



October 23, 2019

Members of the Owners Association of Harmony
Harmony, Rocky View County, Alberta

Dear Residents of Harmony,

RE: Notice of Annual General Meeting – 7:00PM, Tuesday, November 19, 2019

The Owners Association of Harmony is a non-profit organization under the Canada Not-for-Profit Corporations Act. Upon obtaining title to your home and subject to the bylaws regarding co-ownership, you automatically become a member of the Owners Association of Harmony (OAH). The OAH was established to protect the value of the community's amenities and to ensure a high level of maintenance of these amenities in future years.

Enclosed please find the Notice of the Annual General Meeting (AGM) for the Owners Association of Harmony, an Information Circular, Agenda, 2019/2020 Budget, a Proxy Form, Voter Designation Form and Draft Minutes from last year's AGM. The OAH requires a Voter Designation Form for all properties. We ask that you fill out and return the Voter Designation Form no later than Friday, November 08, 2019 if one has not already been provided or if you wish to change a previously provided Voter Designation Form. Forms may be dropped off at the Discovery Centre or scanned and emailed to admin@harmonyowners.com.

Please note that according to Article 4.7 of the OAH By-Laws, only persons entitled to vote ("Members in Good Standing") shall be present at a meeting of Members. The AGM is being held at **7:00PM on Tuesday, November 19, 2019** at the Edge School located at 33055 Township Rd 250, Calgary, Alberta. Registration begins at 6:30PM; doors close at 7:15PM sharp! **If you are unable to attend, please date, sign and return the enclosed Proxy Form in accordance to the Proxy instructions.**

If you have any questions about the enclosed, please contact Adrienne Angers, OAH Admin Assistant – Owners Association of Harmony, via email at admin@harmonyowners.com.

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

Yours Truly,

BOARD OF THE OWNERS ASSOCIATION OF HARMONY:

Chair and President – CLAUDIO PALUMBO

Vice President – THILO KAUFMANN

Executive Director – BIROL FISEKCI

Treasurer – BRIAN BROWN

CARY KIENITZ

KATHERINE MILANI

LOUISE CHALLES

ELISE HARLICK

RYAN MCKENZIE



TO ALL MEMBERS IN GOOD STANDING: IF YOU ARE NOT ABLE TO BE PRESENT AT THE AGM, PLEASE DATE, SIGN AND RETURN THE ACCOMPANYING PROXY FORM.

OWNERS ASSOCIATION OF HARMONY
NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS
Tuesday, November 19, 2019

TAKE NOTICE, that the Annual General Meeting of Members of the **OWNERS ASSOCIATION OF HARMONY** (the "Corporation") will be held at the Edge School, located at 33055 Township Rd 250, Calgary, Alberta, on **Tuesday, November 19, 2019 at 7:00 PM.** (Mountain Standard Time). **Doors open at 6:30 PM; doors close at 7:15 PM Sharp;** for the following purposes:

1. To receive the Financial Statements and Reports of the Corporation required by the Act to be presented at this meeting;
2. To set the number of members for the Board and to elect Directors;
3. To appoint the Corporation's Auditor;
4. 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 23rd day of October 2019.

BY ORDER OF THE BOARD OF DIRECTORS

BRIAN BROWN - Treasurer



INFORMATION CIRCULAR
GENERAL INFORMATION AND PROXY STATEMENTS

SOLICITATION OF PROXIES

This information circular is furnished in connection with the solicitation of proxies by management of the OWNERS ASSOCIATION OF HARMONY (the "OAH") for use at the Annual General Meeting (the "Meeting") of Members in Good Standing of the OAH to be held at the Edge School, located at 33055 Township Rd 250, Calgary, Alberta, on **Tuesday, November 19, 2019 at 7:00 PM (Mountain Standard Time)**. All expenses incurred in connection with the solicitation of proxies will be borne by the OAH. Solicitation will be made primarily by mail, but proxies may also be solicited by Directors, officers and employees of the OAH.

APPOINTMENT AND REVOCATION OF PROXIES

Each Member in Good Standing entitled to vote at the Meeting may, by means of a form of proxy in writing executed by the Member in Good Standing, appoint a proxy to attend and vote on his/her behalf at the Meeting. In order to be acted upon at the Meeting, a form of proxy must be returned as indicated in the INSTRUCTIONS FOR PROXY FORMS included in this package. A Member in Good Standing may revoke a form of proxy previously and appoint a substitute proxy by returning another 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 in Good Standing's instructions contained therein, if any. The form of Proxy also confers authority on the person 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 IN GOOD STANDING

Only Members in Good Standing of record at the close of business on November 18, 2019, are entitled to vote at the Meeting, each Member in Good Standing being entitled to one (1) vote per household.

Where there are multiple individuals who own a property, the Bylaws of the OAH provide that there may only be one Member for each property. In absence of a designation signed by all owners confirming the name of the Member for that property, the first person named as owner in the Certificate of Title for that property shall be the Member.

