

NOTICE OF THE ANNUAL GENERAL MEETING

**Take notice of the Annual General meeting of the
KINGS HEIGHTS HOMEOWNERS ASSOCIATION**

WHEN: **Tuesday, October 21st, 2025, AT 7:00PM START**
Registration begins at 6:30PM.

WHERE: **Heloise Lorimer School**
6 Kings Heights Dr SE, Airdrie, AB T4A 0W6

AGENDA

- 1.** Call the Roll and Certify Proxies
- 2.** Proof of Notice of Meeting
- 3.** Unapproved Minutes – September 9, 2024
- 4.** Financial Report
- 5.** Year End Report
- 6.** New Business
- 7.** Election of the Board
- 8.** Adjournment

PROXY

KINGS HEIGHTS HOME OWNERS ASSOCIATION

ANNUAL GENERAL MEETING

I/We, _____ owner of _____
(Print Owner's Name(s)) (address)

will not be present at the ANNUAL GENERAL MEETING of the Kings Heights Home Owners Association to be held on **October 21, 2025 7:00 pm at the Heloise Lorimer School** and I/We do hereby designate and appoint:

_____ of _____
(name of representative) (address of representative)

to act as my/our proxy and to exercise all my voting and other privileges at the meeting and at all adjournment thereof.

Dated and signed at _____ this _____ day of _____ 20____
(City) (date) (month)

Signature of Owner 1

Signature of Owner 2

IMPORTANT:

If you cannot attend the meeting, it is important that you assign your proxy to someone who will attend on your behalf.

Please give this proxy to the person you have named above. That person, in turn, must present it to the registration table prior to the commencement of the meeting.

If your home is co-owned and only one can attend, please bring the signed proxy of the other owner who cannot attend, in order to count the full share of your vote. In the absence of a signed proxy, your unit will only carry half of the unit factors of the owner in attendance.

If your Home is owned by a company, you must provide the proxy signed with a person(s) who have signing authority and provided proof of such. Example: Proof of Directors of Company

Minutes of the 2024 Kings Heights AGM

September 9, 2024

Meeting commences at 7:02pm and was chaired by Heather Harke, President of the Kings Heights HOA.

A motion to dispense with the reading of the notice calling the meeting (from the AGM package that was on the Kings Heights web site or was emailed. Baljit Joshi moved. Richard Nixon seconded the motion. Motion was carried without opposition.

Astoria was asked to provide proper proof of notice to meeting to members.

Astoria has taken attendance this evening and states there are twelve homes present in person and 8 shown in attendance by proxy. A minimum of five is required for quorum. Motion to accept this was achieved by Brenna Ciereck 2nd by Horacio Abalos. Motion was carried without opposition.

Circulated prior to the meeting this evening were the minutes of the 2023 Annual General meeting. A motion to accept the minutes of this meeting as written. Brenna Ciereck moved. Horacio Abalos seconded. Motion was carried without opposition.

The financial statements for the fiscal year ended were reviewed and commented on by the Treasurer, Robert Hemminger

A motion to approve the audited financial statements as presented to the membership. Baljit Joshi moved. Richard Nixon seconded. Motion was carried without opposition.

A motion was made that the board of directors appoint C&E LLP Chartered Professional Accountants as auditor for the fiscal year ending December 31, 2024, and that the directors be authorized to fix remuneration. Christie Cameron moved. David Brenton seconded. Motion was carried without opposition.

HOA President, Heather Harke provided a report of the HOA for the previous year.

Election of Directors. Currently there are three members who wish to stand for re-election to the board of directors. Milosz Karpinski, Robert Hemminger and Heather Harke.

Other individuals who are willing to put their names forward for election to the Kings Heights HOA Board of Directors

- Brenna Ciereck
- Christie Cameron

A motion was made to nominate the following individuals for election to the board of directors.

- Heather Harke
- Robert Hemminger
- Milosz Karpinski
- Brenna Ciereck
- Christie Cameron

This motion was made by Alex Creamer and seconded by Baljit Joshi. Motion was carried without opposition.

The floor was opened to questions from the members of Kings Heights.

If there was no other business to transact a motion was made to terminate the meeting. Motion was made by Robert Hemminger and seconded by Keith Bechervaise. Motion was carried without opposition.

