

NOTICE OF ANNUAL GENERAL MEETING

TAKE NOTICE THAT AN EXTRAORDINARY GENERAL MEETING OF
SAGE HILL RESIDENTS ASSOCIATION WILL BE HELD ON:

- DATE:** Wednesday, December 7, 2022
- LOCATION:** Symons Valley United Church
38 Kincora Rise NW, Calgary, AB T3R 0A3
***Virtual Zoom attendance is also an option*
Zoom Link: bit.ly/SageHillAGM2022
- TIME:** 6:00 p.m. – Registration starts in person at Symons Valley United Church
Due to number of attendees, please log into Zoom early, starting at 6:00 p.m.
7:00 p.m. – Start of Meeting

AGENDA

1. Introduction of Head Table & Appointment of Chairperson
2. Call to Order and Verification of Quorum
3. Establish Zoom Process
4. Proof of Notice of Meeting
5. Approval of last AGM Minutes – October 5, 2021
6. Presentation of Audit – year ending March 31, 2022
7. Appointment of Auditor and Solicitor
8. Report of Officers
9. Resignation of Board of Directors
10. Election of Board of Directors & Profile of Candidates speak from the floor
11. Unfinished Business
12. New Business
13. Adjournment

**Please download the Annual General Meeting Package from TownSquare. To sign up for a
TownSquare account, please email townsqrequests@associa.ca to get your unique ID**

ANNUAL GENERAL MEETING
Sage Hill Residents Association

From: _____
(enter the name of the Homeowner or Homeowners' who will be signing the proxy or the name of the corporate Unit Owner, their representative & representative's title)

Address: _____
(enter the complete address of the Unit, including the unit number, street address & city)

I am (we are):

- The registered owner(s)

- Authorized to act on behalf of the registered owner (for example hold a power of attorney for the owner or have the authority of a corporate owner)
(tick the appropriate box)

I (we) appoint _____ to attend and I vote on
(enter the proxy's name here)
my (our) behalf at the Annual General Meeting to be held on December 7, 2022.

Dated this _____ day of _____, _____
(day) (month) (year)

Print Name

Signature

Print Name

Signature

Instructions Regarding Signatures:

If you are authorized to act on behalf of a corporate owner, affix the corporate seal or attach a statement that the person signing the proxy has authority to bind the corporation.

If you are authorized to act on behalf of the registered owner attach the power of attorney or other documentation that gives you this authority.

Instructions Regarding Validity:

Proxies are invalid if:

1. They are given to a minor
2. They are given to a person other than an individual

All proxies must be received in the office of the Community Association Manager no later than **December 6, 2022 by 4:00 p.m.** Proxies may be submitted in person, by mail, or by e-mail but must be signed, dated and received by the deadline identified above in order to be valid.

C-Era Property Management & Realty – An Associa® Company
Suite B, 6010 – 12 Street SE, Calgary, AB T2H 2X2
E-mail: Shantelle.thapa@associa.ca

PROFILE FOR CANDIDATE FOR THE BOARD OF DIRECTORS
Sage Hill Residents Association

Name: _____

Property Address #: _____

Do you currently reside at the SHRA? _____

Occupation: _____

Hobbies: _____

Have you previously served on a HOA/RA Board of Directors? _____

Please check your specific interest (you may check more than one position):

- President Vice-President Secretary Treasurer Member at Large

Please provide a brief narrative as to why you wish to serve on the Board of Directors and why you believe your contribution would be beneficial to the Association.

We welcome all owners in good standing to volunteer. If you are interested in putting your name forth for election to the Board, please complete the enclosed Profile for Candidate Form and return to shantelle.thapa@associa.ca no later than **December 6, 2022 at 4:00 p.m.**

**SAGE HILL RESIDENTS ASSOCIATION
ANNUAL GENERAL MEETING
HELD VIRTUALLY VIA ZOOM ON TUESDAY, OCTOBER 5, 2021 AT 7:00 p.m.**

Steve Osmond of New Leaf Property Management advised that the President of the Sage Hill Residents Association (“SHRA”) Board of Directors (“the Board”) had asked him to chair the meeting. Steve Osmond called for a motion from the floor for him to chair the meeting.

Voting was conducted by Zoom polls.

It was moved by Gail Korn, seconded by Chad Wawrinchuk, for Steve Osmond to Chair the Annual General Meeting (“AGM”). 32 voted yes, 0 voted no, 4 abstained. Motion carried.

Steve Osmond called the meeting to order at 7:51 p.m. The meeting was being recorded, which would be sent for transcription. Steve Osmond reviewed meeting procedures.

