



September 4<sup>th</sup>, 2024

Members of the Symons Gate Homeowners Association  
Symons Gate, Calgary, Alberta

Dear Members:

**RE: Notice of Annual General Meeting  
7:00 P.M. on Wednesday, October 2<sup>nd</sup>, 2024  
Via Zoom**

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Enclosed please find the Notice of the Annual General Meeting (AGM) for the Association, the Meeting Minutes of the AGM held on September 20<sup>th</sup>, 2023, the Report of the Board of Directors, the Audited Financial Statements for the 2023-24 fiscal year, Information Circular, and a Proxy Form.

Please review the enclosed information and plan to attend the AGM or send your proxy form in as indicated. The AGM is being held at **7:00 P.M. on Wednesday October 2<sup>nd</sup>, 2024**, virtually through Zoom. **Residents who plan on attending the AGM must pre-register on [www.symonsgate-connect.com](http://www.symonsgate-connect.com) prior to 5:00pm on Monday, September 30<sup>th</sup>, 2024 to obtain the meeting link.** The meeting check-in will begin at 6:45pm and the meeting will begin promptly at 7:00pm, any late arrivals will be unable to attend once the scrutineers report has been delivered.

**Please assist your volunteer Board of Directors by attending the AGM or sending in your proxy form.**

If you are interested in being nominated for the Board of Directors, or have any questions about the enclosed, please contact the Symons Gate Homeowners Association at 587-391-6240 or by email at [info@symonsgate-connect.com](mailto:info@symonsgate-connect.com).

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

Yours truly,

**Symons Gate Homeowners Association**

<b>DEXTER MAKIN</b> President - Resident Director	<b>ELLIOT RAMSAY</b> Secretary - Resident Director	<b>TARE BOZIMO</b> Treasurer - Resident Director	<b>RYAN HANNOCK</b> Resident Director	<b>BANKOLE ODOLE</b> Resident Director
<b>JOSEPH EFFIOM</b> Resident Director	<b>SARAH JAMIESON</b> Resident Director	<b>SEAN FERNANDES</b> Resident Director		



## Notice of 2024 Annual General Meeting & Information Circular

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### SYMONS GATE HOMEOWNERS ASSOCIATION NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS

TAKE NOTICE, that the Annual Meeting of the Voting Members of the SYMONS GATE HOMEOWNERS ASSOCIATION (the "Company") will be held virtually via Zoom in Calgary, Alberta, on **Wednesday, October 2<sup>nd</sup>, 2024 at 7:00 P.M. (MST)** for the following purposes:

- 1) **To receive the Meeting Minutes of the AGM held on September 20<sup>th</sup>, 2023;**
- 2) **To receive the Report of the Directors of the Company;**
- 3) **To receive the Audited Financial Statements for the fiscal year ended March 31<sup>st</sup>, 2024;**
- 4) **To establish the number of Directors to hold office until the next Annual General Meeting, and elect such Directors;**
- 5) **To appoint Cremers & Elliott Chartered Accountants as Auditor for the fiscal year ending March 31, 2024**
- 6) **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 4<sup>th</sup> day of August, 2024

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in black ink, appearing to read "Elliot Ramsay".

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ELLIOT RAMSAY, Secretary

#### **TO ALL VOTING MEMBERS:**

**IF YOU ARE NOT ABLE TO BE PRESENT AT THE ABOVE MEETING, PLEASE DATE, SIGN AND RETURN THE ACCOMPANYING PROXY TO:**

**SYMONS GATE HOA MANAGER  
C/O LIVINGSTON HOMEOWNERS ASSOCIATION  
1248 LIVINGSTON WAY NE, CALGARY, ALBERTA, T3P 0V6**

**PROXIES ARE TO BE RECEIVED AT THE LIVINGSTON HOMEOWNERS ASSOCIATION NO LATER THAN 5:00 P.M. ON MONDAY, SEPTEMBER 30<sup>TH</sup>, 2024. ALL PROXIES MUST BE IN WRITING AND SIGNED BY THE VOTING MEMBER.**



**SYMONS GATE HOMEOWNERS ASSOCIATION**  
**2023 ANNUAL GENERAL MEETING OF MEMBERS**  
**Meeting Minutes**

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Place: Virtually Via Zoom  
Date: September 20<sup>th</sup>, 2023  
Time: 7:00 P.M.

