



**AURORA**

**EDMONTON AURORA  
HOMEOWNERS ASSOCIATION**

**NOTICE OF MEETING  
AND  
INFORMATION CIRCULAR  
2019**





**NOTICE OF THE EDMONTON AURORA RESIDENTS ASSOCIATION**

**2019 ANNUAL GENERAL MEETING OF MEMBERS**

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Please take notice that the 2019 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 June 13<sup>th</sup>, 2019 @ 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, 2018;
- 3) To establish the number of Directors to hold office until the next Annual General Meeting and elect such Directors;
- 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 ACSOCIETYING THIS NOTICE.**

Dated at Edmonton, Alberta this 22<sup>nd</sup> day of May, 2019.

BY ORDER OF THE BOARD OF DIRECTORS

ALEX PETROSKY, 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 February 22<sup>nd</sup>, 2018 @ 7:00 PM  
The Orchards Residents Association, 4059 Orchards Drive sw, Edmonton**

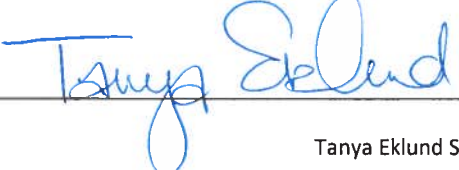
**Meeting Minutes**

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1. Vice President of the Board of Directors Andre Banks acted as Chairperson of the meeting. The Annual General Meeting was called to Order at 7:04 p.m.
2. The Chairperson asked Tanya Eklund to act as Secretary of the meeting.
3. The Chairperson requested Triona Cosgrave to act as Scrutineer for the meeting, with the consent of the Voting Members. As there was no objection, the Chairperson appointed Triona Cosgrave as Scrutineer.
4. The Chairperson 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 Chairperson asked for a motion dispensing with reading of the Notice calling the meeting. Richard Maslanko so moved. Arjun Arora seconded the motion. The Chairperson declared the motion carried.
6. The Secretary Tanya Eklund provided proper proof of mailing the Notice of the Meeting to the Members.
7. The Chairperson 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 Chairperson asked the Scrutineer for his report. The Scrutineer reported that there were **9886** Voting Members either present at the meeting, or represented by proxy. Specifically, there were **9850** Melcor votes, in respect of lots registered in the name of Melcor; there were **27** Voting Members represented in person at the meeting, and **9** represented by proxy.
8. The Chairperson 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> 2018, also appended to the Notice of Meeting and Information Circular. Chris Holtz moved that the reading of the Director's Report be dispensed with. Arjun Arora seconded the motion. The Chairperson declared the motion carried.
10. The Chairperson then proposed to receive, as information, the unaudited Financial Statements of the Association for the year ended December 31, 2017. Tanya Eklund then reviewed the unaudited Financial Statements clarifying that the association had NIL transactions to date.
11. The Chairperson indicated that the next item of business was the election of Directors. The Chairperson stated that seven (7) Directors be elected and serve until the next Annual General Meeting of the Association. The Chairperson asked for a motion to this effect. Arjun Arora moved that up to seven (7) Directors be elected to serve until the next Annual General Meeting of the Association. Carlos Urdaneta seconded the motion. The Chairperson declared the motion carried.
12. The Chairperson 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 Chairperson 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
  - Joseph Malachi
  - Kan Mah-Paulson
  - Brandon Pambianco
  - Pam Kelly
  - Funke Olokude

- Aidyle Jonathan
- Sylvia Campbell
- Bijaya Dahal
- Ronny Fenrich
- Dany Kassis
- David Thompson
- Sivarama Krishnan Chembai Narayana
- Shelley Vaughan
- Arjun Arora
- Richard Maslanko