Board members present had been introduced earlier by Gail Korn. Also present was Sophie Fraser from Cass & Fraser Chartered Accountants, auditor for SHRA.

Steve Osmond advised there are 1,689 units in total; 85 units/5% are required for a meeting quorum. Initially quorum had not been achieved. Section 51 of the Articles of Association advise if quorum is not achieved, to wait 30 minutes, after which those owners present would constitute quorum for the meeting. The meeting proceeded. The Board conducted a presentation during the wait time; no business was conducted during the presentation.

Steve Osmond advised 2 changes to the meeting Agenda were required:

- 1) to approve the previous AGM’s minutes, and
- 2) to remove item 6 which was the presentation which had already been conducted.

It was moved by Jamie Lothian, seconded by Bailey Ogstad, to add adoption of the previous AGM minutes to the Agenda, and to remove the presentation from the Agenda which had already taken place. 100% voted in favour. Motion carried.

No errors or omissions were noted from the previous AGM minutes. It was moved by Bailey Ogstad, seconded by Scott Bennett, to dispense with their reading and to adopt the previous AGM minutes, as presented. 4 units abstained, all others in favour. Motion carried.

Steve Osmond called upon Sophie Fraser of Cass & Fraser to share her screen to display and present the annual audit to year-end of March 31, 2021. Sophie Fraser presented their opinion based on their review, went through the statements page by page, then called for any questions.

Semsa Alibabic asked for a better understanding of the fees, the reason for the astronomical increase, and what can be done to lower them.

Steve Osmond advised the fees are set at \$75+GST annually for a multi-unit (apartment/townhouse condominium) and \$100+GST annually for a single-family home. These are annual fees deemed quite low.

Chad Wawrinchuk asked for an outline of the outstanding association fees.

Sophie Fraser advised \$87,807 was owing as of March 31, 2021. Steve Osmond advised the year end date had been changed to be in line with the Articles of the Association.

Nick Navros asked why there was an overage on management fees and will it trend back to the budgeted amount.

Sophie Fraser advised the amount covers 15 months due to the year end change and due to transition for the change in management, including a 1-month overlap in management, which was a board decision.

Chad Wawrinchuk pointed out and requested that due to the \$87,000+ outstanding fees, more effort is required by management company to collect it and to continue to deal with issues.

Summer Kablawi thanked everyone for their efforts and asked if there is difficulty collecting annual fees; asked if the issue of fees is on the website; and confirmed annual vs monthly fees.

Steve Osmond confirmed historically there is difficulty collecting fees, in the most part due to lack of awareness; it's on the SHRA website, emails and letters are sent; SHRA is an annual association fee. Any monthly fee would be a condominium corporation fee, which has nothing to do with SHRA.

Ben Groot asked re ~\$25,000 in reserves at the beginning of the year, and \$20,000 at the end because \$5,000 was borrowed, is that amount owing? Does it mean no funds were put into reserves for the year?

Sophie Fraser and Steve Osmond advised in the change of management there was a mix up as to funds and accounts, it has since been resolved but after the audit had been done. Steve Osmond confirmed no funds were put into reserves, but that will be done before year end.

Chad Wawrinchuk reviewed the reserve fund details from the Board's presentation.

Stephan Bieganek advised regarding management fees, reserves will be caught up, the overage is the \$2,100 to Astoria Management, going forward they'll be in line with the budget. Chad Wawrinchuk advised there is also a legal issue management is dealing with, which is also part of the issue.

There were no further questions on the financials. Steve Osmond thanked Sophie Fraser for her information, she left the meeting.

Steve Osmond asked for a motion from the floor to approve the financials as presented. Stephan Bieganek so moved, seconded by Gail Korn. All voted in favour. Motion carried.

Steve Osmond advised normally the same auditor is used every year, that will probably be the case, but the motion regarding the auditor is done at the AGM. He asked for a motion that the appointment of the auditor be left to the incoming board's discretion. Bailey Ogstad so moved, seconded by Daria Swan. All voted in favour. Motion carried.

Steve Osmond advised of the resignation of the current Board and thanked them for their hard work and efforts. Gail Korn will re-stand, Chad Wawrinchuk will re-stand, Stephan Bieganeck will not, Bobbydane Menenthiran will not. Ifeoma Okaro had advised Steve Osmond she'd stand for the board. Steve Osmond asked for any other volunteers; a minimum of 3 and a maximum of 10 is required according to the Articles of Association, they have 3. Summer Kablawi will stand. Steve Osmond called 3 more times for any more volunteers, there were none. Steve Osmond declared nominations were closed.