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1. Dexter Makin acted as Chairperson of the meeting. The Annual General Meeting was called to Order at 7:01 p.m.
2. The Chairperson asked Elliot Ramsay to act as Secretary of the meeting.
3. The Chairperson requested Tare Bozimo to act as Scrutineer for the meeting, with the consent of the Voting Members. As there was no objection, the Chairperson appointed Tare Bozimo as Scrutineer.
4. The Chairperson stated that all items to be approved by the Voting Members are by way of ordinary resolution, which requires at least 50% of the Voting Members present in person or by proxy, voting in favour. The chairman stated that votes are to be by show of voting cards, or by poll if demanded by 10% of the Voting Members.
5. The Chairperson asked for a motion dispensing with reading of the Notice calling the meeting. Dexter Makin so moved. Joseph Effiom seconded the motion. The Chairperson declared the motion carried.
6. The Chairperson asked the Secretary to provide proper proof of mailing the Notice of the Meeting to the Members. Elliot Ramsay confirmed she had a Certificate signed by Jenny Miron from the Livingston Homeowners Association, as well as a postage and email reports, proving proper mailing and emailing of the Notice of the Meeting to the Members.
7. The Chairperson then stated that pursuant to the Association's articles, the lesser of ten (10) voting members or ten percent (10%) of the Voting Members either personally present or represented by proxy constitutes a quorum, and that at least ten (10) Voting Members either present or represented by proxy would constitute a quorum. The Chairperson asked the Scrutineer for his report. The Scrutineer reported that there were 23 Voting Members either present at the meeting, or represented by proxy.
8. The Chairperson declared the meeting to be duly called and properly constituted for business.
9. The Chairperson asked for a motion to approve the Minutes of the Annual General Meeting, held on September 21<sup>st</sup>, 2022. Sarah Jamieson motioned to approve the Minutes of the Annual General Meeting held on September 21<sup>st</sup>, 2022, as presented. Sean Fernandes seconded. The Chairperson declared the motion carried.
10. The Chairman asked for a motion to dispense with reading of the Directors' Report for the fiscal year of April 1, 2022 through March 31, 2023, also appended to the Notice of Meeting and Information Circular. Sarah Jamieson moved that the reading of the Director's Report be dispensed with. Tare Bozimo seconded the motion. The Chairperson declared the motion carried.
11. The Chairperson then proposed to receive, as information, the Auditor's Report and Financial Statements of the Association for the year ended March 31<sup>st</sup>, 2023. Tare Bozimo then reviewed the Financial Statements and the Board answered related questions.
12. The Chairperson indicated that the next item of business was the election of Directors. The Chairperson stated that a maximum of ten (10) Directors be elected and serve until the next Annual General Meeting of the Association. The Chairperson asked for a motion to this effect. Dexter Makin moved that ten (10) Directors be elected to serve until the next Annual General Meeting of the Association. Bankole Odole seconded the motion. The Chairperson declared the motion carried.
13. The Chairperson announced the following Members in Good Standing, who currently sit as Resident Directors on the Board, have indicated an interest in being re-nominated to serve as Resident Directors on the Board of Directors, until the next Annual General Meeting or until their successors are elected or appointed: Elliot Ramsay, Dexter Makin, Bankole Odole, Ryan Hancock, Tare Bozimo Sarah Jamieson and Joseph Effiom.

The Chairperson then asked for a motion to nominate these individuals. Sarah Jamieson moved to nominate the above persons as Directors of the Association, to hold office until the next Annual General Meeting or until their successors are elected or appointed. Bankole Odole seconded the motion. The Chairperson declared the motion carried.

14. The Chairperson asked if there were any further nominations. Sean Fernandes put his name forward.

15. The Chairperson then asked for a motion to nominate these individuals. Sarah Jamieson moved to nominate the above persons as Directors of the Association, to hold office until the next Annual General Meeting or until their successors are elected or appointed. Joseph Effiom seconded the motion. The Chairperson declared the motion carried.

16. The Chairperson then asked for a motion that nominations be closed. Elliot Ramsay moved that the nominations for Directors be closed. Joseph Effiom seconded the motion. The Chairperson declared the motion carried.