KINGS HEIGHTS HOMEOWNERS ASSOCIATION
Financial Statements
Year Ended December 31, 2024

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

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Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Owners of Kings Heights Homeowners Association

Opinion

We have audited the financial statements of Kings Heights Homeowners Association (the Homeowners Association), which comprise the statement of financial position as at December 31, 2024, and the statements of revenues and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Homeowners Association as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Homeowners Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

We were engaged to conduct an audit, in accordance with Canadian generally accepted auditing standards, on the financial statements prepared by the Association's management in accordance with Canadian accounting standards for not-for-profit organizations. We were not engaged to, nor do we, provide any assurance as to whether the Association is in compliance with all aspects of The Societies Act and we were not engaged to, nor do we, provide any assurance as to the adequacy of the reserve fund to cover future major expenditures and replacements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Homeowners Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Homeowners Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Homeowners Association's financial reporting process.

(continues)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Homeowners Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Homeowners Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Homeowners Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Calgary, Alberta
May 16, 2025

C&E LLP Chartered Professional Accountants

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Statement of Financial Position

December 31, 2024

	Operating Fund	Capital Replacement Reserve Fund	Total	Total
	2024	2024	2024	2023
ASSETS				
CURRENT				
Cash	\$ 95,680	\$ 735	\$ 96,415	\$ 142,861
Short term investments (Note 3)	-	182,808	182,808	204,714
Accounts receivable	82,929	-	82,929	42,078
Goods and services tax recoverable	6,462	-	6,462	3,225
Prepaid expenses	-	-	-	5,779
TOTAL ASSETS	\$ 185,071	\$ 183,543	\$ 368,614	\$ 398,657
LIABILITIES				
CURRENT				
Accounts payable	\$ 3,131	\$ -	\$ 3,131	\$ 20,631
Prepaid association fees	466	-	466	213
TOTAL LIABILITIES	3,597	-	3,597	20,844
NET ASSETS (Notes 2, 4)	181,474	183,543	365,017	377,813
TOTAL LIABILITIES AND NET ASSETS	\$ 185,071	\$ 183,543	\$ 368,614	\$ 398,657

ON BEHALF OF THE BOARD

Signed by: rob humminger Director
 DocuSigned by: [Signature] Director

KINGS HEIGHTS HOMEOWNERS ASSOCIATION
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended December 31, 2024

	Operating Budget	Operating Fund	Capital Replacement Reserve Fund	Total	Total
	2024	2024	2024	2024	2023
REVENUE					
Association fees	\$ 153,520	\$ 163,619	\$ -	\$ 163,619	\$ 153,274
Interest and other income	7,500	17,492	7,662	25,154	22,575
Reserve contributions	(25,000)	-	-	-	-
	136,020	181,111	7,662	188,773	175,849
EXPENSES <i>(Schedule 1)</i>	136,020	172,063	29,506	201,569	136,468
NET EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	-	9,048	(21,844)	(12,796)	39,381
NET ASSETS - BEGINNING OF YEAR	-	172,426	205,387	377,813	338,432
NET ASSETS - END OF YEAR	\$ -	\$ 181,474	\$ 183,543	\$ 365,017	\$ 377,813

KINGS HEIGHTS HOMEOWNERS ASSOCIATION**Statement of Cash Flows****Year Ended December 31, 2024**

	2024	2023
FUND ACTIVITIES		
(Deficiency) excess of revenue over expenses	\$ (12,796)	\$ 39,381
Changes in non-cash working capital:		
Accounts receivable	(40,851)	1,167
Accounts payable	(17,499)	17,707
Prepaid expenses	5,779	(5,779)
Goods and services tax payable	(3,237)	718
Prepaid association fees	253	(364)
	(55,555)	13,449
Cash flow from fund activities	(68,351)	52,830
INVESTING ACTIVITY		
Short term investment activity	21,905	(27,995)
Cash flow from (used by) investing activity	21,905	(27,995)
INCREASE (DECREASE) IN CASH FLOW	(46,446)	24,835
Cash - beginning of year	142,861	118,026
CASH - END OF YEAR	\$ 96,415	\$ 142,861

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2024

1. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Homeowners Association is a non-profit organization and the common area assets of the homeowners association are owned proportionately by the owners of the units and as such are not reflected as assets in these financial statements. The purpose of the Homeowners Association is to manage the common area assets and to maintain and provide services with respect to the day to day operations of the homeowners association.

