



**SUNSET RIDGE
HOMEOWNERS ASSOCIATION**



NOTICE OF THE S.R. HOMEOWNERS ASSOCIATION
2020 ANNUAL GENERAL MEETING OF MEMBERS

Please take notice that the 2020 Annual General Meeting of the Members of the **S.R. HOMEOWNERS ASSOCIATION** (the "Society"), will be held online via **Zoom Meeting on Monday October 5th, 2020 @ 6:00 PM (MST)** for the following purposes:

- 1) To receive the Officers Report of the Company;
- 2) To receive the unaudited Financial Statements for the fiscal year ended December 31, 2019;
- 3) To establish the number of Directors to hold office until the next Annual General Meeting and elect such Directors;
 - Members are asked to fix the number of directors to be elected at the Meeting at 7 and elect directors for the next year. Information respecting the election of directors may be found on the Information Circular.
- 4) To appoint an Auditor of the Company;
 - Members are asked to appoint BDO LLP as the Associations auditors and remuneration to be fixed by the directors. Information respecting the appointment of BDO LLP may be found under the heading "Appoint Auditors" on page 8 of the Circular.
- 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 Calgary, Alberta this 15th day of September, 2020.

BY ORDER OF THE BOARD OF DIRECTORS

ALAN BOUCHER, President

TO ALL MEMBERS:

**PLEASE COMPLETE THE ACCOMPANYING PROXY FORM AND RETURN AS INDICATED IN THE INSTRUCTIONS FOR PROXY FORMS INCLUDED IN THIS PACKAGE.
PLEASE VOTE IN ADVANCE – THERE WILL BE NO ATTENDANCE OR VOTE AT THE AGM**



Sunset Ridge Homeowners Association
March 1st, 2019 @ 7:00pm
Cochrane Ranch House
AGM Meeting Minutes

1. Vice President of the Board of Directors, Alan Boucher acted as Chairperson of the meeting. The Annual General Meeting was called to Order at 7:03 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. Marie MacMurphy so moved. Amanda MacLeod 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 her report. The Scrutineer Triona Cosgrave reported that there were 23,337 Voting Members either present at the meeting, or represented by proxy. Specifically, there were 23,300 votes, in respect of lots registered in the name of Sunset Properties Inc.; there were 34 Voting Members represented in person at the meeting, and 3 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 1st to December 31st 2019, also appended to the Notice of Meeting and Information Circular. Joel Green moved that the reading of the Director's Report be dispensed with. Kenneth Campsall 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, 2018. Tanya Eklund then reviewed the unaudited Financial Statements and then answered related questions.
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. Nicholas Cheng moved that up to seven (7) Directors be elected to serve until the next Annual General Meeting of the Association. Michel Danis seconded the motion. The Chairperson declared the motion carried.
12. The Chairperson stated that Sunset Properties Inc. will be using their votes to nominate three (3) Directors and wish to appoint Alan Boucher as President, Triona Cosgrave as Secretary and Tanya Eklund as 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 persons The Chairperson stated that the Following nine (9) members put their names forward to be nominated to serve as Resident directors on the board of directors:
 1. Marie MacMurphy
 2. Paul Myroon
 3. Jessica Begin
 4. Dave Mans
 5. Ken Campsall
 6. Marcia L. Johnston
 7. Scott Maguire
 8. Samantha Nickerson
 9. Matthew Wiles

15. The Chairperson then asked for a motion that nominations be closed. Norman Hasiuk moved that the nominations for Directors be closed. Gwenodene Romanko 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 nine (9) persons have been nominated for election and only four (4) Resident Directors are required. The vote was then moved to a ballot – each Voting Member (Sunset Properties Inc. 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 those members be elected to serve on the King's Heights Homeowners Association Board of Directors for a one-year term, or until their successors are elected or appointed are as follows:
 1. David Mans
 2. Scott Maguire
 3. Samantha Nickerson
 4. Matthew Wiles
18. The Chairperson 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. Nicholas Cheng so moved. Joel Green 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, 2019, and that the Directors be authorized to fix remuneration. Franklin Borsos so moved. David Mans 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 8:20p.m. Matthew Wiles moved that the meeting be terminated. Douglas Brown seconded the motion. The Chairperson declared the motion carried, and the meeting adjourned.



TANYA EKLUND Secretary



**S.R. Homeowners Association
Officers Report
January 2020-December 2020**

The S.R. Homeowners Association (SRHOA) was incorporated as a non-profit society in January 2012, registered under the Societies Act of Alberta.

The purpose of the Association is to own and maintain for the benefit of the members various subdivision features and amenities within the Sunset Ridge Development. The SRHOA is currently Managed and administered by Melcor Developments on behalf of Sunset Properties Inc. The Board of Directors currently consists of three (3) Melcor Developments appointed Directors, who hold officer positions, on behalf of Sunset Properties Inc. and four (4) resident members of the community. The Board meet quarterly to: ensure policies are properly set and Rules & Regulations are legislated; be the voice of their fellow residents for SRHOA-related issues.

