

**ANTRIM GLEN HOMEOWERS
ASSOCIATION**

INFORMATION PACKAGE

FOR

THE

2021

ANNUAL GENERAL MEETING

**Antrim Glen Homeowners Association
Annual General Meeting (2021)
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TO FOLLOW: Voting Sheets re 2021 AGM

A Note from the AGHA Board the 2021 AGM

To all AGHA members:

Once again the Association has deferred the Annual General Meeting of the Antrim Glen Homeowners Association until Sept., 2021. The meeting that traditionally would have been held in June is scheduled for Saturday, September 18, 2021 and will be held outside in the Pavilion. Information as to how this will work follows on the next page and, where necessary, will be updated or added to through AGHA eBlasts. We are doing the AGM in this manner & at this time to be compliant with Ontario regulations regarding non-profit corporations. It. In so doing this AGM will be “different” but we would appreciate everyone’s cooperation in making this work.

Please take time to think about subjects you may want discussed or information you want provided. Submit your requests to the AGHA in writing, ensuring your request is signed & placed in the Silver mailbox, marked AGHA. Alternatively, you may submit your request by email to garycline@cogeco.ca. The deadline for submissions is Sunday, Sept. 11, 2021.

As per last year please note to minimize the complexity of the AGM this year, there are no new constitution or by-law proposals in this package. All current rules & regulations remain the same and can be viewed on the Glen Net website. However, the Board recognizes & acknowledges there may be issues and concerns that do require a greater degree of conversation and may in fact require member approval through the voting process. In the event any item raised by any member does require community discussion and possibly a vote to approve or negate, we would ask that you accept this Board’s promise that these items will be discussed at a later date by way of a Special Meeting when it is practical, feasible and safe to do so.

Your input to this meeting is greatly appreciated and will serve to provide continued benefits to improvement of the Antrim Glen community. Thank you.

The Board
Antrim Glen Homeowners Association

ANTRIM GLEN HOMEOWNERS ASSOCIATION

THE 2021 ANNUAL GENERAL MEETING PROCEDURES

1. The AGM Info package will be circulated prior to Sept. 11, 2021 to the community via email and/or the Glen Net website. As well if and where necessary residents may request a “printed” copy of the report.
2. Printed copies will then be distributed to any resident who did not receive an emailed copy or indicated a preference for a printed copy.
3. AGHA members will have until Sept. 11, 2021 to submit any requests for information and/or proposals for any changes. Submissions will be in print to the AGHA mailbox in the mailroom at the Glen or by email to Gary Cline at garycline@cogeco.ca .
4. On Saturday, Sept. 18, 2021 (rainout date Sept. 25) members will have an opportunity to ask questions and/or voice concerns direct to the Board via “in person” sessions at either 10:00 or 11:00 am in the Pavilion (I hour limit and COVID-19 rules and regulations will need to be maintained) or by participating in a Zoom conference call at 2:00 PM.
5. Each session (in person and by Zoom) will be limited to 100 participants. Therefore, you must register to participate in one of the two in person sessions or the Zoom call (but not both). To register either email the Board chair at garycline@cogeco.ca or by phone at 905-220-2276. If you are attending the Zoom call then you need to have downloaded the Zoom app onto a suitable device and you must provide an email address to receive your invitation.
6. Following the Sept. 18th information sessions residents will have until September 30th to submit their ballots via the Glen Net website as was done last year or they may submit printed ballots deposited into the Association’s silver mailbox slot in the mailroom. Printed ballots must be signed indicating the members name and address. Ballots without names will not be accepted. This is not the norm but it is necessary as we need to be able to confirm that at least 20% of members have voted. Otherwise, we do not meet the requirements for a quorum and the meeting would be deemed null and void.
7. Please note that at this time do not submit your annual dues. As you may recall we deferred the annual dues for the 2020-2021 and any decision to do so for the 2021-2022 year will need to be determined by the new Board after the upcoming AGM.