14. The Chairperson then asked for a motion to nominate the persons named for election to the board. Richard Maslanko so moved. Carlos Urdaneta seconded the motion. The Chairperson declared the motion carried.
15. The Chairperson then asked for a motion that nominations be closed. Arjun Arora moved that the nominations for Directors be closed. Carlos Urdaneta seconded the motion. The Chairperson declared the motion carried.
16. The Chairperson 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 Chairperson stated that the nomination of additional Directors requires an election, as seventeen (17) 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 Chairperson 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 Chairperson of the results. The Chairperson 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
  - Sylvia Campbell
  - Richard Maslanko
18. The Chairperson 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. Arjun Singh seconded the motion. The Chairperson declared the motion carried.
19. The Chairperson then stated that the next item on the Agenda was the appointment of the Auditor. The Chairperson asked for a motion that the Board of Directors appoint BDO Canada as Auditor for the fiscal period ending December 31, 2018, and that the Directors be authorized to fix remuneration. Chris Holtz so moved. Carlos Urdaneta seconded the motion. The Chairperson declared the motion carried.
20. The Chairperson then asked if there was any further business to transact at the Annual General Meeting of the Association. There was none.
21. The Chairperson then asked for a motion to terminate the meeting.
22. At 7:49 p.m., Maximus Kwame Achempong Adu-Safo moved that the meeting be terminated. Chris Holtz seconded the motion. The Chairperson declared the motion carried, and the meeting adjourned.

  
 Tanya Eklund Secretary



**AURORA**  
Edmonton Aurora Residents Association  
Presidents Report  
January 2019-December 2019

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

The purpose of the Edmonton Aurora Residents Association is to own and maintain for the benefit of the members various subdivision features and amenities within the Aurora Development. The EARA is currently managed and administered by Melcor Developments, which consists of three (3) Melcor Developments appointed Directors. The Board recommends a maximum of Seven (7) Board members, made up of four (4) resident members of the community and three (3) members from Melcor. The Board will meet quarterly to: ensure policies are properly set and Rules & Regulations are legislated; be the voice of their fellow residents for EARA-related issues. During Melcor's term of management, the power of the Board is limited.

#### **Financial**

The annual operating costs of the EARA - including the various subdivision features/amenities, is the responsibility of the Members through the payment of mandatory fees, pursuant to a Rent Charge Encumbrance registered on each lot title (the amount is exempt from GST) in Aurora. 2018 was the first year fees were levied for the Association. After careful review of the 2019 operating budget, the EARA Board of Directors approved the 2019 fees be set at \$100 per standard lot. Fees were invoiced in December 2018 for the 2019 Fiscal year. The Fiscal year is January 1<sup>st</sup> to December 31<sup>st</sup>.

A copy of the 2019 Operating Budget is available for review online at <http://auroraedmonton.com/> or upon request at [tcosgrave@melcor.ca](mailto:tcosgrave@melcor.ca). The enclosed Audited Financial Statements are prepared up to December 31<sup>st</sup> 2018.

#### **Appointment of Auditor**

The Board of Directors proposes to appoint BDO Canada LLP as Auditor for the Society for the 2019 Fiscal Year.

#### **Summary/Management Transition**

Melcor, in co-operation with the Resident Board of Directors, will start the process of working towards a seamless transition of the turnover of the management of the Aurora Residents Association at the AGM. The Management of the EAHOA will be completely turned over in December 2019.

In anticipation of the turnover, Melcor is preparing to implement an exit strategy that consists of Board development training, and moving all accounting and administrative functions to the Edmonton Aurora Residents Association Resident Directors. The administrative and accounting systems that are currently in place have been carefully applied to ensure a seamless transition of full management duties to the EAHOA. As well, the Melcor Directors will work closely with the Resident Directors until the complete transfer of full management duties to the EAHOA. Melcor is committed and dedicated to leaving behind a successful legacy in Aurora.

We would like to thank and acknowledge the governance and the commitment from our volunteer resident Directors during the 2018/2019 year and look forward to working with the elected directors during the successful transition of management functions from Melcor to the board of Resident Directors.

Respectfully submitted May 22nd 2019

<b>ALEX</b>	<b>TANYA</b>	<b>TRIONA</b>	<b>CHRIS</b>	<b>PAUL</b>
<b>PETRISOSKY</b>	<b>EKLUND</b>	<b>COSGRAVE</b>	<b>HOLTZ</b>	<b>ROSICH</b>
President & Melcor Director	Secretary/Treasurer & Melcor Director	Vice President & Melcor Director	Resident Director	Resident Director

**Edmonton Aurora Residents Association**  
**Financial Statements**  
For the year ended December 31, 2018

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BDO Canada LLP  
903 - 8<sup>th</sup> Avenue SW, Suite 620  
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, 2018, 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, 2018, 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.

