



Sept 4<sup>th</sup> 2020

Members of the Edmonton Aurora Residents' Association

Dear Members:

**RE: Notice of the 2020 Annual General Meeting  
Thursday Sept 24th, 2020 @ 6:30 PM  
The Orchards Residents Association  
4059 Orchards Drive SW Edmonton, AB**

Enclosed please find the Notice of the 2020 Annual General Meeting (AGM) for the Edmonton Aurora Residents' Association, the President's report, the Information Circular, and a Proxy Form.

**Please review the enclosed information and plan to attend the AGM or submit your proxy form, as indicated. The AGM will be held on Thursday Sept 24th, 2020 @ 6:30 PM at The Orchards Residents Association, 4059 Orchards Drive SW Edmonton, AB. Please assist your Board of Directors by attending the AGM or sending in your proxy form.**

On January 1, 2020, the Association turned over operations from Melcor to the Volunteer Resident Board with all three (3) Melcor Directors resigning from the Board. The next Board of Directors will be elected by the membership at the AGM for a 1 year term. The Edmonton Aurora Residents' Association can have up to Seven (7) Director Positions with a minimum of Three (3). There are Two (2) current board members who are willing to stand for re-election. In order to vote and/or run, you must be a member in good standing with 2020 HOA fees up to date.

Directors serve as volunteers and dedicate approximately 5-10 hours a month to the Board. Board meetings are held approximately four times per year. In 2020, the Board is particularly seeking potential Directors with qualifications and expertise in: Finance, Legal, Admin, Communications, IT and with previous board experience. If you are interested in being nominated for the Board of Directors, or have any questions about the enclosed, please contact [info@edmontonaurorahoa.com](mailto:info@edmontonaurorahoa.com). This next term, the new Board will be making recommendations on hiring a management company.

On behalf of your Board of Directors, we look forward to your participation.

Yours truly,

**EDMONTON AURORA RESIDENTS' ASSOCIATION**

**PAUL ROSICH**

President

**THU PARMAR**

Vice President 1

**CHRIS HOLTZ**

Vice President 2



**NOTICE OF THE EDMONTON AURORA RESIDENTS ASSOCIATION**

**2020 ANNUAL GENERAL MEETING OF MEMBERS**

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Please take notice that the 2020 Annual General Meeting of the Members of the **EDMONTON AURORA RESIDENTS ASSOCIATION** (the "Society"), will be held at **The Orchards Residents Association, 4059 Orchards Drive SW Edmonton, AB on Thursday September 24 @ 6:30 PM (MST)** for the following purposes:

- 1) To receive the Report of the President of the Society;
- 2) To receive the audited Financial Statements for the fiscal year ended December 31, 2019;
- 3) To establish and elect the Board of Directors to hold office until the next Annual General Meeting;
- 4) To appoint an Auditor of the Society;
- 5) To transact such other business as may properly come before the Meeting or any adjournment thereof.

**THIS NOTICE SHOULD BE READ IN CONJUNCTION WITH THE INFORMATION CIRCULAR ACCOMPANYING THIS NOTICE.**

Dated at Edmonton, Alberta this 4<sup>th</sup> day of September, 2020.

BY ORDER OF THE BOARD OF DIRECTORS

PAUL ROSICH, President

**TO ALL MEMBERS:**

**IF YOU ARE UNABLE TO ATTEND THIS MEETING, PLEASE COMPLETE THE ACCOMPANYING PROXY FORM AND RETURN AS INDICATED IN THE INSTRUCTIONS FOR PROXY FORMS INCLUDED IN THIS PACKAGE.**




**EDMONTON AURORA RESIDENTS ASSOCIATION  
ANNUAL GENERAL MEETING  
Thursday June 13<sup>th</sup>, 2019 @ 6:30 PM  
The Orchards Residents Association, 4059 Orchards Drive sw, Edmonton**