ANTRIM GLEN HOMEOWNERS' ASSOCIATION **ANNUAL GENERAL MEETING - SEPTEMBER, 2021**

Enclosed is your information package for the 2021 Annual General Meeting of your association. Unfortunately, due to the ongoing restrictions imposed by the COVID19 pandemic and due to how late last year's meeting was held, we opted to defer this meeting until September 18th, always hoping we would be able to conduct the meeting in person in the Glen. Unfortunately, we are not there yet and, as such, we once again will undertake this meeting in a quasi "virtual" manner involving a combination of electronic communication methods. In so doing we hope to have provided sufficient advance notice to allow all residents time and opportunity to prepare for the meeting, including bringing forth to the Board any issues and concerns residents feel need to be addressed, such as constitution and/or rule changes. The details of how this will work have been laid out elsewhere in this package and additional information will likely be forthcoming by eBlast through the Glen Net. **Please (very important) if you have neighbours and friends who do not routinely access electronic communications, let those people know the information that is being communicated.** It is not our desire to see anyone disenfranchised so your help in spreading the word is very important.

The AGM is your opportunity to help determine how your community functions. It is also your opportunity to get more involved by stepping forward to offer your time and your abilities to the various Board and committees here in Antrim Glen. Your AGHA, through it's Board and its committee, is responsible for hosting community events, for managing the assets held by the association and for informing the community of what's going on. Through the various committees a multitude of volunteers make things happen at Antrim Glen but more volunteers are always needed to keep things moving forward. Consider joining the Board. Consider joining one of the committees. Our community will only be as good as the volunteers that work so hard to make Antrim Glen a thriving community.

Please make a point of participating in the AGM. Make your concerns known. Take the time to refer to the various items in this package including the election notice. Take the time to consider signing up for the various committees. And most importantly take the time to know what you need to do to exercise your vote at this meeting.

Lastly, I'd like to take this opportunity to once again thank everyone in this community who gives of their time and knowledge to make this a better place to live. Your Board works hard on your behalf. Your committee chairs and their respective committee members work hard on your behalf. And everyone that volunteers works hard to make events and activities fulfilling and enjoyable. To all of them my thanks on behalf of the Board and the whole Antrim Glen community. We look forward to a return to normalcy, to being able to share the joy and companionship of attending community functions in the Glen. To do that we need the continuing support of those that can and do share their time to help their neighbours.

Looking forward to seeing you at the AGM (SOME WAY OR ANOTHER!!!)

The 2020-21 AGHA Board & It's Responsibilities

Executives:

Gary Cline	Chair Resident Run Events Glen Echo Committee
Murray Proud	Vice-Chair Parkbridge Liaison Committee Special Events & Glen Pub Committees
Dave Cooper	Governance Secretary
Henry Melo	Treasurer Bingo Committee

Directors:

Bill Kitchen	Emergency Planning Committee
Gary Young	Glen Net Committee
Joanne Lucas	Recording Secretary
Nancy Clodge	Membership (New Resident Welcoming)
Ross Hayward	TBD

Responsibilities of AGHA Board

- Manage all business of the Association
- Maintain open lines of communication with members
- Communicate with Parkbridge
- Liaise with all appointed committees
- Review and approve expenditures
- Hold a minimum of ten (10) Board meetings per year
- Organize and run Annual General Meeting
- Purchase, maintain and replace assets
- Maintain Insurance requirements for the Association and Directors
- Review & establish Rules, Procedures and Guidelines re operation of the Glen
- Accept and approve proposals for events held in the Glen
- Provide Board Reports to Members

Responsibilities of Board Appointed Committees

1. Assets Management Committee

- Manage inventory of all AGHA assets, including repair and/or replacement
- Purchase assets for AGHA as required
- Organize storage and storage areas, including pool furniture
- Manage the cleaning of the Glen Kitchen
- Conduct pre and post inspections of the Glen after a private rental
- Submit monthly committee minutes and information to the board
- Submit an Annual Report for the AGM

2. Bingo Committee

- Plan and run bingo sessions in accordance with City of Hamilton rules & regulations
- Provide canteen services at all sessions with profits contributed to AGHA
- Submit monthly committee minutes and information to the board
- Submit an Annual Report for the AGM

3. Emergency Planning Committee

- Ensure Antrim Glen residents are ready for an emergency
- Communicate current emergency information to residents
- Research and develop training programs to assist residents in being emergency ready
- Provide access to local emergency information
- Submit monthly committee minutes and information to the board
- Submit an Annual Report for the AGM

4. Glen Echo Committee

- Design, print, publish and distribute the Glen Echo newsmagazine quarterly
- Identify, select, and write articles of community interest
- Provide editorial services
- Promote and sell advertising
- Submit quarterly committee minutes and information to the board
- Submit an Annual Report for the AGM