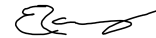
17. The Chairperson then asked for a motion to elect as Directors, the persons nominated, to hold office for a one-year term or until their successors are elected or appointed. Sarah Jamieson so moved. Joseph Effiom seconded the motion. The Chairperson declared the motion carried.

18. 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 Cremers & Elliot Chartered Accounts as Auditor of the Association for the fiscal period ending March 31<sup>st</sup>, 2023, and that the Directors be authorized to fix remuneration. Sarah Jamieson so moved. Joseph Effiom seconded the motion. The Chairperson declared the motion carried.

19. The Chairperson then asked if there was any further business to transact at the Annual General Meeting of the Association. There was none.

20. The Chairperson then asked for a motion to terminate the meeting.

21. At 7:28 p.m., Joseph Effiom moved that the meeting be terminated. Sarah Jamieson seconded the motion. The Chairperson declared the motion carried, and the meeting adjourned.



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Elliot Ramsay, Secretary



## **Report of the Symons Gate Homeowners Association Board of Directors April 1 2023 – March 31, 2024**

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The Symons Gate Homeowners Association (SGHOA) is a not-for-profit company incorporated under the Alberta Companies Act. All homeowners in Symons Gate (including members of their family and tenants) are consequently members of the Association. The purpose of the Association is to own and operate subdivision features and perform enhanced maintenance on certain public land within the community.

### **Community**

The SGHOA maintains the entrances at Sage Bluff Blvd and Sage Bluff Gate (entry features, seasonal lights, sidewalk snow removal, etc.) and provides enhanced landscape maintenance in the central park (summer landscape maintenance, snow removal) and along the environment reserve pathway (snow removal). Watch the [www.SymonsGate-connect.com](http://www.SymonsGate-connect.com) website for updates on the enhanced landscape maintenance program.

### **Website**

The SGHOA website - [www.SymonsGate-connect.com](http://www.SymonsGate-connect.com) - provides up-to-date community, SGHOA, and program/event information.

### **Financial**

The annual operating costs of the SGHOA is the responsibility of the Members through the payment of annual fees, pursuant to a Rent Charge Encumbrance registered on each lot title in Symons Gate (the amount is subject to an annual adjustment for inflation and GST). The 2023-24 annual fees are \$85.00 + GST.

The enclosed Audited Financial Statements are prepared up to March 31<sup>st</sup>, 2024.

### **Appointment of Auditor**

The Board of Directors proposes to appoint Cremers & Elliott Chartered Accountants as the auditor for the company for the 2024-25 fiscal year.

### **Board of Directors**


The Board of Directors currently consists of eight (8) members in good standing from the community. The Board recommends a maximum of ten (10) Board members. The Board meets on a regular basis to: ensure policies are properly set;

review and approve the annual operating budget (including setting the annual fee rate); be the voice of their fellow residents for SGHOA-related issues, and; participate in community events. **The SGHOA is currently recruiting for resident directors. For further information, please contact [info@symonsgate-connect.com](mailto:info@symonsgate-connect.com).**

**Board of Directors, Symons Gate Homeowners Association**

**Dated this 4<sup>th</sup> day of September, 2024**

BY ORDER OF THE BOARD OF DIRECTORS



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ELLIOT RAMSAY, Secretary

**DEXTER  
MAKIN**

President -  
Resident  
Director

**ELLIOT  
RAMSAY**

Secretary -  
Resident  
Director

**TARE  
BOZIMO**

Treasurer -  
Resident  
Director

**RYAN  
HANNOCK**

Resident  
Director

**BANKOLE  
ODOLE**

Resident  
Director

**JOSEPH  
EFFIOM**

Resident  
Director

**SARAH  
JAMIESON**

Resident  
Director

**SEAN  
FERNANDES**

Resident  
Director

**SYMONS GATE HOMEOWNERS ASSOCIATION**  
**Financial Statements**  
**Year Ended March 31, 2024**

**SYMONS GATE HOMEOWNERS ASSOCIATION**  
**Index to Financial Statements**  
**Year Ended March 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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To the Owners of Symons Gate Homeowners Association

### *Opinion*

We have audited the financial statements of Symons Gate Homeowners Association (the Association), which comprise the statement of financial position as at March 31, 2024, and the statements of revenues and expenditures 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 March 31, 2024, and the results of its operations and 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 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.

