pumping location to determine if the pumps can be moved further from the homes
- The new “permanent” water level will be established once stability data and design improvements are determined
- City staff continuing to assess. Once having assessed the stability improvements, a new water level will be calculated that provides a “margin of safety” that meets the Canadian Dam Association recommendations

- Long term plan is being developed. We hope to hear more from the City in Fall, 2025

### **IX. NDHA Board Positions - Jim Fox**

By having great volunteers, we avoid the added cost of hiring paid staff to fulfill the NDHA's operations. The following available Board positions were promoted by President Jim Fox:

- Digital Director
  - Responsible for any IT requests the board has
  - Creating new email addresses as needed
  - Maintain files and ensure NDHA information is backed up
  - Using WordPress to upload files to our website
  - Responsible for any other digital requests
- Landscaping Director
  - Liaison with ULS to maintain landscaping in Discovery
  - Engage with irrigation contractor on operation matters relating to irrigation system and roundabout waterfall
  - Arrange for annual seasonal planter display/flower choices with Pixie Gardens
  - Liaison with City of Calgary Parks to deal with new directives or issues on City lands within Discovery
  - Identify new projects and repairs to landscape amenities
- Newsletter Director
  - Communications
  - Ridge Review monthly article
- Volunteer Opportunities are also available, please contact the Board if you are interested

### **X. 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
- 10 Monthly meetings (excludes August and December)
- 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
- Board members do not have to be elected at the AGM, so residents are invited to reach out at any time.

2024-2025 - Board Members resign:

- Shaune Pasay
- Denise Cruickshank
- Caroll-Ann Bainbridge
- Michelle Conway

- Kevin King
- Jim Fox
- Janell McDonald

Call for nominations. 2025-2026 NDHA Board Nominations received:

- Jim Fox
- Denise Cruickshank
- Carroll-Ann Bainbridge
- Kevin King
- Chris Davis
- Peter Sziraky

MOTION: That those persons standing for election for the 2025-2026 Board positions be elected to the Board.

Mover: Jim Fox

Second: Peter

Passed

Jim Fox expressed thanks to Shaun Pasay for her 10 years of service to the NDHA Board. He also thanked outgoing Directors Michelle Conway and Janell McDonald.

#### **XI. Questions for the NDHA:**

- **Cornerstone commercial site – why is it poorly cut and maintained?** This commercial property is not maintained by the NDHA. Concerns could be addressed (firstly) by calling the named management company and (secondly) by calling 311 or using the 311 App.
- **How do we invest our funds?** We ensure that we have sufficient funds in hand to meet annual budgeted expenses. We try to maintain the annual fee levy at or below COLA. We retain sufficient funds in term deposits that would be needed to cover what we expect might be a “significant event” (i.e equivalent to one year’s annual operating budget).
- **Can we address noise from the Highway 8 / Ringroad? (Supplementary question: what about retarder brakes?)** Matters needing a political response are generally in the purview of the DRCA. The City and the Province have different noise standards. This might be an issue best addressed politically via Calgary West MLA Mike Ellis or our future Ward 6 Councillor. Retarder brakes might be a District 2 CPS issue as the CPS monitor and have jurisdiction over the Provincial ringroad inside the Calgary city limits.
- **This past winter there was a pile of snow at 18 Discovery Heights that turned into a skating rink. Can this be addressed better next year?** The Discovery Heights SW

road services a bareland condominium plan. The condo corp for this plan is responsible for maintenance, including snow removal.

- **Do we have any invasive plant issues affecting community trees?** Schubert cherry and Mayday trees are afflicted by the “blackknot” fungus. Pruning affected limbs and disinfecting the cutting blade can help to control this fungus’ spread. Do not put the cuttings in the Green bin, but in the Black bin.

**XII. Adjournment:** Meeting adjourned at 8:30 pm.

Draft prepared: May 11, 2026

Approved at the 2026 AGM: June 2, 2026

Jim Fox  
President

Chris Davis  
Secretary

DRAFT