5. Glen Pub Committee

- Plan and oversee Glen Pub activities for AGHA members
- Plan and oversee other social events which are not run by Special Events
- Submit event budgets as required for board approval
- Submit financial reconciliation to the board after each event
- Submit monthly committee minutes and information to the board
- Submit an Annual Report for the AGM

6. Glen Net Committee

- Co-ordinate and develop the GlenNet website
- Maintain and update the GlenNet website
- Post monthly calendar, activity information and AGHA information on mailroom bulletin boards
- Submit monthly committee meeting minutes and information to the board
- Submit an Annual Report for the AGM

7. Membership Committee

- Communicate with Parkbridge for new resident and departing resident information
- Gather information for welcome packages
- Obtain consent forms from new residents
- Collect Association membership fees
- Maintain membership directory current on a timely basis
- Submit monthly committee meeting minutes and information to the board
- Submit an Annual Report for the AGM

8. Parkbridge Liaison Committee

- The committee comprises 2 board members.
- Discuss and resolve issues common to Parkbridge and Antrim Glen
- Provide written updates and timeline on current developments
- Submit monthly committee minutes and information to the board

9. Special Events Committee

- Plan and manage special social activities for Antrim Glen residents
- Submit planned revenue and expense budgets for board approval
- Submit financial reconciliation to the board after each event
- Submit monthly committee minutes
- Submit an annual report to the Board

10. Tour Group Committee

- Plan and oversee special offsite social activities for AGHA members and others
- Submit planned revenue and expenses of each activity for board approval
- Submit financial report after each event to the board
- Submit monthly committee meeting minutes and information to the board
- Submit an Annual Report for the AGM

11. Special Committee to Develop 5-Year Budget

- To determine anticipated expenditures, including projected capital costs for the AGHA over the next five years
- To determine required revenue to meet expenditures
- To determine the need to maintain membership fees and/or potential increase or decrease thereof.

**Annual General Meeting
September, 2021
Agenda re Information Sessions**

1. Call meeting to order
2. Introduction of 2020-21 Board of Directors
3. Opening Remarks
4. Honoring Residents who have left us over the last term
5. Financial Reports – Financial Report for 2020-2021
6. Discussion of questions and concerns received from members
7. Introduction of Election Committee
8. Explanation of the Election process
9. Request for Nominations for Board Positions
 - a. Board Nominations of Existing Directors
 - b. Nominations of Board Members
 - c. Nominations from the floor
10. Q&A re Members
11. New Business 2021
12. Adjournment

Summary of 2020 AGM Sessions and Voting Sheets (In Lieu of Formal Minutes)

Note: the format of the 2020 Annual General Meeting involved both in person and on line sessions to communicate the necessary information to the residents of Antrim Glen.

Subsequent to the information sessions residents voted either via the Glen Net website or via paper ballots deposited into the AGHA mailbox. The following notes were prepared in lieu of formal minutes and summarize the 2020 AGM.

The following is provided as a summary of the items discussed during the recent information sessions, including questions and answers raised by residents. Here are the salient points:

1. The AGM package was emailed via an eBlast to 379 emails addresses. As well 37 were hand delivered to residents who have not provided an email address or requested a printed copy.
2. The AGM package contained the minutes to the 2019 AGM, the minutes to the 2019 Special Meeting re Rules, the Financial Report provided by the AGHA Treasurer, Board committee annual reports, and the details of the current composition of the Board outlining which Board members need to be confirmed by the residents.
3. On September 19, 2020 two information sessions were conducted - an “in-person” session attended by approximately 67 persons and a Zoom conference call session attended by approximately 31 members.
4. During these two sessions the contents of the packages were reviewed and an opportunity to discuss and/or raises questions was provided. There was no discussion of the package during either session. However, during the sessions there were several questions and/or concerns raised by the residents. These include:
 - a. A resident asked whether or not members were still required to pay their annual membership fee of \$10.00. The Board did confirm that membership fees were still required and that notice that they were now due would be sent out once the AGM is completed. It was also mentioned that any change to membership fees requires a constitutional change approved by 2/3 of persons attending an AGM or Special Meeting called for that purpose. It was further pointed out that the Board has put together a budget committee chaired by John Moisan to put together a five-year plan to manage expenses and revenues and that membership fees would be reviewed as part of the assessment by that committee.
 - b. A resident requested that the Board reconsider the rental fee charged by the AGHA for private rentals of the Glen. The current fee to rent the Glen for a private function is \$350, of which \$200 is a refundable deposit based on leaving the Glen clean and undamaged. The resident indicated that with the added cost of providing the mandated insurance protection the cost was too high. The Board will consider the request.
 - c. A resident asked whether or not the Board would seek relief from Parkbridge on behalf of the residents for maintenance fees paid by the residents during the pandemic. The response provided stated that the maintenance fee paid by residents was pursuant to a contractual arrangement between Parkbridge and the resident and is therefore outside of the scope of the stated purpose