As there were less than 10 nominations, no vote is required. The 4 members of the Board of Directors are, therefore, elected by acclamation:

- Gail Korn
- Chad Wawrinchuk
- Ifeoma Okaro
- Summer Kablawi

That being the end of the business, Steve Osmond called for a motion to adjourn the meeting. Negar Banakar so moved, seconded by Jamie Lothian. All voted in favour. Motion carried.

Steve Osmond thanked everyone and declared the meeting adjourned at 8:28 p.m.

Sage Hill Residents Association

FINANCIAL STATEMENTS

MARCH 31, 2022

Sage Hill Residents Association

MARCH 31, 2022

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Condominium Audit Services

Chartered Professional Accountant

Associated with Cass & Fraser Chartered Professional Accountants

612-500 Country Hills Blvd NE, Unit#168
Calgary, Alberta T3K 5K3

Phone: (403) 903-8196
Email: admin@cascpa.ca

INDEPENDENT REVIEWERS' REPORT

To the Owners of Sage Hill Residents Association:

We have reviewed the accompanying financial statements of the Sage Hill Residents Association, which comprise the statement of financial position as at March 31, 2022, and the statements of operations and changes in fund balances for the operating fund and capital replacement reserve fund, and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Practitioners' Responsibility

Our responsibility is to express an opinion on these financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the Corporation as at March 31, 2022, 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.

Other Matter

In accordance with Canadian accounting standards, the physical infrastructure of the condominium is not recorded as an asset in these financial statements. However, we recommend that the reader make a comparison of the the financial investments reported in the reserve fund with the expected future maintenance costs detailed in the reserve fund study. We also recommend that the reader consider the Board's reserve fund plan: the plan of the Corporation to fund any required major capital replacements and repairs. The reserve fund study and reserve fund plan are required for all condominium corporations within two years of their registration, and are revised every five years thereafter.

Condominium Audit Services

Chartered Professional Accountants

Calgary, Alberta
September 9, 2022

Sage Hill Residents Association

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2022

(UNAUDITED)

	2022			2021
	Operating Fund	Reserve Fund	Total	Total
Current Assets				
Cash	\$ 154,404	\$ 25,351	\$ 179,755	\$ 121,093
Condominium fees receivable	104,509	-	104,509	87,807
Prepaid insurance	2,817	-	2,817	2,835
	<u>\$ 261,730</u>	<u>\$ 25,351</u>	<u>\$ 287,081</u>	<u>\$ 211,735</u>
Current Liabilities				
Accounts payable	\$ 5,263	\$ -	\$ 5,263	\$ 4,422
Prepaid condominium fees	2,286	-	2,286	1,284
GST payable	11,089	-	11,089	7,828
	<u>18,638</u>	<u>-</u>	<u>18,638</u>	<u>13,534</u>
Net Assets				
Capital replacement reserve fund	-	25,351	25,351	25,311
Operating fund	243,092	-	243,092	172,890
	<u>243,092</u>	<u>25,351</u>	<u>268,443</u>	<u>198,201</u>
	<u>\$ 261,730</u>	<u>\$ 25,351</u>	<u>\$ 287,081</u>	<u>\$ 211,735</u>

Sage Hill Residents Association

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE
OPERATING FUND

FOR THE YEAR ENDING MARCH 31, 2022

(UNAUDITED)

	2022 Budget <i>(note 4)</i>	2022 Actual	2021 Actual <i>(15 months)</i>
Revenues			
Association fees	\$ 153,850	\$ 153,850	\$ 153,850
Late fee		12,980	12,709
Interest		2,018	554
Other	-	87	-
	153,850	168,935	167,113
Administration			
Bank charges	2,200	-	1,757
Management fees	18,600	18,509	32,011
Miscellaneous	30,000	12,315	13,763
Professional fees	13,000	11,298	3,293
Utilities			
Power	1,300	529	1,186
Water and sewer	-	671	102
Maintenance			
General building maintenance	2,000	-	7,080
Landscaping and snow removal	59,500	51,303	37,992
Other			
Equipment purchases	-	4,108	5,674
Insurance	3,061	-	-
	129,661	98,733	102,858
Revenues over expenses	24,189	70,202	64,255
Operating fund balance at beginning of year		172,890	108,635
Operating fund balance at end of year		\$ 243,092	\$ 172,890

Sage Hill Residents Association

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE
CAPITAL REPLACEMENT RESERVE FUND

FOR THE YEAR ENDING MARCH 31, 2022

(UNAUDITED)