### *Emphasis of Matter*

We draw to Note 2 to the financial statements, which describes that the Association adopted Canadian accounting standards for not-for-profit organizations on inception. As 2018 was the first year of operations for the Association, first-time adoption has no impact on prior years and no comparatives have been presented. Our opinion is not modified in respect of this matter.

### *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.





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## Independent Auditor's Report (continued)

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### *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:

- 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  
May 6, 2019

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**Edmonton Aurora Residents Association  
Statement of Financial Position**

December 31, 2018

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**Assets**

Current		
Cash	\$	122,409
Accounts receivable		8,397
Prepaid expenses		<u>3,999</u>
	\$	<u>134,805</u>


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**Liabilities and Net Assets**

Current		
Accounts payable and accrued liabilities (Note 4)	\$	14,150
Government remittances payable		8,078
Deferred revenue		<u>20,664</u>
		42,892
Internally restricted net assets (Note 3)		<u>91,913</u>
	\$	<u>134,805</u>

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Approved on behalf of the board:

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

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

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

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

For the year ended December 31, 2018

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Membership fee revenue	\$ 152,246
<b>Expenditures</b>	
Administration fees (Note 4)	20,000
Community event costs	2,954
Interest and bank charges	2,985
Office	19,889
Professional fees	9,805
Repairs and maintenance	4,767
Utilities	4,451
	<u>64,851</u>
Excess of revenue over expenditures before the following item	87,395
Other income	<u>4,518</u>
<b>Excess of revenue over expenditures, being internally restricted net assets end of year</b>	<b><u>\$ 91,913</u></b>

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

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## Edmonton Aurora Residents Association Statement of Cash Flows

For the year ended December 31, 2018

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<b>Cash flows from operating activities</b>	
Excess of revenue over expenditures for the year	\$ 91,913
Change in non-cash working capital items	
Accounts receivable	(8,397)
Prepaid expenses	(3,999)
Accounts payable and accrued liabilities	14,150
Government remittances payable	8,078
Deferred revenue	<u>20,664</u>
<b>Increase in cash during the year, being cash end of year</b>	<b>\$ 122,409</b>

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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, 2018

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1. Summary of significant accounting policies

<b>Nature of operations</b>	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 Act. As such, the Association is exempt from income tax under Section 149 of the Income Tax Act and therefore the Association has made no provisions for income taxes in these financial statements. The Association is managed by the developer of the community, 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.
<b>Basis of accounting</b>	These financial statements of the Association have been prepared by management in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO"). These are the Association's first financial statements in accordance with ASNPO, which has been adopted since inception.
<b>Cash</b>	Cash consists of balances held with financial institutions.
<b>Use of estimates</b>	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.
<b>Revenue recognition</b>	<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, 2018

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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. First-time adoption

The Association adopted the requirements of the accounting framework, Canadian accounting standards for not-for-profit organizations (ASNPO) or Part III of the requirements of the CPA Canada Handbook - Accounting. These are the Association's first financial statements prepared in accordance with this framework, which has been adopted since inception. As 2018 was the first year of operations for the Association, first-time adoption has no impact on prior years and no comparatives have been presented.

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3. 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 \$91,913 for future use in this regard.

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4. 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.

During the year, the following related party transactions occurred:

a) Administration fees of \$20,000 were paid to Melcor, of which \$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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## Edmonton Aurora Residents Association Notes to the Financial Statements

December 31, 2018

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### 5. Financial instruments

The Association, through its financial assets and liabilities, has exposure to the following risks from its use of financial instruments: credit risk and liquidity 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.

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**EDMONTON AURORA RESIDENTS ASSOCIATION 2019 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 2019 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 June 13th, 2019 @ 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 May 22nd 2019 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.

As at the close of business on **May 22nd 2019** the Society had **753** members in good standing. In addition, there are **1050** Melcor votes in respect of lots registered in the name of Melcor.