of the AGHA. Note that the Board has been told by Parkbridge that the annual costs of providing maintenance for our community is increasing at approximately 6% per year, whereas the annual amount by which Parkbridge may increase our maintenance fees is limited by the landlord and tenant act.

- d. A resident asked if the Board could broaden the scope of the Financial Report to provide a) details of donations made by the Board and b) enhanced details of the transactions made by Board committees via their petty cash accounts. As both lead to increased disclosure to the residents the Board will undertake to make these adjustments.
5. During the two sessions residents were asked if anyone wished to put their names forth for a director's position on the Board. There were no respondents. As well there were no nominations of other members by the persons attending the two sessions.
6. As such in order to complete the AGM for 2020 the only items requiring a vote by members were as follows:
 - a. To approve the minutes of the June 8, 2019 AGM as detailed in the 2020 AGM Report - **APPROVED**
 - b. To approve the minutes of the Oct. 5, 2019 Special Meeting for Constitutional and By-Law Amendments as detailed in the 2020 AGM Report - **APPROVED**
 - c. To approve the Treasurer's Report for the year ending March 31, 2020 as detailed in the 2020 Report - **APPROVED**
 - d. To confirm the appointment of member resident Gary Young as a director of the AGHA Board for a 3-year period ending June, 2023 - **APPROVED**
 - e. To confirm the appointment of member resident Murray Proud as a director of the AGHA Board to complete the 3-year term ending June 2021 of previous board member Margaret Beechey. - **APPROVED**

AGHA Board Chair's Report For September, 2021 AGM

The 2020-2021 year has once again been dominated by the pandemic, resulting in a quiet low-key year throughout the Glen. Expectations of resuming the busy social lives we've always enjoyed were once again delayed and ultimately shut down as the doors to Glen continued to remain shuttered. Only now are we seeing signs of re-wakening. Yes, the Glen is now open but the requirement to comply with the myriad of COVID rules and regulations is most certainly muting the joy of the re-opening. For the Board it has come with additional responsibility for ensuring that resuming activities are doing so in the safest and healthiest manner possible. This is not a role the Board cast for itself but Parkbridge has stressed that activities held in or around the Glen are the responsibility of the AGHA and not Parkbridge. Thus, the obligation to ensure compliance to COVID rules and regulations.

We did experience changes at the Board level. Unfortunately, long time Board member, Carolyn Andrews, stepped aside. Her contributions to Board and community are long and deep and we thank her for her years of service. But we were very fortunate Henry Melo stepped forward to assume the role of Board Treasurer. As well long-term residents JoAnne Lucas, Nancy Clodge and more recently Ross Hayward have joined the Board as directors, bringing the Board's complement back up to the 9-person maximum allowed by our constitution. Note that any resident is welcome to put their name forth to join the Board. If you want your name added to the ballot then please email me or give me a call at 905-220-2276. The AGM is everyone's opportunity to make change happen.

Unfortunately, another lost year has kept our various committees dormant. While the Glen Echo very, very competently continued to publish during the past year and the Glen Net continued to keep residents well informed, most of our other committees were quiet. No Glen of course has meant no Special Events, no Pub Nights, no Bingos and no Bus Tours. I know I speak for all of the members of these committees when I say that they are anxious to get going. Hopefully not too much further down the road.

Lastly the Board continues to be grateful to the residents of Antrim Glen for their cooperation in keeping our community safe and healthy. As well as extending my thanks to all of my fellow Board members, I would also like to extend our thanks to our management team from Parkbridge. Working with Christina continues to be a positive and pleasant experience. There will always be challenges but a positive working relationship does minimize any difficulties.