ELECTION OF DIRECTORS

According to the Articles of the OAH, the total number of Directors shall be no less than six (6) and no more than twelve (12). At the Meeting, it is proposed that the total number of Directors for the OAH be established as twelve (12) until the next Annual General Meeting.

The following Developer Members have consented to let their name stand for re-election for a two year term:

Claudio Palumbo
Brian Brown
Ryan McKenzie

Birol Fisekci
Cary Kienitz



The following Resident Members have consented to let their names stand for election:

Jessica Eren

William Glover

APPOINTMENT OF AUDITORS

Management proposes that BDO Canada LLP/BDO Canada Ltd. be appointed as Auditor of the Company and that the Directors be authorized to fix the remuneration of the Auditor.

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

BRIAN BROWN - Treasurer

The management of the OAH knows of no amendment, variation or other matters to come before the Meeting 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 judgment of the person voting such proxy.

DATED this 23rd day of October 2019.

BY THE ORDER OF THE BOARD OF DIRECTORS

BRIAN BROWN – Treasurer



INSTRUCTIONS FOR PROXY FORMS

Appointment and Revocation of Proxies

A Member desiring to appoint a person (who must also be a qualified 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 should be forwarded to:

**Owners Association of Harmony
100, 5709 2 Street SE
Calgary, Alberta T2H 2W4
Or by facsimile to 403-255-5374 or email at: admin@harmonyowners.com
Attention: OAH**

All proxies must be in writing, signed by the Member and received at the OAH Office no later than 3:00 PM on Friday, November 15, 2019.

A Member who has given a proxy may revoke it at any time before it is exercised. A proxy may be removed 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.

Voting and Exercise of Discretion by Proxies

The person named in the form of proxy will vote the Membership in respect of which (s)he is appointed in accordance with the instructions therein, if any.

BY THE ORDER OF THE BOARD OF DIRECTORS

BRIAN BROWN – Treasurer



OAH ANNUAL GENERAL MEETING 2019

PROXY APPOINTMENT

The Owners Association of Harmony (OAH) requires that one or more members be in attendance who are entitled to cast ten percent (10%) or more of the votes at that meeting. If you are unable to attend the meeting noted below, please complete the form below to appoint someone to vote on your behalf. The person you appoint could be a trusted neighbor who is a Member in Good Standing and will be attending the meeting, or the Vice President of the Board, Thilo Kaufmann.

I/We, hereby make, constitute and appoint **Thilo Kaufmann** or failing him/her, _____ as my/our attorney to represent me/us with the full authority to act as my/our proxy at the Annual General Meeting to be held on Tuesday, November 19, 2019 at 7:00 PM.

The completed proxy should be forwarded NO LATER THAN 3:00 p.m. on November 15, 2019 to:

**Owners Association of Harmony
100, 5709 2 Street SE
Calgary, Alberta T2H 2W4
Or by facsimile to 403-255-5374 or email at: admin@harmonyowners.com
Attention: OAH**

Questions may be directed to the OAH's Administrative Assistant, Adrienne Angers, at 403-212-6331 or to admin@harmonyowners.com.

Limitations imposed on proxy holder if any:

Dated this _____ day of _____, 2019.

Address: _____

Owner's Name 1: (Printed)

Signature

Owner's Name 2: (Printed)

Signature

Owner's Name 3: (Printed)

Signature

Please list additional Owners on Title and obtain signatures as required.



NOTICE OF DESIGNATION

RE: REGULAR MEMBER

TO: OWNERS ASSOCIATION OF HARMONY

Pursuant to Bylaw 3.2 1.(i) of the Owners Association of Harmony, we

(All Titled Owners' Names)

being all of the registered owners of the following property:

(Address)

hereby designate the following registered owner: _____

(insert only one person's name)

to be the Regular Member until this notice is revoked or amended by subsequent written notice given by all of the registered owners of the said property.

Dated this _____ day of _____, 20_____.

TO BE SIGNED BY ALL REGISTERED OWNERS OF THE SAID PROPERTY:



Notice

of

**OWNERS ASSOCIATION OF HARMONY
ANNUAL GENERAL MEETING 2019**

Tuesday, November 19, 7:00pm

Edge School

33055 Township Rd 250

Calgary, Alberta

AGENDA

Agenda Item	Action	Lead	Time
1.0 Call to Order and Roll Call	-	Chair	-
2.0 Appointment of Recording Secretary and Scrutineer	-	Chair	-
3.0 Adoption of Agenda	Approval	Chair	-
4.0 Welcome / Introduction of Board, invited guests and staff	-	Chair	5 mins
5.0 Approval of Minutes from last AGM: November 28, 2018	Approval	Chair	
6.0 Order of Business	Approval	Chair	
6.1 Set number of directors	Approval	Chair	5 mins
6.2 Election of Board of Directors		OAH Admin	10 mins
6.3 Report of the Corporation		Treasurer	10 mins
6.4 Treasurer's Report		Chair	5 mins
6.5 Appointment of Auditor	Approval		
7.0 Other Business	-	Chair	-
8.0 Adjournment	-	Chair	-

Minutes of the meeting will be taken by the appointed Recording Secretary