The financial statements include only assets, liabilities, revenues and expenses relating to the operations of Homeowners Association. The statements do not include the cost of land or buildings and the outstanding principal balances owing on mortgages, which are the responsibility of the owners.

The Homeowners Association is a tax exempt organization for income tax purposes and has therefore made no provisions for income taxes on these financial statements.

Measurement uncertainty

When preparing financial statements according to Canadian accounting standards for not-for-profit organizations, management makes estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the Homeowners Association may undertake in the future, and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, allowance for doubtful accounts and useful lives of capital assets.

Cash and Cash Equivalents on the Statement of Cash Flows

Cash and cash equivalents include bank balances and cash held. Short term money market funds are not included as these are considered to be investments.

Fund Accounting

The Homeowners Association follows the restricted method of accounting for contributions.

The operating fund accounts for the condominium's operating and administrative activities.

The capital replacement reserve fund reports the fee assessments from unit owners that are to be set aside and used for future costs or major repairs or replacements.

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KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue Recognition

The Homeowners Association recognizes association fee assessments related to general operations as revenue of the operating fund as billed to the owners. Billings for the association fees consist of estimates of monthly charges based on approved budgets. All expenses are recognized as they are incurred.

The association fees related to the Capital Replacement Reserve Fund are recognized as revenue of the Capital Replacement Reserve Fund.

Investment income earned on the Reserve Fund Investments are recognized as revenue of the Capital Replacement Reserve Fund.

Contributed Services and Materials

Volunteer services and materials contributed on behalf of the Homeowners Association in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued, with the exception of any related party transactions that are measured at the carrying amount or exchange amount, as appropriate. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income of the appropriate fund. All other financial instruments are reported as amortized cost, and tested for impairment at each reporting date. Transaction costs are recognized as an expense in the period incurred for all financial instruments subsequently measured at fair value. Financial instruments that are subsequently measured at amortized cost are adjusted by the transaction costs and financing fees that are directly attributed to their organization, issuance or assumption.

All financial assets and financial liabilities are measured at amortized cost, unless noted.

Capital Replacement Reserve Fund

The Capital Replacement Reserve Fund is a fund required under the By-laws of the Homeowners Association to be established and maintained for the repair or replacement of any real and personal property owned by the Homeowners Association and the common property where such repair or replacement does not occur annually. When expenditures of a capital nature or for a major repair are incurred, they are charged against the reserve. The amount to be allocated to the Reserve Fund from operations is determined by the Board of Directors of the Homeowners Association.

Budget

The budget figures that appear on the statement of operating income are those approved by the Board of Directors and are presented for comparison purposes only. They have not been audited or reviewed but they have been reclassified to conform to the presentation in these financial statements.

Capital assets

Capital assets are recorded as expenses in the year they are acquired.

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2024

3. INVESTMENTS HELD FOR THE CAPITAL REPLACEMENT RESERVE FUND ASSETS, AT FAIR VALUE

	2024
Short term investments	
GIC @ 4.99% maturing April 26, 2025	\$ 130,255
GIC @ 3.66% maturing August 22, 2025	50,000
Accrued interest	2,553
	<u>\$ 182,808</u>

4. ADEQUACY OF THE CAPITAL REPLACEMENT RESERVE FUND

These financial statements do not purport to show the adequacy of the capital replacement reserve fund. In determining the allocation to the Capital Replacement Reserve Fund and the adequacy of the fund balance the Board of Directors exercises judgment, principally, in the following areas:

- Obtaining an inventory of common property components that will require replacement;
- Determining the state of these components and their expected remaining useful life;
- Estimating the replacement cost at the expected time of replacement; and
- Forecasting the expected rate of return on the funds investments.

An independent reserve fund study was conducted in 2023. In the opinion of the professional reserve fund planners who completed the study, the Capital Replacement Reserve Fund should have a balance as summarized below.