We are fortunate to have a great community. Let's all do our share to ensure it continues to thrive and prosper.

Regards

Gary Cline, Chair

On Behalf of the Board of the Antrim Glen Homeowners Association

TREASURERS REPORT FOR THE AGM
REPORTING THE YEAR APRIL 1, 2020 TO MARCH 31, 2021

In the following pages you will find the financials for the Association for the fiscal year ending March 31, 2021. In summary, net revenue of roughly \$3790 from memberships and \$4545 from Glen Echo advertising offset fixed expenses of \$3537 resulting in excess revenue over expenses of \$4798. This excess brought our bank balance to \$22033 which appears to be a healthy sum but as we saw from last year's shortfall of \$5759 it can quickly move the other way.

The pandemic has shut down most of the activities that are run by hard working volunteers in numerous committees. Besides the above mentioned, the AGHA pub raffle for food bank was a huge success as it donated \$1900 to the Flamborough Food Bank.

In closing I would like to say that I look forward to the day when our community is once again functioning at full capacity and the cheques I prepare for expenses are five times the amount.

Sincerely,
 Treasurer
 Henry Melo

ANTRIM GLEN HOMEOWNERS' ASSOCIATION INC
STATEMENT OF REVENUES & EXPENSES
FISCAL YEAR ENDING MARCH 31 2021

REVENUES:

Memberships	\$ 3,790.00
Glen Echo Revenue	\$ 11,709.60
AGHA Special Events	
Glen Pub Events	\$ 1,290.00
Resident Run Events	
AGHA Admin Expenses/Cash returned	
AGHA Tour Group Revenue	
Rental & Security Deposit on Hall	\$ 200.00
Bingo Committee Revenue	
Donations/ Parkbridge	
Merit Insurance	\$ 64.80
Gov't Relief Program	\$ 207.00
Bank Charges	<u>\$ 59.40</u>
TOTAL REVENUES	\$ 17,320.80

EXPENSES:

Merit Insurance	\$	2,071.44
Glen Echo Printing / Pics Plus& Delivery	\$	7,164.95
AGHA Special Event/Resident Run Event Expenses		
Glen Pub Expenses	\$	237.20
AGHA Travel Group Expenses		
AGHA Administrative Expenses	\$	235.02
AGHA Board Events(Coffee time etc)		
AGHA Petty Cash Top Ups		
Asset Committee Purchases/Expenses		
Glen Net Expenses	\$	412.11
Cogeco / WIFI for the Glen	\$	812.88
Reimburse Security Deposit	\$	200.00
Donations to Flamborough Food Bank	\$	1,290.00
Glen Echo Home Award		
Bank Charges/Cheques	\$	<u>99.62</u>
<u>TOTAL EXPENSES</u>	\$	12,523.22

Profit & Loss Summary As at Mar. 31, 2021: \$ 4,797.58

Summary of Cash Assets as at Mar. 31, 2021

AGHA Bank Balance as at Mar. 31, 2021	\$	22,033.47
AGHA Committee Petty Cash Balances	\$	<u>2,050.00</u>
Total AGHA Balance as at Mar. 31, 2021	\$	24,083.47
Total AGHA Balance as at Mar. 31, 2020	\$	19,285.89
Change in Cash Asset Balance Over 12 Month	\$	4,797.58

AGHA Committee Annual Reports re 2020-21 AGM

Note that for the 2020-2021 year, with the exception of the Glen Echo Committee, no committee reports have been provided. In most cases, because of the pandemic, committees have not met on a regular basis and there has been a minimum of activity. Details as to what committees exist and what each committee does is available by referencing the AGHA Glen Net website.

Exceptionally during the pandemic the Glen Echo, with Beryl Cooper as committee chair and Charmaine Irwin as editor, has continued to provide our community with an excellent publication. To all of those who work so hard both administratively and journalistically, thank you for the exceptional service.

As well many thanks to Ed Scarlett, Ted Clark and Deb Gray, who maintain our local website and send out the myriad of eBlasts on behalf of the association. This has become an important method of communication and the time and effort required to keep it going should not be taken for granted. A tip of the hat to the members of the Glen Net committee.