### *Other Matter*

We were engaged to conduct an audit, in accordance with Canadian generally accepted auditing standards, on the financial statements prepared by the Association's management in accordance with Canadian accounting standards for not-for-profit organizations. We were not engaged to, nor do we, provide any assurance as to whether the Association is in compliance with all aspects of The Societies Act and we were not engaged to, nor do we, provide any assurance as to the adequacy of the reserve fund to cover future major expenditures and replacements.

### *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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*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.



Calgary, Alberta  
July 29, 2024

C&E LLP Chartered Professional Accountants

**SYMONS GATE HOMEOWNERS ASSOCIATION**  
**Statement of Financial Position**  
**March 31, 2024**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 67,063	\$ 89,103
Accounts receivable	2,851	2,859
Goods and services tax recoverable	931	-
Prepaid expenses	2,387	2,307
<b>TOTAL ASSETS</b>	<b>\$ 73,232</b>	<b>\$ 94,269</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 5,800	\$ 2,843
Goods and services tax payable	-	1,374
Deferred membership fees	19,884	31,626
<b>TOTAL LIABILITIES</b>	<b>25,684</b>	<b>35,843</b>
<b>NET ASSETS</b>	<b>47,548</b>	<b>58,426</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 73,232</b>	<b>\$ 94,269</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*  
 \_\_\_\_\_ *Director*

**SYMONS GATE HOMEOWNERS ASSOCIATION**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2024**

	2024	2023
<b>REVENUES</b>		
Association fees	\$ 60,762	\$ 57,179
Miscellaneous	380	180
Interest	204	-
	<u>61,346</u>	<u>57,359</u>
<b>EXPENSES</b>		
Repairs and maintenance	46,744	18,828
Management fees	10,200	9,600
Bank charges and service charges	4,905	2,081
Insurance	3,500	3,364
Professional fees	3,426	3,597
Utilities	2,602	772
Office	847	661
	<u>72,224</u>	<u>38,903</u>
<b>(DEFICIENCY) EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ (10,878)</u>	<u>\$ 18,456</u>

**SYMONS GATE HOMEOWNERS ASSOCIATION**

**Statement of Cash Flows**

**Year Ended March 31, 2024**

	<u>2024</u>	<u>2023</u>
<b>FUND ACTIVITIES</b>		
(Deficiency) excess of revenues over expenses	<u>\$ (10,878)</u>	<u>\$ 18,456</u>
Changes in non-cash working capital:		
Accounts receivable	8	(375)
Accounts payable	2,957	(2,161)
Deferred membership fees	(11,742)	6,562
Prepaid expenses	(80)	(96)
Goods and services tax payable	<u>(2,305)</u>	<u>79</u>
	<u>(11,162)</u>	<u>4,009</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(22,040)</b>	<b>22,465</b>
Cash - beginning of year	<u>89,103</u>	<u>66,638</u>
<b>CASH - END OF YEAR</b>	<u><b>\$ 67,063</b></u>	<u><b>\$ 89,103</b></u>

# SYMONS GATE HOMEOWNERS ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Purpose

The Symons Gate Homeowners Association (the "Association") was incorporated as a not-for-profit corporation on October 10, 2014 under section 9 of the Companies Act of the Province of Alberta, R.S.A. 1980. As such, the Association is exempt from income tax under Section 149 of the Income Tax Act. The Association owns and operates amenities for the use of its members, the residents of Symons Gate. The operations of the Association are governed by the Symons Gate Management Agreement (the "Management Agreement") dated November 2014 between the Association and Brookfield Residential (Alberta) LP ("Brookfield Residential").

The financial statements include only assets, liabilities, revenues and expenses relating to the operations of the Homeowners Association. The statements do not include the cost of land or buildings and the outstanding principal balances owing on mortgages, which are the responsibility of the owners.

The Homeowners Association is a tax exempt organization for income tax purposes and has therefore made no provisions for income taxes on these financial statements.

#### Basis of Accounting

The financial statements of the Association have been prepared by the management in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

#### Cash

Cash consists of balances with financial institutions.