**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. Pursuant to the Articles of the Society, Melcor is entitled to appoint up to **three (3)** Directors with the remaining Resident Directors elected at the Meeting. The following persons are the current Directors of the Society:

NAME	PERIOD SERVED AS DIRECTOR OF THE SOCIETY
Alex Petrosky (Melcor)	1 year
Tanya Eklund (Melcor)	1 year
Triona Cosgrave (Melcor)	1 year
Chris Holtz (Resident Director)	1 year
Paul Rosich (Resident Director)	1 year

It is proposed that four (4) Resident Members be elected at the AGM in accordance with the Articles of Association.



EDMONTON AURORA RESIDENTS ASSOCIATION 2019 INFORMATION CIRCULAR  
GENERAL INFORMATION & PROXY STATEMENT



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, as well as the specific limitation of the power of Directors of the Society in respect of Melcor's management contract. Members interested in standing for election at the meeting are invited to contact Triona Cosgrave in advance of the meeting at [tcosgrave@melcor.ca](mailto:tcosgrave@melcor.ca)

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.

DIRECTORS COMPENSATION - Nil

PENSION PLAN - Nil

EXECUTIVE COMPENSATION AND PLANS - Nil

INCENTIVE SHARE OPTION PLAN FOR OFFICERS AND KEY EMPLOYEES - Nil

**INTEREST OF INSIDERS IN MATERIAL TRANSACTIONS**

The three (3) Melcor appointed Directors are employees of Melcor, who is the operator of the Aurora Amenities. As operator of the Aurora Amenities, Melcor approves the operating budget for their proper operation.


**APPOINTMENT OF AUDITORS**

Management proposes that BDO be appointed as Auditor of the Society and that the Directors be authorized to approve their remuneration.

**CERTIFICATE**

The foregoing contains no misstatement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made.

BY THE ORDER OF THE BOARD OF DIRECTORS

  
\_\_\_\_\_  
ALEX PETROSKY, President

The management of the Society knows of no amendment, variation or other matters to come before the Annual General Meeting of Members other than the matters referred to in the Notice of Meeting. However, if any other matter properly comes before the Meeting, the accompanying proxy will be voted on such matter in accordance with the best judgement of the person or persons voting such proxy.

BY THE ORDER OF THE BOARD OF DIRECTORS

  
\_\_\_\_\_  
ALEX PETROSKY, President



**AURORA**  
**EDMONTON AURORA HOMEOWNERS ASSOCIATION**  
**2019 ANNUAL GENERAL MEETING OF MEMBERS**  
**On the 13<sup>TH</sup> day of June 2019 at 6:30 PM**

**RETURN PROXIES NO LATER THAN AT CLOSE OF BUSINESS (4:00 P.M.) ON WEDNESDAY JUNE 12<sup>TH</sup>, 2019**

**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: Melcor Developments**  
**Suite 900, 10310 Jasper Avenue Edmonton, AB T5J 1Y8**  
**Attention: Triona Cosgrave**

**or e-mail this completed form to [tcosgrave@melcor.ca](mailto:tcosgrave@melcor.ca)**

**All proxies must be in writing, signed by the Member and returned no later than at close of business Wednesday June 12<sup>th</sup>, 2019.**

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.



**AURORA**  
**EDMONTON AURORA HOMEOWNERS ASSOCIATION**  
**2019 ANNUAL GENERAL MEETING OF MEMBERS**  
**On the 13<sup>TH</sup> day of June 2019 at 6:30 PM**  
**PROXY SOLICITED BY MANAGEMENT**

The undersigned Member of the EDMONTON AURORA HOMEOWNERS ASSOCIATION (the "Society") hereby appoints **Alex Petrosky** 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)

The setting of the total number of Directors for the Society until the next Annual General Meeting at seven (7) composed of four (4) Resident Directors to be elected at this Meeting and three (3) Melcor appointees.

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 four (4) candidates.**

NAME OF NOMINEES	FOR	AGAINST
Chris Holtz		
Paul Rosich		
Thu Parmar		

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

That BDO Canada be appointed as Auditor of the Society for the 2019 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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
 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.