Financial

The annual operating costs of the SRHOA - 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 Sunset Ridge.

After careful review of the 2020 operating budget, the SRHOA Board of Directors approved the 2020 fees be set at \$125 per standard lot. Fees were invoiced in January 2020 for the 2020 Fiscal year. The Fiscal year is January 1st to December 31st.

The enclosed Audited Financial Statements are prepared up to December 31st 2019.

Appointment of Auditor

The Board of Directors proposes to appoint BDO Canada LLP as Auditor for the company for the 2020 Fiscal Year.

Summary

We were very pleased with the turnout of residents at our 2019 AGM held on March 1, 2019. Four new resident directors were elected by members of the community and have worked alongside Melcor to manage the SRHOA.

We would like to thank and acknowledge the governance and the commitment from our volunteer resident Directors during the 2019/2020 year and look forward to working with the elected directors during the development of the Sunset Ridge Community.

Due the ongoing global COVID-19 pandemic Alberta Corporate Registry confirmed a Society has permission to hold a remote meeting due to COVID-19. Our AGM format this year will be online only.

Meeting Information & Materials can be viewed online at <https://sunsetridgehoa.com/> and Members with questions about access can contact Melcor at tcosgrave@melcor.ca

Respectfully submitted September 15th 2020

ALAN BOUCHER President & Melcor Director	TRIONA COSGRAVE Vice President & Melcor Director	TANYA EKLUND Treasurer/Secretary & Melcor Director	DAVID MANS Resident Director	SAMANTHA NICKERSON Resident Director
SCOTT MAGUIRE Resident Director	MATTHEW WILES Resident Director			

S.R. Homeowners Association
Financial Statements
For the year ended December 31, 2019

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Tel: 403 266 5608
Fax: 403 233 7833
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BDO Canada LLP
903 - 8th Avenue SW, Suite 620
Calgary AB T2P 0P7
Canada

Independent Auditor's Report

To the Board of Directors of
S.R. Homeowners Association

Opinion

We have audited the financial statements of S.R. Homeowners Association (the "Association"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and net deficiency 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.

Emphasis of Matter

We draw attention to Note 2 to the financial statements, which describes that the Association adopted Canadian accounting standards for not-for-profit organizations on inception. As 2019 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.



Independent Auditor's Report (continued)

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
March 27, 2020

S.R. Homeowners Association Statement of Financial Position

December 31, 2019

Assets

Current

Cash	\$ 4,866
Accounts receivable (Note 3)	<u>5,439</u>
	<u>\$ 10,305</u>

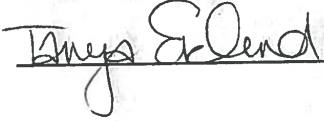
Liabilities and Net Assets

Current

Accounts payable and accrued liabilities (Note 5)	\$ 12,533
Operating loan - due to Melcor (Note 4)	<u>46,750</u>
	59,283

Unrestricted net deficiency	<u>(48,978)</u>
	<u>\$ 10,305</u>

Approved on behalf of the board:

 , Director

 , Director

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

S.R. Homeowners Association Statement of Operations and Net Deficiency

For the year ended December 31, 2019

Membership fee revenue	\$ 77,820
Expenditures	
Administration fees (Note 5)	24,000
Advertising	1,654
Community event costs	6,985
Interest and bank charges	1,447
Office	25,501
Professional fees	17,371
Repairs and maintenance	44,705
Utilities	7,099
	<u>128,762</u>
Deficiency of revenue over expenditures before the following item	(50,942)
Other income	<u>1,964</u>
Deficiency of revenue over expenditures, being unrestricted net deficiency end of year	\$ (48,978)

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

S.R. Homeowners Association Statement of Cash Flows

For the year ended December 31, 2019

Cash flows from operating activities	
Deficiency of revenue over expenditures for the year	\$ (48,978)
Change in non-cash working capital items	
Accounts receivable	(5,439)
Accounts payable and accrued liabilities	<u>12,533</u>
	<u>(41,884)</u>
Cash flows from financing activity	
Advances from Melcor (Note 4)	<u>46,750</u>
Increase in cash during the year, being cash end of year	\$ 4,866

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

S.R. Homeowners Association

Notes to the Financial Statements

December 31, 2019

1. Summary of significant accounting policies

Nature of operations

The S.R. Homeowners Association (the "Association") is a not-for-profit organization that owns and operates amenities for the use of its members, the residents of S.R.. The Association was incorporated as a not-for-profit organization on January 1, 2012 under the Canada Societies Act. As such, the Association is exempt from income tax under Section 149 of the Income Tax Act and, therefore, has made no provisions for income taxes in these financial statements. The community was developed by Sunset Properties Inc. (the "Developer"). 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 2019.