**Meeting Minutes**

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1. Vice President of the Board of Directors Triona Cosgrave acted as Chair of the meeting. The Annual General Meeting was called to Order at 6:43 p.m.
2. The Chair asked Tanya Eklund to act as Secretary of the meeting.
3. The Chair requested Tanya Eklund to act as Scrutineer for the meeting, with the consent of the Voting Members. As there was no objection, the Chair appointed Tanya Eklund as Scrutineer.
4. The Chair stated that unless otherwise specified, all issues and Resolutions to be approved by the Voting Members are by way of ordinary resolution, which requires the majority of the Voting Members present in person or by proxy, voting in favour.
5. The Chair asked for a motion dispensing with reading of the Notice calling the meeting. Thu Parmar so moved. Barry Ziober seconded the motion. The Chair declared the motion carried.
6. The Secretary Tanya Eklund provided proper proof of mailing the Notice of the Meeting to the Members.
7. The Chair then stated that Pursuant to the Articles of Association of the Association, A quorum for the Annual General Meeting of the Association shall be the attendance of Five (5) or more persons collectively entitled to cast Five (5) or more votes. The Chair asked the Scrutineer for his report. The Scrutineer reported that there were 1079 Voting Members either present at the meeting, or represented by proxy. Specifically, there were 1050 Melcor votes, in respect of lots registered in the name of Melcor; there were 15 Voting Members represented in person at the meeting, and 14 represented by proxy.
8. The Chair declared the meeting to be duly called and properly constituted for business.
9. The Chairman asked for a motion to dispense with reading of the Presidents' Report for the January 1<sup>st</sup> to December 31<sup>st</sup> 2019, also appended to the Notice of Meeting and Information Circular. James Laniuk moved that the reading of the Director's Report be dispensed with. Chris Holtz seconded the motion. The Chair declared the motion carried.
10. The Chair then proposed to receive, as information, the audited Financial Statements of the Association for the year ended December 31, 2018. Triona Cosgrave then reviewed the 2018 audited Financial Statements and answered related questions.
11. The Chair indicated that the next item of business was the election of Directors. The Chair stated that seven (7) Directors be elected and serve until the next Annual General Meeting of the Association. The Chair asked for a motion to this effect. Barry Ziober moved that up to seven (7) Directors be elected to serve until the next Annual General Meeting of the Association. Derek Uduehi seconded the motion. The Chair declared the motion carried.
12. The Chair stated that Melcor will be using their votes to nominate three (3) Directors and wish to appoint Alex Petrosky as President, Triona Cosgrave as Vice- President and Tanya Eklund as Secretary/Treasurer to the Company's Board of Directors to serve until the turnover of Management. The proxy has been cast in their favor.
13. The Chair stated that the following members in good standing put their names forward to be nominated to serve as Resident directors on the board of directors:
  - Chris Holtz
  - Paul Rosich
  - Thu Parmar
  - Paurush Sharma
  - Bijaya Dahal
14. The Chair then asked for a motion to nominate the persons named for election to the board. Carlos Urdaneta so moved. Barry Ziober seconded the motion. The Chair declared the motion carried.