December 1<sup>st</sup> 2019

Dear Resident:

**RE: Edmonton Aurora Residents Association Annual Fees – 2019**

As a property owner in the Community of Aurora you are a member of the Edmonton Aurora Residents Association (“EARA”). The EARA is a not-for-profit organization which manages assets owned by the Edmonton Aurora Residents Association for the benefit of Edmonton Aurora Residents. An encumbrance is registered on all property titles in Aurora in favor of your Association to ensure annual payments are provided in accordance with the Articles of Association. Membership is mandatory and applies to each and every property owner in Aurora.

Based on the estimated 2019 annual operating costs, fees have been set at \$100 for the fiscal year January 1<sup>st</sup> 2019-December 31<sup>st</sup> 2019. Fees will be determined annually by the Board of directors and will depend on the annual operating budget. A summary of the 2019 operating budget is included on the reverse and is also posted at [www.edmontonaurorahoa.com](http://www.edmontonaurorahoa.com)

**Enclosed is your Edmonton Aurora Residents Association 2019 annual fee notice. The annual fees are due January 1<sup>st</sup>, 2019. Interest is applied to all accounts outstanding on March 01<sup>st</sup>, 2019.**

Benefits of membership will support programmed Edmonton Aurora Residents Association events, the Edmonton Aurora Residents website and amenities the Association also owns and maintains i.e. the entry features, fountains and fences.

**Methods of Payment:**

- 1. CHEQUE • Mailed, address is listed below - Please make your cheque payable to the Edmonton Aurora Residents Association.**
- 2. ONLINE • Login to your Edmonton Aurora Residents Association @ [www.edmontonaurorahoa.com](http://www.edmontonaurorahoa.com) and follow the links to your account (Please note there is a 3% convenience fee to use the online payment system)**
- 3. TELEPAY • Pay by phone with your credit card, please call 780-784-5495 and use the access code on this invoice. (Please note there is a 3% convenience fee to use the telepay system)**

**Not a member of the Aurora Resident’s Association? Please refer to our website @ [www.edmontonaurorahoa.com](http://www.edmontonaurorahoa.com) and follow the links.**

**If you are a renter at this address**, please forward this notice to your landlord as the property owner. If you are not the original owner to whom the envelope has been addressed, the fees do apply to you as the current registered property owner. Please contact the Edmonton Aurora Residents Association if you have any questions or to update our records.

Sincerely,

**EDMONTON AURORA RESIDENTS ASSOCIATION**

Triona Cosgrave

HOA Manager – Edmonton, Red Deer & Calgary

MELCOR DEVELOPMENTS LTD.

PH: 780.945.2816

[tcosgrave@melcor.ca](mailto:tcosgrave@melcor.ca)

MELCOR DEVELOPMENTS LTD.

900, 10310 Jasper Avenue, Edmonton, AB T5J 1Y8

## 2019 BUDGET

<u>Revenue</u>	\$	\$
2019 Membership Fees (840 Lots @ \$100)	84,000	
2019 pro-rated Membership Fees (20 Lots @ \$50)	1,000	
<b>TOTAL ESTIMATED REVENUE</b>		<b>85,000</b>
<u>Expenditure</u>		
Website	4,000	
Administration	3,000	
Insurance	0	
Professional fees	30,000	
Annual Repairs & Maintenance	35,000	
Utilities	5,000	
Aurora Resident engagement fund (Annual Events)	4,000	
<b>TOTAL ESTIMATED OPERATING EXPENSES</b>		<b>81,000</b>
Capital Expenditures (Fencing & Masonry)		0
<b>PROJECTED SURPLUS</b>		<b>4,000</b>
<b>Please note any surplus will be deposited to a reserve fund for capital repairs/replacements</b>		

Collections Procedures 2019

1. **Fees Due January 1**
2. **March 1**  
Interest is applied to all outstanding accounts (16% per annum in excess of the prime rate of interest).
3. **April 1**  
Interest is applied to all outstanding accounts - Final Notice
4. **May 1**  
Accounts are handed over to Aurora Residents Association's legal counsel, for collections.  
Payments are no longer accepted online or mail.  
All payments and communication regarding collection of fees are done directly between the homeowner and legal Counsel and legal costs associated with the collection of fees, as determined by the Lawyer, will be charged back to the homeowner.