

110/120 – 1710 Radisson Drive SE  
Calgary, Alberta T2A 7E9

April 14, 2015

Owner  
Willow Creek at Bears paw

Calgary, AB

**Re: WILLOW CREEK AT BEARSAW**

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Dear Owner/Resident,

I would like to take the opportunity to introduce myself to you. My name is Bart Bardsley and I am the Asset Manager with **Magnum York Property Management Ltd.** I was approached about four weeks ago and asked if our company would be prepared to act as managers for Willow Creek and to set up the Home Owners Association (H.O.A) in accordance with the articles of incorporation.

Both myself and Peter Best, President and C.E.O of **Magnum York Property Management Ltd.** had a number of meetings with the various home owners to discuss the requirements. After giving a lot of thought and consideration to the request we have agreed to accept the offer. We made it clear that it is to be understood that we will be working solely for the Home Owners and the Home Owners duly elected Board of Directors. The Board of Directors will be elected by you, the owners at the first Annual General Meeting, which has been scheduled for April 28, 2015.

We have been selected to manage your H.O.A. because of our experience. I personally have been involved in all facets of property management since 1977, and up to August 2013 I owned York West, the largest independent property management company in Western Canada. I sold my Alberta operations to Peter Best of Magnum Property Management. Prior to that Peter was President of York West for a number of years. Since the sale I have continued working for Magnum York.

It is important that the home owners get control of your development and into your hands as quickly as possible so that 100% of the Home Owners can make sure the development proceeds the way you want it to. This can only be done by having a strong H.O.A. with committed home owners on the Board representing your interests.

There is a lot of work involved in setting up the H.O.A. I am prepared to put in the time required to accomplish this and Magnum York has the resources to help me achieve this goal.

We have attached the agenda for the proposed 1<sup>st</sup> **Annual General Meeting**. We hope you will attend and give us your support to help you with your H.O.A. We will be asking for people to volunteer their time and run for elections for the Board of Directors. We will only be able to discuss those items on the agenda but we encourage you to contact me before the meeting to discuss any concerns you may have and we will do our best to address them.

Thank you,

A handwritten signature in black ink, appearing to read 'Bart Bardsley', written over a horizontal line.

Bart Bardsley  
Asset Manager  
**Magnum York Property Management Ltd**  
[bbardsley@magnumyork.com](mailto:bbardsley@magnumyork.com)  
[www.magnumyork.com](http://www.magnumyork.com)



**MAGNUMYORK**  
PROPERTY MANAGEMENT LTD  
110/120 – 1710 Radisson Drive SE  
Calgary, Alberta T2A 7E9

P 403-294-0411  
F 403-266-5735  
E calgaryinfo@magnumyork.com

April 14, 2015

**NOTICE TO ALL OWNERS**

Willow Creek Homeowners Association Ltd.

Dear Owner:

**WILLOW CREEK HOMEOWNERS ASSOCIATION LTD.  
2015 ANNUAL GENERAL MEETING – APRIL 28, 2015**

In accordance with the articles of association of Willow Creek Home Owners Association, Magnum York Property Management Ltd. wishes to invite all owners to attend the first Annual General Meeting. Please find enclosed your notice of the forthcoming Annual General Meeting, Agenda and Proxy.

In order that Willow Creek H.O.A be maintained according to the wishes of the majority of the Owners, we ask that you attend your first AGM

At this meeting, we will be asking for members to volunteer their services to sit on the Board of Directors and we would ask that anyone interested in running for a position to submit their name and a brief biography of themselves at the meeting. The only requirement is you must be a member of Willow Creek H.O.A.

If you cannot attend this meeting in person, then we ask that you execute the enclosed proxy form and assign it to someone who will attend and vote on your behalf. Executed proxies may be forwarded to Magnum York, or brought to the meeting by the proxy holder. It is important that owners are represented in person or by proxy, to ensure that a quorum is reached and a meeting can be held.

Please note, voting is one person per unit and a quorum for the meeting is 50% plus 1 of the total owners (27 units), either in attendance or represented by proxy.

We look forward to seeing you at the meeting. If you have any questions, please contact the undersigned.

Yours truly,

Bart Bardsley  
Asset Manager  
Magnum York Property Management Ltd  
[bbardsley@magnumyork.com](mailto:bbardsley@magnumyork.com)  
[www.magnumyork.com](http://www.magnumyork.com)

Encl.

**WILLOW CREEK HOME OWNERS ASSOCIATION  
NOTICE OF ANNUAL GENERAL MEETING**

TAKE NOTICE THAT the Annual General Meeting of the Willow Creek Home Owners Association will be held at the date, time, and place as stated hereunder:

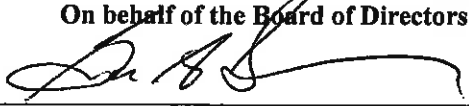
DATE: Tuesday, April 28, 2015  
TIME: 6:30 p.m. (Registration starts at 6:15)  
PLACE: Lot #9  
#67 Willow Creek Heights  
Calgary, Alberta

**AGENDA:**

1. Call to order
2. Introductions
3. Appointment of Chairperson for meeting
4. Recording of the Roll and Certifying Proxies
5. Proof of Notice of Meeting and Establishing a Quorum
6. Election of the Board of Directors
7. Discussion of Financies
8. New business & Question Period
9. Adjournment

**Willow Creek Home Owners Association  
On behalf of the Board of Directors**

Per: \_\_\_\_\_

  
Bart Bardsley  
Asset Manager  
MAGNUM YORK PROPERTY MANAGEMENT LTD.

----- (detach here) -----

**PROXY**

**ANNUAL GENERAL MEETING OF WILLOW CREEK HOME OWNERS ASSOCIATION**

**The undersigned hereby makes, constitutes and appoints:**

\_\_\_\_\_

as its attorney to represent it with the full authority to cast his (her) vote by proxy and with several powers of substitution and revocation for him (her) and in his (her) place and stead, at An annual general meeting of Willow Creek Home Owners Association to be held on Tuesday, April 28, 2015 and at any and all adjournments thereof, and it hereby ratifies and confirms all that its said attorney may do by virtue hereof.

DATED AT CALGARY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2015

UNIT NO. \_\_\_\_\_ Per: \_\_\_\_\_ Per: \_\_\_\_\_