15. The Chair then asked for a motion that nominations be closed. Chris Holtz moved that the nominations for Directors be closed. James Laniuk seconded the motion. The Chair declared the motion carried.
16. The Chair then asked the nominees to introduce themselves and give a quick explanation as to why they would like to serve on the board.
17. The Chair stated that the nomination of additional Directors requires an election, as five (5) persons have been nominated and only four (4) Resident Directors are required. The vote was then moved to a ballot – each Voting Member (Melcor Development Directors abstained from voting) in attendance of the AGM was given a ballot form when they arrived at the Meeting. The Chair confirmed everyone had a ballot and went over the voting instructions with the Members, asking that the ballots be delivered to the Scrutineer upon completion. All of the ballots were filled out, collected and given to the Scrutineer who then privately tallied the votes, including those from proxies submitted. The Scrutineer then notified the Chair of the results. The Chair then declared that the following members had received the most votes to be elected to serve on the Edmonton Aurora Residents Association Board of Directors for a one-year term, or until their successors are elected or appointed.
  - Chris Holtz
  - Paul Rosich
  - Thu Parmar
  - Paurush Sharma
18. The Chair then asked for a motion to elect as Directors, the persons nominated, and who had received the most votes from the ballot, to hold office for a one-year term or until their successors are elected or appointed. Chris Holtz so moved. Carlos Urdaneta seconded the motion. The Chair declared the motion carried.
19. The Chair then stated that the next item on the Agenda was the appointment of the Auditor. The Chair asked for a motion that the Board of Directors appoint BDO Canada as Auditor for the fiscal period ending December 31, 2019, and that the Directors be authorized to fix remuneration. Chris Holtz so moved. Tong Banh seconded the motion. The Chair declared the motion carried.
20. The Chair then asked if there was any further business to transact at the Annual General Meeting of the Association. There was none.
21. The Chair then asked for a motion to terminate the meeting.
22. At 7:23 p.m., James Laniuk moved that the meeting be terminated. Benjamin Olagunju seconded the motion. The Chair declared the motion carried, and the meeting adjourned.



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Tanya Eklund Secretary



**Edmonton Aurora Residents Association  
Presidents Report  
January 2020 - September 2020**

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### **Overview**

The Edmonton Aurora Residents Association (EARA) was incorporated as a non-profit society and registered under the Alberta Societies Act on February 8th, 2012.

The EARA consists of every homeowner within the community of Aurora. The purpose of the EARA is to own and maintain various features and amenities within the community for the benefit of its members. These features and amenities are in addition to what the City of Edmonton owns and maintains. This management of the EARA is the responsibility of the Board of Directors.

### **Management Transition**

Prior to January 2020, the Board of Directors was a blend of Resident Directors who were elected by the EARA members, and Melcor employees who were appointed by the company. As of January 1st, 2020, the Resident Directors became the Board of Directors in its entirety as Melcor no longer had any holdings in the community.

The newly formed Board of Directors voted to manage the EARA themselves, without the assistance of a management company. Everyone was aware of the increased commitment that would require, but volunteered their time willingly. The reasoning for this was twofold; to understand the amount of effort truly needed to manage the EARA and to gain a deeper understanding of the operating costs required to maintain the community. No compensation was given to the Directors for their time and efforts as this is a volunteer position, but they achieved their goals.

### **Appointment of a Management Company**

In order to maintain the self-management of the EARA through the Board of Directors, it is proposed that there be seven Directors total. The time investment and effort needed to successfully manage the EARA is considerable. A Director is a volunteer position and offers no compensation. Should there not be seven Directors elected, it is proposed that a management company be hired.

### **Financial Statement**

The annual operating costs of the EARA, which includes maintenance of various community features/amenities, is the responsibility of its members through the payment of mandatory fees. These fees are pursuant to a "rent charge" Encumbrance registered on each Certificate of Title for every property within the community of Aurora. Fees were levied in 2018 for the amount of \$200, 2019 for \$100, and 2020 was also for \$100.

The Board of Directors has traditionally appointed an independent third party agency to audit the financial statements of each year, and this year was no exception. Accompanied with this letter is the 2019 audited financial statement. As in previous years, the financial audit of 2020 will take place in 2021 and will be disclosed to the members of the EARA.

Respectfully submitted by the EARA Board of Directors,

<b>Paul Rosich</b>	<b>Thu Parmar</b>	<b>Chris Holtz</b>
President	Vice President	Vice President

Edmonton Aurora Residents Association  
Financial Statements  
For the year ended December 31, 2019

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Calgary AB T2P 0P7  
Canada

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## Independent Auditor's Report

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To the Board of Directors of  
Edmonton Aurora Residents Association

### Opinion

We have audited the financial statements of Edmonton Aurora Residents Association (the "Association"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:



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## Independent Auditor's Report (continued)