The Glen Echo

Glen Echo Committee Report - AGM April 1 2020 – March 31 2021

Our community newsletter continued for the residents of Antrim Glen, even throughout the changes we experienced due to COVID-19. Since the first issue in Spring 2002, the mandate has been to produce a quality publication to celebrate and inform the community. It is an extremely cost-effective, quality publication that benefits, not only the residents of Antrim Glen, but also provides community prestige.

Effective July 1 2020, Pat Massier resigned as Chair and Managing Editor. Unfortunately, a few months later, Pat passed away. We will always be grateful for her amazing contributions, leadership, and many skills she contributed to the Glen Echo and the Committee. This position reverted back to two roles, as it had previously been. We welcomed Charmaine Irwin in the role of Managing Editor, and effective as of the July 15 2020 Zoom meeting, Beryl Cooper was nominated for Chair, accepted, and will also continue the role of Design/Layout.

At our Spring 2020 quarterly meeting, we were scratching our heads trying to figure out how we could publish with the pandemic affecting us all, the closing of The Glen, all events cancelled, and life at Antrim Glen as we knew it came to a standstill. We reached out to the community and the response was amazing. We were able to continue publishing issues offering an amazing variety of topics, with interesting and refreshing information.

We continue to provide home delivery early in January, April, July, and October. Our fiscal year end of March 31 2020 saw a total of \$11,709.60 income from advertisers, with an expenditure of \$7,164.95, contributing \$4,544.65 to the AGHA.

We have a dynamic and active group of people who meet on a quarterly basis to develop and design the newsletter. More importantly, the Glen Echo belongs to the people of Antrim Glen, with every issue having many resident contributors who submit articles, photos, and anecdotes. We welcome any submissions.

We are proud of what we were able to accomplish this past year. Many thanks to our very dedicated volunteers. We look forward to 2021-22 with excitement, anticipation, and hope.

Respectfully submitted, the ***Glen Echo Committee***

Beryl Cooper Chair, Design and Layout Manager

Faye Heffernan Reporter & Milestones contact

Kathy Horak Secretary & Proofreader

Charmaine Irwin Managing Editor

Carol Maund Treasurer & Advertising Manager

Volunteers

Ken Bangerter, Photographer

Fred Bieler, Photographer

Jack Irwin, Photographer

Milt Paczay, Home Delivery

August 29 2021

ELECTION NOTICE

All Members of the Antrim Glen Homeowners Association

The Annual General Meeting (“AGM”) of the Antrim Glen Homeowners Association (Association”) is being held in September 2021.

As per the AGHA constitution the Board shall consist of not less than 5 or more than 9 directors. At the current time the Board has a full complement of 9 directors. For the purpose of the 2021 AGM elections, the following information on existing director positions is applicable:

Two (2) Directors are currently serving terms not yet completed; no action required:

- Gary Cline, Gary Young

Three (3) Directors, having completed 3-year terms for which they were previously elected or appointed, are hereby nominated by the Board for 3-year terms and now need to be approved by election (unless the nomination is withdrawn at the director’s request):

- Murray Proud, Dave Cooper, Bill Kitchen

Three (3) directors, having been appointed to the Board in 2021, are hereby nominated by the Board for 3-year terms and need now to be approved by election for 3-year terms commencing 2021:

- Jo-Anne Lucas, Nancy Clodge, Ross Hayward

One (1) director, having been appointed in 2021 to complete the term previously held by Carolyn Andrew and expiring in 2022 is hereby nominated by the Board and now needs to be approved by election to complete the term expiring in 2022:

- Henry Melo

In addition, the election committee shall call for nominations from the floor. If you are interested in running for a Director’s position, you only need to be nominated by someone from the floor and you may nominate yourself. Please note no seconder is required. If nominations exceed the required number of Director positions open, elections will be held at the AGM. Please remember **ONLY THE BOARD IS ELECTED**.

If you have any questions, please call on one of the existing Board members and they will assist you in any way they can.

At the AGM please think about volunteering for the Board, or one of the committees or for where ever you have the time and can help out.

Most important of all, please attend the AGM in September, 2021.