#### Revenue Recognition

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.

Membership and other 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, such as grants and donations not designated for a specific purpose, are recognized as revenue when received if the amount can be reasonably estimated and collection is reasonably assured.

Deferred membership fees arise from receipt of payments in advance of the period in which they will be earned.

#### Contributed Services and Materials

Volunteer services and materials contributed on behalf of the Homeowners Association in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.

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# SYMONS GATE HOMEOWNERS ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Use of Estimates

In accordance with ASNPO, estimates and assumptions are made by management in the preparation of these financial statements. These estimates may impact the amounts included in the financial statements. The most significant estimate is related to accounts payable and accrued liabilities. Actual results could differ from these estimates.

#### Financial Instruments

The Association's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. All financial instruments are initially measured at fair value and subsequently measured at amortized cost.

All financial assets and financial liabilities are measured at amortized cost, unless noted.

#### Capital assets

Capital assets are recorded as expenses in the year they are acquired.

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### 2. FINANCIAL INSTRUMENTS

The Homeowners Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2024.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of customers which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that the Association would encounter difficulty in meeting obligations with financial liabilities.

Liquidity risk includes the risk that the Association will not have sufficient funds to settle a transaction on the due date. Liquidity risk arises from the accounts payable and accrued liabilities and goods and services tax payable. This risk is mitigated due to the fact that the Association is supported by Brookfield as described in Note 2

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### 3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

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# SYMONS GATE

HOMEOWNERS ASSOCIATION

## **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 SYMONS GATE HOMEOWNERS ASSOCIATION (the "Company") for use at the Annual General Meeting (the "Meeting") of Members of the Company to be held virtually via Zoom in **Calgary, Alberta, on Wednesday, October 2<sup>nd</sup>, 2024, at 7:00 P.M. (MST)**. All expenses incurred in connection with the solicitation of proxies will be borne by the Company. 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 Voting Member entitled to vote at the Meeting may, by means of a form of proxy in writing executed by the Voting 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 Voting Member may revoke a form of proxy previously given by delivering 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 on record, at the close of business on the 4<sup>th</sup> day of September 2024, 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 Company as restricted to Homeowners and Rental Project Owners. No Member is entitled to vote at the Meeting if at the close of business on the 4<sup>th</sup> day of September 2024, any sum due or payable to the Company by such Member remains unpaid for at least forty-five (45) days following a written request for payment of same.

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 September 4<sup>th</sup>, 2024, the Company had 670 Members in good standing.

**THE TOTAL AMOUNT OF THE COMPANY'S MEMBERS IN GOOD STANDING AT THE CLOSE OF BUSINESS ON SEPTEMBER 4<sup>th</sup>, 2024, ARE THE ONLY MEMBERS ENTITLED TO VOTE AT THE MEETING.**

### **ELECTION OF DIRECTORS**

At the Meeting, it is proposed that the total number of Directors for the Company be established as no more than ten (10) until the next Annual General Meeting. It is proposed that ten (10) Resident Directors be



elected at the Annual General Meeting. The following persons are the current Resident Directors of the Company and have expressed an interest to stand for re-election for the ensuing term:

Elliot Ramsay  
Ryan Hancock  
Sarah Jamieson

Dexter Makin  
Bankole Odole

Tare Bozimo  
Joseph Effiom

The following resident Member in good standing have expressed an interest to be nominated for election onto the Board of Directors:

Osita Njokubi

Samuel Olawuwo

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

The term of office for each person 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. Information is given below with respect to each nominee as a Director, including the length of time each has been a Director of the Company.

The following information is given with respect to the current Directors, and each nominee as a Director, including the length of time each has been a Director of the Company.

<b>Name &amp; Address</b>	<b>Period Served as Director of Company</b>	<b>Principal Occupation</b>
Dexter Makin Calgary, Alberta	10 years	Engineer Canadian Natural Resources Ltd.
Bankole Odole Calgary, Alberta	7 years	Academic Chair SAIT
Elliot Ramsay Calgary, Alberta	10 years	Commodities Trader Carter Forest Products
Tare Bozomo Calgary, Alberta	5 year	Software Consultant
Ryan Hancock Calgary, Alberta	3 year	Fund Development Specialist Calgary Stampede Foundation
Joseph Effiom Calgary, AB	3 year	Category Management Specialist IT
Sarah Jamieson Calgary, AB	3 year	Team Leader Criminal Investigations Division CRA
Osita Njokubi	Running for Election	Senior Advisor in IT Engineering
Samuel Olawuwo	Running for Election	Chartered Accountant

The Symons Gate HOA Board would like to thank Sean Fernandes for his year of service on the Board.