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- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- ◆ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ◆ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- ◆ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Calgary, Alberta  
August 31, 2020

## Edmonton Aurora Residents Association Statement of Financial Position

December 31 2019 2018

### Assets

Current			
Cash	\$	2,573	\$ 122,409
Short term investments		100,000	-
Accounts receivable		3,894	8,397
Prepaid expenses		-	3,999
		\$ 106,467	\$ 134,805

### Liabilities and Net Assets

Current			
Accounts payable and accrued liabilities (Note 3)	\$	7,100	\$ 14,150
Government remittances payable		2,792	8,078
Deferred revenue		-	20,664
		9,892	42,892
Internally restricted net assets (Note 2)		96,575	91,913
		\$ 106,467	\$ 134,805

Subsequent event (Note 5)

Approved on behalf of the board:

\_\_\_\_\_, Director

\_\_\_\_\_, Director

The accompanying notes are an integral part of these financial statements.

## Edmonton Aurora Residents Association Statement of Operations and Net Assets

For the year ended December 31	2019	2018
Membership fee revenue	\$ 83,492	\$ 152,246
Expenditures		
Administration fees (Note 3)	24,000	20,000
Community event costs	14,240	2,954
Interest and bank charges	1,757	2,985
Office	8,613	19,889
Professional fees	7,920	9,805
Repairs and maintenance	17,907	4,767
Utilities	8,082	4,451
	82,519	64,851
Excess of revenue over expenditures before undernoted item	973	87,395
Other income	3,689	4,518
Excess of revenue over expenditures for the year	4,662	91,913
Internally restricted net assets, beginning of year	91,913	-
Internally restricted net assets, end of year	\$ 96,575	\$ 91,913

The accompanying notes are an integral part of these financial statements.

## Edmonton Aurora Residents Association Statement of Cash Flows

For the year ended December 31	2019	2018
Cash flows from operating activities		
Excess of revenue over expenditures for the year	\$ 4,662	\$ 91,913
Change in non-cash working capital items		
Accounts receivable	4,503	(8,397)
Prepaid expenses	3,999	(3,999)
Accounts payable and accrued liabilities	(7,050)	14,150
GST payable	(5,286)	8,078
Deferred revenue	(20,664)	20,664
	(19,836)	122,409
Cash flows from investing activity		
Purchase of short term investments	(100,000)	-
(Decrease) increase in cash during the year	(119,836)	122,409
Cash, beginning of year	122,409	-
Cash, end of year	\$ 2,573	\$ 122,409

The accompanying notes are an integral part of these financial statements.

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# Edmonton Aurora Residents Association

## Notes to the Financial Statements

December 31, 2019

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1. Summary of significant accounting policies

Nature of operations	The Edmonton Aurora Residents Association (the "Association") is a not-for-profit organization that owns and operates amenities for the use of its members, the residents of Aurora. The Association was incorporated as a not-for-profit organization on August 2, 2012 under the Canada Societies Act. As such, the Association is exempt from income tax under Section 149 of the Income Tax Act. As such, the Association has made no provisions for income taxes in these financial statements. The Association is managed by Melcor Developments Ltd. ("Melcor"), and is governed by a Board of Directors, constituted, appointed and elected pursuant to the By-Laws of the Association. The Association commenced operations in 2018.
Basis of accounting	These financial statements of the Association have been prepared by management in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO").
Cash	Cash consists of balances held with financial institutions.
Investments	Investments are initially recorded at fair value and subsequently accounted for at cost plus accrued interest. Short-term investments include guaranteed investment certificates that mature within 12 months from the year-end date. Short term investments bear interest at 1.8% per annum with a maturity date of January 14, 2020.
Use of estimates	The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and may have an impact on future periods. Accounts specifically affected by estimates in these financial statements are accounts receivable and accounts payable and accrued liabilities.
Revenue recognition	<p>The Association uses the deferral method of accounting for contributions. Contributions of capital assets, or for the purchase of capital assets, which are subject to amortization are deferred and amortized on the same basis as those capital assets. Contributions of capital assets, or for the purchase of capital assets, which are not subject to amortization are recorded as a direct increase to net assets.</p> <p>Membership fees are recognized as revenue in the year to which they relate. Restricted contributions are recognized as revenue in the year in which related expenses are incurred. Unrestricted contributions are recognized as revenue when received if the amount can be reasonably estimated and collection is reasonably assured. Deferred revenue includes membership fees that arise from receipt of payments in advance of the period in which they would be earned.</p>