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"). These are the Association's first financial statements in accordance with ASNPO, which has been adopted since inception.

Cash

Cash consists of balances held with financial institutions.

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

The Association uses the deferral method of accounting for contributions. Contributions of capital assets, or funds 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 funds for the purchase of capital assets, which are not subject to amortization are recorded as a direct increase to net assets.

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 will be earned.

S.R. Homeowners Association

Notes to the Financial Statements

December 31, 2019

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.

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 2019 was the first year of operations for the Association, first-time adoption has no impact on prior years and no comparatives have been presented.

3. **Accounts receivable**

Included in accounts receivable is \$1,917 receivable from the government for Goods and Services Taxes.

4. **Note payable**

During the year Melcor provided a note payable of \$46,750 to the Association. This loan is unsecured, non-interest bearing and is repayable when the Association is in the financial position to do so.

S.R. Homeowners Association

Notes to the Financial Statements

December 31, 2019

5. Related party transactions

The Management Agreement grants Melcor and the Developer 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 the Developer have sold their last lands within the S.R. development, or (ii) the date upon which all amounts owing to the Developer have been repaid. The Developer may, at an earlier date and at their 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 the Developer and will no longer receive their financial support.

During the year, the following related party transactions occurred:

Administration fees of \$24,000 were paid to Melcor, of which \$6,000 remains in accounts payable and accrued liabilities at year end, as well as \$33 of expense reimbursements due to Melcor.

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.

6. 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.



S.R. HOMEOWNERS 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 S.R. HOMEOWNERS ASSOCIATION (the "Society") for use at the Annual General Meeting (the "Meeting") of Members of the Society to be held online via **Zoom Meeting, on Monday October 5th, 2020 @ 6:00PM (SHARP)**. 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 Company.

APPOINTMENT AND REVOCATION OF PROXIES

Each Member entitled to vote at the Meeting may, by means of a form of proxy in writing in advance of 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 at the close of business on September 15th 2020 are entitled to vote, each Member being entitled to one (1) vote. Members are defined in the Articles of Association (the "Articles") of the Society as restricted to Commercial Owners, Homeowners 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.

As at the close of business on **September 15th 2020** the Society had **943** members in good standing. In addition, there are **7,200** votes in respect of lots registered in the name of Sunset Properties Inc.

PLEASE VOTE IN ADVANCE – THERE WILL BE NO ATTENDANCE OR VOTE AT THE AGM

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 Developments Ltd. on behalf of Sunset Properties Inc. 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 COMPANY
Alan Boucher (Melcor)	8 years
Triona Cosgrave (Melcor)	2 years
Tanya Eklund (Melcor)	2 years
David Mans (Res. Director)	1 years
Samantha Nickerson (Res. Director)	1 years
Scott Maguire (Res. Director)	1 years
Matthew Wiles (Res. Director)	1 years

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



S.R. HOMEOWNERS ASSOCIATION 2020 INFORMATION CIRCULAR
GENERAL INFORMATION & PROXY STATEMENT

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 in advance of the meeting at 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 on behalf of Sunset Properties Inc. is the operator of the S.R. Amenities. As operator of the Amenities, Melcor Developments Ltd. 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

ALAN BOUCHER, 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

ALAN BOUCHER, PRESIDENT



**S.R. HOMEOWNERS ASSOCIATION
2020 ANNUAL GENERAL MEETING OF MEMBERS
On Monday October 5th, 2020 @ 6:00 PM**

INSTRUCTIONS FOR PROXY FORMS

Appointment and Revocation of Proxies

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

**All proxies must be in writing, signed by the Member and returned no later than at close of business
Friday October 2nd 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.

Meeting Information & Materials can be viewed online at <https://sunsetridgehoa.com/> and Members with questions about access can contact Melcor at tcosgrave@melcor.ca

Members interested in standing for election at the meeting are invited to contact Triona in advance of the meeting at tcosgrave@melcor.ca

TO ALL MEMBERS:

PLEASE COMPLETE THE ACCOMPANYING PROXY FORM AND RETURN AS INDICATED IN THE INSTRUCTIONS

PLEASE VOTE IN ADVANCE – THERE WILL BE NO ATTENDANCE OR VOTE AT THE AGM



**S.R. HOMEOWNERS ASSOCIATION
2020 ANNUAL GENERAL MEETING OF MEMBERS
On Monday October 5th, 2020 @ 6:00 PM**

The undersigned Member of the S.R. HOMEOWNERS ASSOCIATION (the "Society") hereby appoints **Alan Boucher** 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 Company 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
Dave Mans		
Samantha Nickerson		
Matthew Wiles		
Robert Martens		

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

That BDO Canada be appointed as Auditor of the Company 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.

RETURN PROXIES NO LATER THAN AT CLOSE OF BUSINESS (4:30 P.M.) ON FRIDAY OCTOBER 2nd 2020