	2022 Budget <i>(note 4)</i>	2022 Actual	2021 Actual <i>(15 months)</i>
Revenues			
Interest		\$ 40	\$ 155
Reserve fund balance at beginning of year		25,311	25,156
Reserve fund balance at end of year		\$ 25,351	\$ 25,311

Sage Hill Residents Association

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING MARCH 31, 2022
(UNAUDITED)

	2022			2021	
	Operating Fund	Reserve Fund	Total	Total	
Cash flows from operating activities					
Condominium fees	\$ 138,150	\$ -	\$ 138,150	\$ 123,446	
Interest and investment income	2,018	40	2,058	708	
Other revenues	13,067	-	13,067	12,709	
Cash paid to suppliers	(94,613)	-	(94,613)	(99,847)	
Net cash provided by (used in) operating activities	58,622	40	58,662	37,016	
Cash, beginning of year	95,782	25,311	121,093	84,077	
Cash, end of year	\$ 154,404	\$ 25,351	\$ 179,755	\$ 121,093	
Cash and cash equivalents are comprised of:					
Cash	\$ 154,404	\$ 25,351	\$ 179,755	\$ 121,093	

Sage Hill Residents Association

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2022

(UNAUDITED)

1 Purpose and Income Tax Status

Sage Hill Residents Association (The "Corporation") is a condominium corporation registered under the Condominium Property Act of Alberta. Its function is to regulate the use of the property and to provide repairs, maintenance and other services to the common areas of the condominium project, located in Calgary, Alberta.

The Corporation is a not-for-profit corporation under the Income Tax Act, and is therefore exempt from income taxes.

2 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Significant accounting policies are described below.

(a) Fund Accounting

The Operating Fund accounts for the Corporation's operating and administrative activities.

The Capital Replacement Reserve Fund reports the amounts that are set aside and used for future costs of major repairs and replacements. The Condominium Property Act of Alberta restricts the ending balance of the reserve fund to use on major capital repairs and replacements.

(b) Revenue Recognition and Transfers to the Reserve Fund

Condominium fee assessments related to general operations are recognized as revenue of the operating fund as billed to the owners by the Corporation. Billings for the condominium fees consist of monthly charges based on the annual budget approved by the Board of Directors. All expenses are recognized as incurred.

Transfers to the reserve fund are made based on board approvals, to fund the cost of capital replacements and repairs.

(c) Contributed Services

Volunteer services contributed on behalf of the Corporation are not recognized in these financial statements due to the difficulty in determining their fair value.

Sage Hill Residents Association

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2022

(UNAUDITED)

(d) Capital Assets

Condominium units and real property directly associated with those units are not considered to be capital assets of the Corporation.

Capital assets purchased by the corporation are amortized on a straight line basis over the useful life of the assets.

(e) Cash and Cash Equivalents on the Statement of Cash Flows

Cash and cash equivalents include bank balances and cash held. Short term money market funds are not included as these are considered to be investments.

(f) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent 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.

3 Financial Instruments

(a) Financial Instrument Measurement

The Corporation initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for marketable securities quoted in an active market, which are measured at fair value.

The financial assets subsequently measured at amortized cost include cash, and accounts receivable. There were no financial assets subsequently measured at fair value. The financial liabilities measured at amortized cost include accounts payable.

(b) Credit Risk

The Corporation does not have a concentration of credit exposure with any one party. The Corporation does not consider that it is exposed to undue credit risk. Credit risk includes the risk that owners will fail to pay their condominium fees.

(c) Interest Rate Risk

The investments of the Corporation may be subject to interest rate risk because changing interest rates impact the market value of the fixed rate investments.

Sage Hill Residents Association

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2022

(UNAUDITED)

(d) Liquidity Risk

Liquidity risk is the risk that the Corporation may not be able to meet its ongoing commitments to repair, replace and maintain the common property of the Corporation.

(e) Risk Management

The Corporation manages its credit, liquidity and cash flow risk by restricting investments to a diverse range of government and corporate fixed income securities, and corporate shares with specified ratings and terms as prescribed by the Condominium Property Act. As it is the Corporation's expectation to hold its investments to maturity, its cash flows are exposed to minimal interest rate and liquidity risk. The Corporation has the power to place caveats on titles which significantly mitigates credit risk. The Corporation manages liquidity risk by preparing an annual budget in consideration of the results of its reserve fund study, and may increase condominium fees and assess special levies to ensure it has sufficient funds.

4 Budget Amounts

The 2022 budget amounts are presented for information purposes only. They were approved by the Board of Directors and are unaudited.

5 Comparative Figures

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

6 Approval of Financial Statements

These financial statements have been approved by the Board of Directors.