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# Edmonton Aurora Residents Association

## Notes to the Financial Statements

December 31, 2019

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1. Summary of significant accounting policies (continued)

Financial instruments

All financial instruments are initially measured at fair value and subsequently measured at amortized cost, except for equities quoted on the active market which are required to be measured at fair value, and the financial instruments which are designated at fair value.

Financial assets are tested for impairment when changes in circumstances indicate that the asset could be impaired. Transaction costs on the acquisition and sale of financial instruments are expensed for those items re-measured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

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2. Internally restricted net assets

The Association has the discretion to transfer amounts to internally restricted net assets to be used for repairs or replacements in the future. During the year ended, the Association internally restricted \$4,662 (2018- \$91,913) for future use in this regard.

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# Edmonton Aurora Residents Association

## Notes to the Financial Statements

December 31, 2019

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### 3. Related party transactions

The Management Agreement grants Melcor control of the management of the Association and management of the community amenities until the Effective Date.

The Effective Date is defined as the later of (i) the date upon which Melcor has sold its last lands within the Aurora development, or (ii) the date upon which all amounts owing to Melcor have been repaid. Melcor may, at an earlier date and at its discretion, transfer portions of the amenities or certain aspects of management to the Association. After the Effective Date, the Association becomes independent from Melcor and will no longer receive its financial support.

Subsequent to year-end, Melcor transferred ownership of all assets and amenities to the Association, with an effective date of January 1, 2020. As of the effective date, Melcor will no longer provide financial support to the Association.

During the year, the following related party transaction occurred:

- a) Administration fees of \$24,000 (2018 - \$20,000) were paid to Melcor, of which \$nil (2018 - \$5,164) remains in accounts payable and accrued liabilities at year end.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

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### 4. Financial instruments

The Association, through its financial assets and liabilities, has exposure to the following risks from its use of financial instruments: credit risk, liquidity risk and interest rate risk. The risks and related management strategies are discussed below:

#### (a) Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The Association's credit risk is primarily related to its accounts receivable and cash. The accounts receivable represents annual charges not collected from members. The risk is mitigated due to the fact that the Association takes legal action on overdue accounts and places a lien on the property of the member and will collect the annual charge upon sale of the home if the member chooses not to pay the annual charge. The Association also has a growing membership which reduces the concentration of credit risk. The credit risk on cash is limited because the counterparty is a major Canadian financial institution.

#### (b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with its financial obligations, including the risk the Association will not have sufficient funds to settle a transaction on the due date. The Association is exposed to this risk in respect of its accounts payable and accrued liabilities. This risk is mitigated by the Association having support from Melcor.

#### (c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Interest rate risk arises from the GIC's held by the Association. As at December 31, 2019, the Association has \$100,000 (2018- nil) in GIC's subject to fixed rates at 1.80% (2018 - nil).

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## Edmonton Aurora Residents Association Notes to the Financial Statements

December 31, 2019

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5. Subsequent events

Subsequent to year-end, the outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in a worldwide emergency measures to combat the spread of the virus. These measures, which include self-quarantine periods, have caused disruption to businesses globally, which are resulting in an economic slowdown. Specific impacts to the Association include a cancelled summer community event. No payments had been collected from members of the Association, nor were deposits paid for the summer event. The duration of the impact of the COVID-19 outbreak is unknown at this time.