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 – Nil

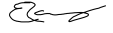
#### **APPOINTMENT OF AUDITOR**

Management proposes the Board of Directors appoint Cremers & Elliott Chartered Accountants as Auditor for the Company for the 2024-25 fiscal year.

#### **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 light of the circumstances in which it was made.

BY THE ORDER OF THE BOARD OF DIRECTORS



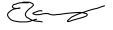
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ELLIOT RAMSAY, Secretary

The management of the Company 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 matters in accordance with the best judgement of the person or persons voting such proxy.

**DATED this 4<sup>th</sup> day of September, 2024**

BY THE ORDER OF THE BOARD OF DIRECTORS



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ELLIOT RAMSAY, Secretary

**INSTRUCTIONS FOR PROXY FORMS**

**Appointment and Revocation of Proxies**

A Voting Member desiring to appoint a person (who must also be a Voting Member in Good Standing) to represent him/her at the Meeting may do so by inserting such person's name in the blank space provided. The completed proxy must be delivered, in person by the Voting Member giving the proxy, to the address indicated below, no later than 48 hours (excluding Saturday, Sundays and Holidays) before the time of the Meeting:

**SYMONS GATE HOA MANAGER  
C/O LIVINGSTON HOMEOWNERS ASSOCIATION  
1248 LIVINGSTON WAY NE  
CALGARY, AB T3P 0V6**

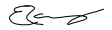
Proxies must be in writing, signed and delivered in person by the Voting Member giving the proxy, no later than 5:00 p.m. on Monday, September 30<sup>th</sup>, 2024 or they will be invalid.

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, no later than 5:00 p.m. on Monday, September 30<sup>th</sup>, 2024.

**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.

BY THE ORDER OF THE BOARD OF DIRECTORS



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ELLIOT RAMSAY, Secretary



**ANNUAL GENERAL MEETING OF VOTING MEMBERS**  
**On the 2<sup>nd</sup> day of October, 2024, at 7:00 P.M. (Mountain Standard Time)**  
**PROXY SOLICITED BY MANAGEMENT**

The undersigned member of the SYMONS GATE HOMEOWNERS ASSOCIATION (the "Company") hereby appoints **Dexter Makin**, 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 Company until the next Annual General Meeting at ten (10).
- 2) **FOR** the election of the following resident(s) as Director(s): **Please vote in favour of a maximum of ten (10) nominees.**

<u>NAME</u>	<u>FOR</u>
DEXTER MAKIN	_____
ELLIOT RAMSAY	_____
BANKOLE ODOLE	_____
TARE BOZIMO	_____
RYAN HANCOCK	_____
JOSEPH EFFIOM	_____
SARAH JAMIESON	_____
OSITA NJOKUBI	_____
SAMUEL OLAWUWO	_____

*If no individual(s) are specified, my proxy may vote at his/her discretion.*

- 3) **FOR** \_\_\_\_\_ **OR AGAINST** \_\_\_\_\_ (and if no specification is made, FOR)  
 That Cremers & Elliott Chartered Accountants be appointed as Auditor of the Association for the 2024-25 fiscal year.
- 4) **FOR** \_\_\_\_\_ **OR AGAINST** \_\_\_\_\_ (and if no specification is made, FOR)  
 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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Member's Name (please print)**

\_\_\_\_\_  
**Signature of Member**

\_\_\_\_\_  
**Voting Member's Symons Gate Address (required, please print)**

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.

**DELIVER PROXIES NO LATER THAN 5:00 P.M. ON MONDAY, SEPTEMBER 30<sup>TH</sup>, 2024, TO:**

**SYMONS GATE HOA MANAGER**  
**C/O LIVINGSTON HOMEOWNERS ASSOCIATION**  
**1248 LIVINGSTON WAY NE**  
**CALGARY, AB T3P 0V6**

*JS*