



**EDMONTON AURORA RESIDENTS ASSOCIATION  
ANNUAL GENERAL MEETING  
Wednesday November 17<sup>th</sup>, 2021 @ 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 6:43 p.m.
2. The Chair asked Morgan Desrochers to act as Secretary of the meeting.
3. The Chair requested Danika Litke to act as Scrutineer for the meeting, with the consent of the Voting Members. As there was no objection, the Chair appointed Danika Litke 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. Ken so moved. Harley seconded the motion. The Chair declared the motion carried.
6. The Secretary Morgan Desrochers 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 **6** Voting Members either present at the meeting, or represented by proxy. Specifically, there were **3** Voting Members represented in person at the meeting, and **3** represented by proxy.
8. The Chair declared the meeting to be dully 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 Circulat. Shelley moved that the readying of the Director's Report be dispensed with Paul 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, 2020. Shelley and Paul Rosich then reviewed the 2020 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 five (5) Directors can be elected and serve until the next Annual General Meeting of the Association. Shelley 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; Brett 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 for directors:
  - Paul Rosich
  - Shelley Wilkes
  - Brett Lariviere
13. The Chair then asked for a motion to nominate the persons named for election to the board. Harley so moved. Ken seconded the motion. The Chair declared the motion carried.
14. The Chair then asked for a motion that nominations be closed. Shelley moved that the nominations for Directors be closed. Paul seconded the motion. The Chair declared the motion carried.
15. The Chair stated that the nomination of Directors did not require an election, as three (3) 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
  - Shelley Wilkes
  - Brett Lariviere
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 Ken so moved. Harley 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, 2021, and that the Directors be authorized to fix remuneration. Paul so moved. Harley second 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 6:59 p.m., Shelley moved that the meeting be terminated. Paul seconded the motion. The Chair declared the motion carried, and the meeting adjourned.



**AURORA**  
**Edmonton Aurora Residents Association**  
**Presidents Report**  
**November 2021**

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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.

### **Management Transition**

Prior to January 2020, the Board of Directors of the EARA 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 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 time 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, but they achieved their goals.

In February of 2021, the Board elected to hire Ayre and Oxford as a management company due to the time commitment required to successfully manage the EARA. Additionally, the Board has now elected to hire Cosgrave Management starting in 2022 to replace Ayre and Oxford. We thank Ayre and Oxford for their time and service.

### **Financial**

The annual operating costs of the EARA, which includes maintenance of the various subdivision 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 / 2020 / 2021 was for \$100. 2022 will also be 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. The audited financials will be available on our website when completed. As in previous years, the audit of 2021 will take place in 2022 and will be disclosed to the members of the EARA.

### **Appointment of Auditor**

The Board of Directors proposes to appoint Cass and Fraser as Auditor for the Society for the 2021 Fiscal Year.

**Respectfully submitted,**

**Paul Rosich**  
**President of the EARA**



EDMONTON AURORA  
HOMEOWNERS ASSOCIATION  
NOTICE OF MEETING  
AND  
INFORMATION CIRCULAR  
2021





## NOTICE OF THE EDMONTON AURORA RESIDENTS ASSOCIATION 2021 ANNUAL GENERAL MEETING OF MEMBERS

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Please take notice that the 2021 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 **Wednesday November 17, 2021 @ 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, 2020;
- 3) To establish the numbers 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  
ACCOMPANYING THIS NOTICE.**

**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 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. Krzytof 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 dully 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 Circulat. Ryan Schroffel moved that the readying 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. 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. Tyan 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 second 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.





**EDMONTON AURORA RESIDENTS ASSOCIATION**  
**2021 ANNUAL GENERAL MEETING OF MEMBERS**  
**On the 17<sup>TH</sup> day of November 2021 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:

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, 2020 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
Paul Rosich		
Shelley Wilkes		

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 2021 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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
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  
2021 ANNUAL GENERAL MEETING OF MEMBERS  
On the 17<sup>TH</sup> day of November 2021 at 6:30 PM  
PROXY SOLICITED BY THE BOARD OF DIRECTORS**

**RETURN PROXIES NO LATER THAN AT CLOSE OF BUSINESS (4:00 P.M.) ON Tuesday November 16<sup>th</sup>,  
2021  
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: Ayre & Oxford Inc.**

**Suite 203, 13455 – 114 Avenue NW**

**Edmonton, AB. T5M 2E2**

or e-mail this completed form to [admin4@ayreoxford.com](mailto:admin4@ayreoxford.com)

**All proxies must be in writing, signed by the Member and returned no later than at close of business  
Tuesday November 16<sup>th</sup>, 2021**

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.