AGHA Board

ANTRIM GLEN HOMEOWNERS ASSOCIATION**DIRECTOR'S REGISTER AND TERMS (As at September, 2021 AGM)**

NAME	DATE ELECTED		DATE APPOINTED	REPLACED	TERM EXPIRY	# COMPLETED TERMS	YEARS LEFT
Gary Cline	June 8, 2019				2022	0	1
Murray Proud			Sept. 9, 2019	Margaret Beechey (2018)	2021	0	0
Gary Young	Sept., 2020				2023	0	2
Henry Melo			Feb. 2021	Carolyn Andrews	2022	0	1
Jo-Anne Lucas			Nov. 24, 2020		2021	0	0
Ross Hayward			August 25, 2021		2021	0	0
Dave Cooper			June 8, 2019	Jim Van Hemmen 2018	2021	0	0
Bill Kitchen	June 9, 2018				2021	1	0
Nancy Clodge			Nov. 24, 2020	Margaret Beechey 2018	2021	0	0

AGHA AGM Election Committee Duties and Responsibilities

Note: Due to the fact this is not being conducted at one time as an in-person meeting, the following has been amended from the usual format to accommodate the “quasi” electronic nature of the meeting being conducted at this time. The following shall be applicable:

The Board shall appoint an election committee to oversee the nomination and election process. Upon appointment the designated members of the election committee shall meet with the Board to receive any information required. Subsequently the committee shall:

- a. Prior to the information sessions on Sept. 18, 2021 the election committee shall undertake to confirm any Directors who have been appointed to the Board during the year, replacing Directors who were previously voted in.
 - i. During the information sessions The Election committee, if available (otherwise the Board chair), shall introduce the appointed Directors, explaining who they are replacing, and the amount of time left in the replaced Director’s term.
 - ii. ask if there are any questions and then confirm that the new director(s) shall be added to the ballot for the membership to approve or not.
- b. During the information sessions The Election committee, if available (otherwise the Board chair), shall:
 - i. Confirm to the members attending the sessions the Board’s nominations of present members who wish to run again.
 - ii. Ask for nominations from the floor, undertaking thereafter to confirm with the person nominated that they are willing to be nominated.
 - iii. If the nominee is present, ask the members if there are any questions of the nominee and then confirm that the nominee shall be added to the ballot for the membership to approve or not. (Note that if the nominee is not present at the information session, the election committee shall undertake to confirm if the member will accept the nomination and will proceed to add the nominee to the ballot if the nominee is willing.)
- c. Following the information sessions, the election committee shall in conjunction with the Board confirm the accuracy of the ballots before distribution.
- d. Between the time of the information sessions and Sept. 30th the committee shall collect and count all ballots.
- e. Thereafter the election committee shall report by email to the Board the results of the election, which in turn shall be reported to the membership by eBlast.

IMPORTANT NOTES REGARDING THE ELECTION PROCESS

1. For the meeting to be determined as valid there must be a quorum. As per the membership committee there were an estimated 400 members in the AGHA as of March 31, 2021. A quorum of 20% or 80 members is therefore required.
2. For purposes of this AGM it shall be deemed to be a quorum if 20% of the membership (80 persons) attend the information sessions and if 20% of the membership (80 persons) submit ballots after the information session.
3. For purposes of determining that number of members attending the information sessions it will be necessary to register in advance for the sessions, thus allowing for membership of attendees to be confirmed. (Note that the information sessions are open to all residents to attend but only the names of members shall be recorded.)
4. For purposes of determining the number of members submitting ballots best efforts will be made to determine the number of persons voting on line through the website. Regarding paper ballots members shall **either** indicate their name and address on the ballot **or** place their completed ballot in an envelope with their name and address clearly indicated on the envelope.
5. If someone is exercising a proxy on behalf of another member the member exercising the proxy shall so indicate this at the time of registering for the information sessions. As well the signed proxy shall be attached to any paper ballot submitted. (i.e. a person may submit either 2 paper voting slips plus a proxy or one voting slip plus a proxy, indicating on the voting slip that the voting slip represents two votes.

**ANTRIM GLEN HOMEOWNERS ASSOCIATION
PROXY FOR THE 2021 AGM**

I, _____ hereby authorize

to cast a ballot on my behalf at the Annual General Meeting of
the Antrim Glen Homeowners Association in September, 2021.

Signature: _____

Date: _____

**ANTRIM GLEN HOMEOWNERS ASSOCIATION
PROXY FOR THE 2021 AGM**

I, _____ hereby authorize

to cast a ballot on my behalf at the Annual General Meeting of
the Antrim Glen Homeowners Association in September, 2021.

Signature: _____

Date: _____