



January, 26, 2021

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

Dear Members of Owners Association of Harmony,

**RE: Notice of rescheduled Annual General Meeting – 7:00PM, Thursday, February 18, 2021**

Enclosed please find the Notice of the rescheduled Annual General Meeting (AGM) for the Owners Association of Harmony, an Information Circular, Agenda, a Proxy Form, Voter Designation Form and Draft Minutes from last year's AGM. You may also view this information on the OAH member's portal website at <http://liveinharmony.ca/connect/owners-association/>.

This Annual General Meeting is open to all Members of the OAH. Members whose accounts with the OAH are not in good standing are not eligible to attend or vote at the AGM. The AGM is being held at 7:00PM in a virtual Zoom meeting format. To **register** for the Zoom meeting details, please email [admin@harmonyowners.com](mailto:admin@harmonyowners.com) no later than Tuesday, February 16<sup>th</sup> 2021. Zoom registration details will be emailed closer to the AGM date. If you are unable to attend but are eligible and desire to vote, please date, sign and return the enclosed Proxy in accordance with the Proxy instructions.

The OAH requires a Voter Designation Form for all properties which are owned by more than one person if the designated member desires to vote at the AGM. We ask that you fill out and return the Voter Designation Form no later than **Tuesday, February 16, 2021** if one has not already been provided or if you wish to change a previously provided Voter Designation Form. Forms may be scanned and emailed to [admin@harmonyowners.com](mailto:admin@harmonyowners.com).

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

If you have any questions about the enclosed, please contact Ms. Nancy Farah at [nancy.farah@harmonyowners.com](mailto:nancy.farah@harmonyowners.com), or the OAH Admin Assistant – Owners Association of Harmony, via email at [admin@harmonyowners.com](mailto: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 (resigned)  
ELISE HARLICK (resigned)  
RYAN MCKENZIE  
WILLIAM GLOVER  
JESSICA EREN

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



**OWNERS ASSOCIATION OF HARMONY**  
**NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS**  
**Thursday, February 18, 2021**

TAKE NOTICE, that the Annual General Meeting of Members of the **OWNERS ASSOCIATION OF HARMONY** (the "Corporation") will be held via Zoom on **Thursday, February 18, 2021 at 7:00 PM.** (Mountain Standard Time). **The online meeting will begin at 7:00 PM Sharp;** for the following purposes:

1. To approve the minutes from the AGM held on November 19, 2019.
2. To receive the Report of the Corporation from the Board of Directors for the OAH.
3. To receive the Financial Statements and Reports of the OAH for the fiscal year ending June 30, 2020.
4. To set the number of members for the Board until the next AGM and to elect Directors.
5. To appoint the Auditor for the OAH.
6. To transact such other business as may properly come before the Meeting or any adjournment thereof.

The Audited Financial Statements for the year ending 2019 and the independent Auditor's Report, Report of the Board of Directors, Draft Minutes of the AGM held on November 19, 2019 are all available on the member's portal of the OAH website at: <http://liveinharmony.ca/connect/owners-association/>

THIS NOTICE SHOULD BE READ IN CONJUNCTION WITH THE INFORMATION CIRCULAR ACCOMPANYING THIS NOTICE.

Dated at Calgary, Alberta, this 26<sup>th</sup> day of January 2021.

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 via Zoom, on **Thursday, February 18, 2021 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 February 16, 2021, are entitled to vote at the Meeting, each Regular 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 nine (9) until the next Annual General Meeting.

The following nominees of the Subscribers have consented to let their name stand for re-election:

- Thilo Kaufmann (2) year term**
- Ryan McKenzie (2) year term**
- Katherine Milani (2) year term**



together with the following additional nominee who are residents and have consented to let their names stand for re-election:

**William Glover (2) year term**

**APPOINTMENT OF AUDITORS**

Management proposes that **BDO Canada LLP/BDO Canada Ltd.** be appointed as Auditor of the Company for the year ending June 30<sup>th</sup>, 2021 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 26th day of January 2021.

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, if a Member, 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 5:00 PM on Tuesday, February 16, 2021.**

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.

DATED this 26th day of January 2021.

BY THE ORDER OF THE BOARD OF DIRECTORS

BRIAN BROWN – Treasurer



**OAH ANNUAL GENERAL MEETING 2021**

**PROXY APPOINTMENT**

The bylaws of the Owners Association of Harmony (OAH) require that one or more members be in attendance who are entitled to cast ten percent (10%) or more of the votes at the 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 Thursday, February 18, 2021 at 7:00 PM.

The completed proxy should be forwarded NO LATER THAN 3:00 p.m. on February 16, 2021 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](mailto:admin@harmonyowners.com)  
Attention: OAH**

Questions may be directed to Ms. Nancy Farah at [nancy.farah@harmonyowners.com](mailto:nancy.farah@harmonyowners.com) or to [admin@harmonyowners.com](mailto:admin@harmonyowners.com).

Limitations imposed on proxy holder if any: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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 2021**

Thursday, February 18, 2021 at 7:00pm

Virtual format

**AGENDA**

Agenda Item	Action	Lead	Time
1. Call to Order and Instructions	-	Chair	5 mins
2. Appointment of Recording Secretary and Scrutineer	-	Chair	5 mins
3. Notice for Meeting and Meeting Quorum	-	Chair	5 mins
4. Adoption of Agenda	Approval	Chair	5 mins
5. Approval of Minutes from last AGM	Approval	Chair	5 mins
6. Order of Business			
i. Number of directors	Approval	Chair	-
ii. Election of Board of Directors	Approval	Chair	5 mins
iii. 2020 Fiscal Year Report of the Corporation	Approval	Treasurer	10 mins
iv. Treasurer's Report	Approval	Treasurer	10 mins
v. Appointment of Auditor	Approval	Chair	5 mins
7. Other Business	-	Chair	-
8. Adjournment	-	Chair	-