



ANNUAL GENERAL MEETING NOTICE

October 7, 2021

NOTICE TO: The Owners, Cougar Ridge Residents Association

FROM: Agent for the Owners: FirstService Residential Alberta Ltd
Community Manager: Kelly Varns

TAKE NOTICE that the **Annual General Meeting**, will be completed virtually on **Wednesday, October 27, 2021 at 7:00 p.m. Location - Virtual Meeting on Meeting Pulse:**

Cougar Ridge Annual General Meeting

Wednesday, October 27th, 2021 @ 7:00 pm

For this Meeting votes will be conducted virtually. Owners are invited to register ONE email for the virtual meeting. The results of the votes will be presented at the Annual General Meeting, followed by a question period.

TO REGISTER FOR THE ANNUAL GENERAL MEETING:

Please register prior to the meeting by following this link: <https://forms.office.com/r/aVXzewth59>

Alternatively, you may register using the following QR Code:



We ask that those attending please register by October 27, 2021, at 11:00 AM. The Annual General Meeting link will then be emailed to you by 2:00 PM.

IMPORTANT: Only ONE email address may be used for each unit as the unique link sent to you by "Meeting Pulse" is created specifically for that unit.

The Bylaws state that to vote, an Owner must not be in arrears. All condominium contributions must be paid in full. All proxies will be verified prior to counting.

If you are uncertain of your account status, or have questions about how to make payments, please email our Accounts Receivable Department at: accountsreceivable.AB@fsresidential.com

If you are unable to attend, you may assign your Proxy to another individual:

GENERAL INSTRUCTIONS FOR THE PROXY FORMS:

- i) An Owner may designate anyone who has reached the age of majority as proxy assignment,
- ii) The designated proxy holder will vote on behalf of the owner
- iii) All Owners must use the included proxy form. Please sign and date at the bottom of the proxy form as per legislation. Unfortunately, any unsigned proxy is not assignable and will be voided.

All restricted proxies must be scanned or photographed AND emailed to:

Kelly.varns@fsresidential.com

- iv) Proxies will be retained for a period of two years following this Annual General Meeting and will form part of the official documents for the Condominium Corporation. Proxies may be inspected within this two-year period upon request of any registered Owner or person authorized in writing by an authorized Owner.

All proxy forms must be received by October 27th and in advance of the AGM. If multiple proxies are received for the same Unit then only the most recently signed and dated version of the proxy will be used.

Note: As per Section 31. (2)(3) of the *Condominium Property Act Regulations*, a person who provides management services to, or is employed by, the Condominium Corporation is not permitted to be appointed as Proxy.

Ways to submit your proxy & ballot:

Send Via Cell Phone – Fill out the Proxy, sign it, take a picture on your Cell Phone or Mobile Device and email to: Kelly.varns@fsresidential.com

Send Via Scan – Fill out the Proxy, sign it, scan the document and email to Kelly.varns@fsresidential.com

Send Via Mail – Fill out the Proxy, sign it and return to our Office at 1100, 840 7 Ave SW Calgary, AB T2P 3G2

PROXY

Cougar Ridge Residents Association

ANNUAL GENERAL MEETING

Residents Association NO. 0000014

I hereby make, constitute and appoint _____ as proxy holder to represent me with the full authority to cast my vote by proxy and with several power of substitution and revocation for me and in my place and stead, at the Annual General Meeting: Residents Association **No. 0000014** held on **Wednesday, October 27th, 2021** and at any and all adjournments thereof, and I hereby ratify and confirm all that my said proxy may do by virtue hereof.

DATED IN THE CITY OF _____ IN THE PROVINCE OF _____

DATED THE _____ DAY OF _____ 2021

UNIT NO. _____

Unit Owner (Please Print)

Owner Signature

Unit Owner (Please Print)

Owner Signature

DATE OF EXPIRY

SIGN IF FOR QUORUM USE ONLY

All proxy forms must be received by October 27th and in advance of the AGM. If multiple proxies are received for the same Unit then only the most recently signed and dated version of the proxy will be used.



TO ALL OWNERS
Cougar Ridge Residents
Association

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Wednesday, October 27, 2021
TIME: 7:00PM
LOCATION: Virtual Meeting

AGENDA

The order of business at general meetings, and as far as is appropriate at all extraordinary meetings, shall be:

- (a) if the President or the Vice-President of the Board shall be absent, or elects to vacate the chair or refuses to act, the election of the Chairman of the meeting;
- (b) calling to order by the meeting Chairman, calling of the roll, certifying the proxies, and establishing quorum;
- (c) proof of notice of meeting or waiver of notice;
- (d) reading and disposal of any unapproved minutes;
- (e) report of officers;
- (f) report of committees;
- (g) consideration of financial statements and the annual report respecting the reserve fund;
- (h) appointment of auditors and solicitors for the Corporation;
- (i) resolution establishing the number of Board members for the upcoming year;
- (j) resignation of the Board (to be effective upon the election of a new Board);
- (k) election of the Board;
- (l) unfinished business from the previous general meeting;
- (m) new business;
- (n) any special business; and
- (o) adjournment.