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**EDMONTON AURORA RESIDENTS ASSOCIATION 2020 INFORMATION CIRCULAR**  
**GENERAL INFORMATION & PROXY STATEMENT**



**SOLICITATION OF PROXIES**

This Information Circular is furnished in connection with the solicitation of proxies by management of the EDMONTON AURORA RESIDENTS ASSOCIATION (the "Society") for use at the 2020 Annual General Meeting (the "Meeting") of Members of the Society to be held at **The Orchards Residents Association, 4059 Orchards Drive SW Edmonton, AB, on Thursday Sept 24th, 2020 @ 6:30 PM**. All expenses incurred in connection with the solicitation of proxies will be borne by the Society. Solicitation will be made primarily by mail, but proxies may also be solicited by Directors, officers and employees of the Society.

**APPOINTMENT AND REVOCATION OF PROXIES**

Each Member entitled to vote at the Meeting may, by means of a form of proxy in writing executed by the Member or his attorney, authorized in writing, appoint a proxy to attend and vote on his/her behalf at the Meeting. In order to be acted upon at the Meeting, a form of proxy must be returned as indicated in the INSTRUCTIONS FOR PROXY FORMS included in this package. A Member may revoke a form of proxy previously given by returning another proper form of proxy bearing a later date than the previously given form of proxy as indicated in the INSTRUCTIONS FOR PROXY FORMS included in this package.

**EXERCISE OF DISCRETION BY PROXY**

Proxies will be voted or withheld from voting in accordance with the Member's instructions contained therein. The form of Proxy also confers authority on the persons named therein to vote with respect to any other matters which may properly be brought before the Meeting. At the date hereof, management knows of no other such matters.

**VOTING BY MEMBERS**

**Only Members of record in good standing at the close of business on Sept 23, 2020 are entitled to vote at the Meeting, each Member being entitled to one (1) vote. Members are defined in the Articles of Association (the "Articles") of the Society as restricted to Residents and Rental Project Owners.**

Where there is more than one owner of a property, there shall be only one Member who shall be the person designated as the Member by all the owners of the property. In the absence of such designation, the first person named as owner in the Certificate of Title or as Purchaser in an Agreement for Sale, shall be the Member.

Where a residential property is occupied by a tenant, such tenant may be designated as the Member by and instead of the owner of such property. Where a rental project is involved, the registered owner shall be the Member and notwithstanding how many tenants are residing in the rental project, it shall have only one (1) vote.

**ELECTION OF DIRECTORS**

At the Meeting, it is proposed that the total number of Directors for the Society be established as no more than **SEVEN (7)** until the next Annual General Meeting. The following persons are the current Directors of the Society:

NAME	PERIOD SERVED AS DIRECTOR OF THE SOCIETY
Paul Rosich (President, Resident Director)	1 year
Thu Parmar (Vice President 1, Resident Director)	1 year
Chris Holtz (Vice President 2, Resident Director)	1 year

The term of office for each person is a one-year term and shall be from the date of the Meeting until the next Annual General Meeting of Members or until his/her successor is elected or appointed.

**Nominations will also be sought at the meeting for Directors from the Members. Individuals should be aware of the fiduciary responsibilities of Director's generally. Members interested in standing for election at the meeting are invited to contact [info@edmontonaurorahoa.com](mailto:info@edmontonaurorahoa.com) in advance of the meeting.**

**APPOINTMENT OF AUDITORS**

The board proposes that Cass and Fraser Chartered Accountants be appointed as Auditor of the Society for the Fiscal year ending December 31, 2020 and that the Directors be authorized to approve their remuneration.



**EDMONTON AURORA RESIDENTS ASSOCIATION  
2019 ANNUAL GENERAL MEETING OF MEMBERS  
On the 24<sup>TH</sup> day of Sept 2020 at 6:30 PM  
PROXY SOLICITED BY THE BOARD OF DIRECTORS**

The undersigned Member of the EDMONTON AURORA HOMEOWNERS ASSOCIATION (the "Society") hereby appoints **Paul Rosich** or failing him, \_\_\_\_\_, as proxy to attend and vote on behalf of the undersigned at the Annual General Meeting of Members and at any adjournment thereof and my proxy is instructed to vote:

1) **FOR** \_\_\_\_\_ **OR AGAINST** \_\_\_\_\_ (and if no specification is made, FOR)

That the BDO auditor's report for the fiscal year ending Dec 31, 2019 be accepted.

