

January 6, 2017

**Members of Cascades in Royal Oak Residents Association**

**Dear Member:**

**Re: Notice of Annual General Meeting (AGM)  
7:00 PM, Tuesday, January 24, 2017  
Royal Oak Victory Church, 450 Royal Oak Drive NW, Calgary, AB**

Please review the enclosed information and either plan to attend the AGM or send your proxy in as indicated. The AGM for the Cascades in Royal Oak Residents Association is scheduled for 7:00 pm, January 24, 2017 at the Royal Oak Victory Church located at 450 Royal Oak Drive NW, Calgary, AB.

The balance of the AGM package and the financial audits will be available for review on the community website at [www.CascadesRoyalOak.com](http://www.CascadesRoyalOak.com)

If you are interested in being nominated as a volunteer for The Cascades in Royal Oak Residents Association Board of Directors, or have any questions about the enclosed, please attend and offer your name for nomination or ask your questions.

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

If there are any questions regarding this notice of meeting, proxy completion or other contents of the mailed package please contact Mike Labinjo at (403) 299-1873 or E-mail to [Mike.Labinjo@fsresidential.com](mailto:Mike.Labinjo@fsresidential.com).

Yours Truly,

For the Board of Directors  
**Cascades in Royal Oak Residents Association**



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**FirstService Residential Alberta Ltd.**  
Michael Labinjo  
Community Manager  
(403) 299-1873  
[mike.labinjo@fsresidential.com](mailto:mike.labinjo@fsresidential.com)

**THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION**

**NOTICE OF MEETING**

**NOTICE OF ANNUAL MEETING OF MEMBERS**

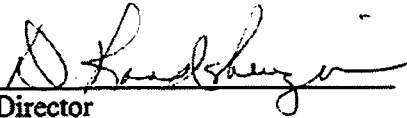
TAKE NOTICE, the Annual General Meeting of the Members of THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION (the "Company") will be held at Royal Oak Victory Church located at 450 Royal Oak Drive NW, January 24, 2017 at 7:00 pm, for the following purpose:

- To receive the Annual Report of the Company;
- To receive the Audited Financial Statements for the year ended March 31, 2015;
- To elect the Directors to hold office until the next Annual General Meeting and
- 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 6<sup>th</sup> day of January, 2017.*

By Order of the Board of Directors

  
Director

To all Members:

**NOTE: If you are not able to be present at the above meeting, please date, sign and return the accompanying proxy form.**

**THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION  
GENERAL INFORMATION**

**SOLICITATION OF PROXIES**

This Information Circular is furnished in connection with the solicitation of proxies by management of THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION (the “Company”) for use at the Annual General Meeting (the “Meeting”) of Members of the Company to be held at the Royal Oak Victory Church at 450 Royal Oak Drive NW, Calgary, Alberta on *January 24, 2017* at 7:00 pm (Calgary time.)

**APPOINTMENT AND REVOCATION OF PROXIES**

Each Member entitled to vote at the Meeting may, authorized in writing, appoint a proxy person to attend and vote on any matter on his/her behalf at the Meeting. In order to be acted upon at the Meeting, a form of proxy must be delivered to:

Mike Labinjo, Community Manager  
FirstService Residential Alberta Ltd.  
810, 839 5th Avenue SW, Calgary, AB T2P 3C8  
Mark “Attention: AGM”,

or by facsimile (403) 299-1813, or e-mail to [Mike.Labinjo@fsresidential.com](mailto:Mike.Labinjo@fsresidential.com); in time to reach that address not less than twenty-four (24) hours (excluding Saturdays, Sundays and Holidays) before the time set for the Meeting, i.e. January 24, 2017 at 7:00pm. Please be advised that photo images of the proxy can also be submitted via email as well.

**AGENDA FOR THE MEETING**

1. Call to Order / Introductions.
2. Quorum count – including proxies.
3. Record Proof of Notice of Meeting.
4. General Conduct / Voting Rules of the Meeting.
5. Acceptance of the Minutes for the 2015/2016 Annual General Meeting.
6. President’s Report.
7. Auditor’s Report and Financial Statements.
8. Call for Nominations for the Board.
9. Election of the Board of Directors.
10. New Business.
11. Q & A Time.
12. Meeting Closure.

**VOTING BY MEMBERS**

Members are defined in the Articles of Association (the “Articles”) of the Company as persons owning a residential property in the Cascades in Royal Oaks Subdivision.

Only Members of record at the close of business on January 15, 2017, i.e. those who have fully paid their annual fees for the current fiscal year, are entitled to vote at the Meeting, each Member being entitled to one (1) vote.

Where there is more than one owner of a property, there shall be only one (1) Member who shall be the person designated as the Member by all the owners of the property.

### ELECTION OF DIRECTORS

Article 28: Unless otherwise determined by a general meeting the number of Directors shall not be less than three (3) or more than fifteen (15).

Article 36: at every succeeding annual general meeting, all the Directors shall retire from office.

Article 37: A returning Director shall be eligible for re-election.

Article 38: The Company at every annual general meeting shall fill up the vacated offices by electing a like number of persons to be Directors.

The following Members have agreed to let their name stand for nomination for the ensuing term:

Name	Address	Period Served as a Director of the Company
Tim Lafferty	Calgary, Alberta	6 years
Casey Maurice	Calgary, Alberta	1 year
Jason Edwards	Calgary, Alberta	4 years
Don McKinnon	Calgary, Alberta	2 years


Nominations will also be sought at the meeting for Directors from the Members in attendance. Individuals should be aware of the fiduciary responsibilities of director's generally.

The term of office for each person shall be from the date of the Meeting until the next Annual General Meeting or until his/her successor is elected or appointed.

### 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 order of the Board of Directors

  
Director

# PROXY FORM

THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION  
ANNUAL GENERAL MEETING OF MEMBERS

On the 24<sup>th</sup> day of January, 2017

7:00 PM (Calgary Time)

IF UNABLE TO ATTEND THE MEETING YOU MAY FILL OUT AND SUBMIT THIS  
PROXY

PROXY SOLICITED BY MANAGEMENT

The undersigned member of THE CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION (the "Company") hereby appoints (\*) \_\_\_\_\_, as my representative 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:

DATED this \_\_\_\_\_ day of \_\_\_\_\_, in the Year \_\_\_\_\_.

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

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

\_\_\_\_\_  
Member's Address (please print)

This form should be signed by the Member to authorize in writing.

If the Member is a corporation, this form of proxy should be signed by a duly authorized officer under corporate seal.

**(\*) Please insert the name of the person you wish to represent you at the AGM meeting. You may select one of the persons who are indicated on page 4 of the Notice of Annual General Meeting.**

Return Proxies:

Attention: AGM

C/O The Cascades in Royal Oak Residents Association

Mike Labinjo, Community Manager

FirstService Residential Alberta Ltd.

810, 839 5th Avenue SW, Calgary, AB T2P 3C8

Mark "Attention: AGM",

or by facsimile (403) 299-1813,

or e-mail to [Mike.Labinjo@fsresidential.com](mailto:Mike.Labinjo@fsresidential.com) ;