	Balance Beginning of Year	Transfers from Operations	Interest Earned	Expenses from Reserve Fund	Balance End of Year
2024 Projected	\$ 167,116	\$ 25,800	\$ 3,342	\$ (25,000)	\$ 171,258
2024 Actual	\$ 205,387	\$ -	\$ 7,662	\$ (29,506)	\$ 183,543
2024 Over(under)	\$ 38,271	\$ (25,800)	\$ 4,320	\$ (4,506)	\$ 12,285
2025 Projected	\$ 171,258	\$ 27,900	\$ 3,425	\$ (11,000)	\$ 191,583
2026 Projected	\$ 191,583	\$ 30,100	\$ 3,832	\$ -	\$ 225,515
2027 Projected	\$ 225,515	\$ 32,500	\$ 4,510	\$ (44,308)	\$ 218,217
2028 Projected	\$ 218,217	\$ 35,100	\$ 6,547	\$ (36,386)	\$ 223,478

The full study is available to the reader and should be examined to fully comprehend the purpose, the assumptions and the conclusions of the study.

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2024

5. FINANCIAL INSTRUMENTS

The Homeowners Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Homeowners Association's risk exposure and concentration as of December 31, 2024.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Homeowners Association is exposed to this risk mainly in respect of its accounts payable.

Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Homeowners Association is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Homeowners Association manages exposure through its normal operating and financing activities. The Homeowners Association is exposed to interest rate risk primarily through its reserve fund investments.

Risk Management

The Homeowners Association manages its credit, liquidity and cash flow risk by restricting investments to a diverse range of government and corporate fixed income securities, and corporate shares. As it is the Homeowners Association's expectation to hold its investments to maturity, its cash flows are exposed to minimal interest rate and liquidity risk. The Homeowners Association has the power to place caveats on titles which significantly mitigates credit risk. The Homeowners Association manages liquidity risk by preparing an annual budget in consideration of the results of its reserve fund study, and may increase association fees and assess special levies to ensure it has sufficient funds.

6. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation. The changes do not affect prior year excess (deficiency) of revenues over expenditures.

KINGS HEIGHTS HOMEOWNERS ASSOCIATION

Expenses(Schedule 1)

Year Ended December 31, 2024

	Operating Budget	Operating Fund	Capital Replacement Reserve Fund	Total	Total
	2024	2024	2024	2024	2023
OPERATING EXPENSES					
Legal and audit fees	\$ 13,000	\$ 53,680	\$ -	\$ 53,680	\$ 12,316
General repairs and maintenance	23,540	42,477	-	42,477	39,588
Management fees	26,980	25,806	-	25,806	25,761
Landscaping contract	35,000	21,210	-	21,210	23,100
Member programs	15,000	10,755	-	10,755	7,457
Utilities	10,000	8,032	-	8,032	10,287
Office and bank	6,500	5,274	-	5,274	6,387
Insurance	6,000	4,829	-	4,829	8,361
	136,020	172,063	-	172,063	133,257
CAPITAL REPLACEMENT RESERVE EXPENSES					
Electrical	-	-	27,800	27,800	-
Fence repairs	-	-	1,706	1,706	1,911
Reserve fund study	-	-	-	-	1,300
	-	-	29,506	29,506	3,211
	\$ 136,020	\$ 172,063	\$ 29,506	\$ 201,569	\$ 136,468

KINGS HEIGHTS HOMEOWNERS ASSOCIATION
Review of 2024 annual financial statements
Operating fund

	2024 Operating Budget	2024 Actuals	comments	2025 Operating Budget
Revenue				
Association fees	153,520	163,619		163,000
Interest and other income	7,500	17,492		7,500
	161,020	181,111		170,500
Expenses				
Repairs & Maintenance ⁽¹⁾	23,540	42,477		28,000
Landscaping contract	35,000	21,210		36,100
Management fee	26,980	25,806	Contract with C-Era	26,400
Legal and audit fees ⁽²⁾	13,000	53,680		15,000
Utilities	10,000	8,032	lighting and pond pumps	10,000
Insurance	6,000	4,829	property and comprehensive third party liability coverage (Tool Peete)	6,000
Member programs	15,000	10,755	Movie-in-the-park, Eat like a king	17,500
Office and bank charges	6,500	5,274	Office supplies, advertising (signs), bank charges	6,500
	136,020	172,063		145,500
Reserve contribution	25,000			25,000
Net excess of revenues less expenses	-	9,048		-

1. Repairs and maintenance in 2024 was largely related to the restoration and re-staining of all the natural wood surfaces (bridges, beams,fences) nearby the pond infrastructure.
2. Majority of legal and audit fees are related to the costs to apply encumbrances on 39 homes that were missed by the original developer. Subsequent to final legal billing, the HOA will be looking to recover costs from the original developer.