2) **FOR** \_\_\_\_\_ **OR AGAINST** \_\_\_\_\_ the election of the following resident(s) as Directors, for a one-year term, in accordance with their nomination: **Please mark a maximum of seven (7) candidates.**

NAME OF NOMINEES	FOR	AGAINST
Malkeet Kaikey		
Thu Parmar		
Paul Rosich		

3) **FOR** \_\_\_\_\_ **OR AGAINST** \_\_\_\_\_ (and if no specification is made, FOR)

That Cass and Fraser Chartered Accountants be appointed as Auditor of the Society for the 2020 fiscal year.

4) And in his/her discretion with respect to any amendments, variations or additions with respect to any of the matters noted above or with respect to any other matter which may properly be brought before the Meeting or any adjournment thereof.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Member's Name (Please Print)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Address (\*required)

This form should be signed by the Member or his attorney, authorized in writing, and if the Member is a corporation, this form of proxy should be signed by a duly authorized officer under corporate seal.



**EDMONTON AURORA RESIDENTS ASSOCIATION  
2019 ANNUAL GENERAL MEETING OF MEMBERS  
On the 24<sup>TH</sup> day of Sept 2020 at 6:30 PM**

**RETURN PROXIES NO LATER THAN AT CLOSE OF BUSINESS (4:00 P.M.) ON WEDNESDAY SEPT 23<sup>RD</sup>, 2020**

**INSTRUCTIONS FOR PROXY FORMS**

**Appointment and Revocation of Proxies**

A Member desiring to appoint a person to represent him/her at the Meeting may do so by inserting such person's name in the blank space provided. The completed proxy should be sent in to the address indicated below in time to reach such address not less than twenty-four (24) hours (excluding Saturdays, Sundays and Holidays) before the time of the Meeting:

**Mail to: Edmonton Aurora Residents' Association  
PO Box 53510 Ellerslie PO  
Edmonton, AB T6X0P6**

**or e-mail this completed form to [info@edmontonaurorahoa.com](mailto:info@edmontonaurorahoa.com)**

**All proxies must be in writing, signed by the Member and returned no later than at close of business Wednesday Sept 23, 2020.**

A Member who has given a proxy may revoke it any time before it is exercised. A proxy may be revoked by instrument in writing or, if the Member is a corporation, by an officer or attorney thereof duly authorized, and delivered as indicated above, at any time up to and including the last business day preceding the Meeting or any adjournment thereof, or with the Chairman of the Meeting on the day of the Meeting or any adjournment thereof, or in any other manner permitted by law.

**Voting and Exercise of Discretion by Proxies**

The persons named in the form of proxy will vote the Membership in respect of which they are appointed in accordance with the instructions indicated therein.



**EDMONTON AURORA RESIDENTS ASSOCIATION  
ANNUAL GENERAL MEETING  
Thursday September 24<sup>th</sup>, 2020 @ 6:30 PM  
The Orchards Residents Association, 4059 Orchards Drive sw, Edmonton**

**Meeting Minutes**

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1. President of the Board of Directors Paul Rosich acted as Chair of the meeting. The Annual General Meeting was called to Order at 6:35 p.m.
2. The Chair asked Chris Holtz to act as Secretary of the meeting.
3. The Chair requested Chris Holtz to act as Scrutineer for the meeting, with the consent of the Voting Members. As there was no objection, the Chair appointed Chris Holtz as Scrutineer.
4. The Chair stated that unless otherwise specified, all issues and Resolutions to be approved by the Voting Members are by way of ordinary resolution, which requires the majority of the Voting Members present in person or by proxy, voting in favour.
5. The Chair asked for a motion dispensing with reading of the Notice calling the meeting. Krzysztof Jablonski so moved. Barry Ziober seconded the motion. The Chair declared the motion carried.
6. The Secretary Chris Holtz provided and detailed proper proof of mailing the Notice of the Meeting to the Members.
7. The Chair then stated that Pursuant to the Articles of Association of the Association, A quorum for the Annual General Meeting of the Association shall be the attendance of Five (5) or more persons collectively entitled to cast Five (5) or more votes. The Chair asked the Scrutineer for his report. The Scrutineer reported that there were 20 Voting Members either present at the meeting, or represented by proxy. Specifically, there were 17 Voting Members represented in person at the meeting, and 3 represented by proxy.
8. The Chair declared the meeting to be duly called and properly constituted for business.
9. The Chairman asked for a motion to dispense with reading of the Presidents' Report for the time period of January 1<sup>st</sup> to September 24<sup>th</sup>, 2020, also appended to the Notice of Meeting and Information Circular. Ryan Schroffel moved that the reading of the Director's Report be dispensed with. Barry Ziober seconded the motion. The Chair declared the motion carried.
10. The Chair then proposed to receive, as information, the audited Financial Statements of the Association for the year ended December 31, 2019. Chris Holtz and Paul Rosich then reviewed the 2019 audited Financial Statements and answered related questions.
11. The Chair indicated that the next item of business was the election of Directors. The Chair stated that seven (7) Directors can be elected and serve until the next Annual General Meeting of the Association. The Chair asked for a motion to this effect. Barry Ziober moved that up to seven (7) Directors be elected to serve until the next Annual General Meeting of the Association. Krzysztof Jablonski seconded the motion. The Chair declared the motion carried. A call for any remaining members who wished to put forward their name for nomination to be a Resident Director was put forth to the attendees; Barry Ziober added his name as a nomination.
12. The Chair concluded that the following members in good standing have put their names forward to be nominated to serve as Resident directors on the board of directors:
  - Paul Rosich
  - Thu Parmar
  - Malkeet Kaikey
  - Barry Ziober
13. The Chair then asked for a motion to nominate the persons named for election to the board. Surinder Gakhal so moved. Barry Ziober seconded the motion. The Chair declared the motion carried.
14. The Chair then asked for a motion that nominations be closed. Barry Ziober moved that the nominations for Directors be closed. Ryan Schroffel seconded the motion. The Chair declared the motion carried.
15. The Chair stated that the nomination of Directors did not require an election, as four (4) persons all in good standing have been nominated and up to seven (7) Resident Directors can be appointed. As no election was required, the Chair then declared that the

following members have been duly elected to serve on the Edmonton Aurora Residents Association Board of Directors for a one-year term, or until their successors are elected or appointed.

- Paul Rosich
- Thu Parmar
- Malkeet Kaikey
- Barry Ziober

16. The Chair then asked for a motion to elect as Directors, the persons nominated, to hold office for a one-year term or until their successors are elected or appointed. Krzysztof Jablonski so moved. Brock Ward-Hoyt seconded the motion. The Chair declared the motion carried.
17. The Chair then stated that the next item on the Agenda was the appointment of the Auditor. The Chair asked for a motion that the Board of Directors appoint Cass and Fraser Chartered Accountants as Auditor for the fiscal period ending December 31, 2020, and that the Directors be authorized to fix remuneration. Barry Ziober so moved. Brock Ward-Hoyt seconded the motion. The Chair declared the motion carried.
18. The Chair then asked if there was any further business to transact at the Annual General Meeting of the Association. There was none.
19. The Chair then asked for a motion to terminate the meeting.
20. At 7:01 p.m., Natasha MacFarland moved that the meeting be terminated. Shelley Wilkes seconded the motion. The Chair declared the motion carried, and the meeting adjourned.



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Chris Holtz, Secretary