

May 22, 2024

Owner(s),
Alpine Park HOA
15049 37 St / Alpine Ave / Alpine Drive / Bluerock Ave / Treeline Ave / Treeline Manor
Calgary, Alberta

Dear Owner(s):

RE: Alpine Park HOA | 2024 Annual General Meeting

The Board of Directors for Alpine Park HOA has requested that C-Era Property Management & Realty inform you of the upcoming **Virtual Annual General Meeting (AGM) – Wednesday, June 12, 2024.**

Registration will begin at 6:30 pm and the meeting will start at 7:00 pm.

In this package you will find the following enclosures:

1. Notice of Annual General Meeting and Agenda
2. Proxy Form
4. Minutes of the last Annual General Meeting held June 14, 2023
5. Zoom Registration
6. Zoom Etiquette

To ensure quorum is achieved, it is important that either a person (owner) or proxy be present. If you are unable to attend, we request that you complete the proxy form as you have the prerogative to appoint a board member, another owner, or a person of your choosing to attend the meeting on your behalf. Proxies may be faxed to 403.266.0056, emailed to **Jkloppenburg@cerapm.com** or mailed to the office at the address below. **The proxy form must be received in the office no later than June 10, 2024.**

Please note that to vote on any issue at the AGM, your account must be current with no outstanding arrears. If you have not paid all outstanding arrears prior to the meeting, you will not be entitled to vote.

On behalf of your Board of Directors, we look forward to seeing you there!

Yours truly,
On behalf of the Board of Directors, Alpine Park HOA

Jeanette Kloppenburg
Community Association Manager
C-Era Property Management & Realty – An Associa[®] Company

Enclosure(s)

NOTICE OF ANNUAL GENERAL MEETING

**THE ANNUAL GENERAL MEETING OF ALPINE PARK HOA
WILL BE HELD:**

Date: Wednesday, June 12, 2024
Virtual Zoom Link: <https://bit.ly/ALPINEPARK2024AGM>
Registration: 6:30 PM
Call to Order: 7:00 PM

AGENDA

1. Election of the Chairman of the Meeting;
2. Certification of Proxies
3. Calling to Order by the Chairman and Establish Quorum (if required);
4. Proof of Notice of Meeting or Waiver of Notice
5. Reading and Disposal of Any Unapproved Minutes of General Meetings;
6. Appointment of Auditors;
7. Unfinished Business;
8. New Business;
9. Adjournment

The Developer will be hosting a Townhall Meeting immediately following the adjournment of the HOA AGM, for additional discussions and questions from Owners.

To: Alpine Park – Homeowner Association

From: _____

(Enter the name of the Unit Owner or Owners who will be signing the proxy or the name of the corporate Unit Owner, their representative & representative's title or the name of the mortgagee, their representative & representative's title)

Address: _____

(Enter the complete address of the Unit, including the unit number, street address & city)

I am (we are):

- ☐ The registered owner(s)
- ☐ Authorized to act on behalf of the registered owner (for example hold a power of attorney for the owner or have the authority of a corporate owner)
- ☐ The mortgagee(s) or authorized to act on behalf of the mortgagee(s)
(check the appropriate box)

I (we) appoint _____ to attend and vote on
(enter the proxy's name here)

my (our) behalf at the Annual General Meeting to be held on **Wednesday, June 12, 2024**, and at any adjournment of the Meeting.

Dated this _____ day of _____, _____
(day) (month) (year)

Print Name

Signature

Print Name

Signature

Instructions Regarding Signatures:

If you are authorized to act on behalf of a corporate owner, affix the corporate seal or attach a statement that the person signing the proxy has authority to bind the corporation.

If you are authorized to act on behalf of the registered owner attach the power of attorney or other documentation that gives you this authority.

If you are authorized to act on behalf of a mortgagee attach the documentation that gives you this authority.

Instructions Regarding Validity:

Proxies are invalid if:

1. They are given to a minor
2. They are given to a person other than an individual
3. They are given to a manager or employee of the corporation or management company (unless the proxy is for establishing quorum ONLY)

All proxies must be received in the office of the property manager no later than: **June 10, 2024** .

Proxies may be submitted in person, by mail, or by e-mail but must be signed, dated, and received by the deadline identified above in order to be valid.

C-Era Property Management & Realty – An Associa Company
Suite B, 6010 – 12 Street SE, Calgary, Alberta, T2H 2X2
E-mail: JKloppenbourg@cerapm.com

2023 ANNUAL GENERAL MEETING ALPINE PARK – HOMEOWNERS ASSOCIATION

VIA: Zoom Virtual Meeting
June 14, 2023 @ 6:30pm

ZOOM ETIQUETTE

Heather Fennell, Zoom Moderator, reviewed how to use Zoom for the meeting.

VERIFICATION OF QUORUM

The quorum requirement for the AGM in the current bylaws state that 50% of the units present in person or by proxy shall constitute a quorum of the Corporation; a total of 51 units.

The zoom moderator advised that yes, there was quorum with 255 units present in person and 0 units represented by proxy, for a total of 255 units.

Chairperson advised that she was appointing Heather Fennell of C-Era Property Management to act as Secretary and record the minutes for the Annual General Meeting.

CALL TO ORDER

The meeting was called to order at 6:34pm

ELECTION OF CHAIRPERSON

Motion: To appoint Tara Steell as Chairperson of the meeting.

Moved by: Unit 26

Seconded by: Unit 14

All in Favour, MOTION CARRIED

INTRODUCTION OF HEAD TABLE

Board Members

Tara Steell
Shavonne Doell
Emily Anda
Ian Meredith
Jayna Son
Michael Tandara

FINANCIAL REPORT

A copy of the audited financial statements for the March 31, 2023, fiscal year, as prepared by Murray Hunter, was distributed with the notice of the meeting.

As the auditor was unable to attend due to prior engagement, Violet McNaughton will present and review the audited financial statements for May 31, 2023.

Motion: The auditor's report and the audited financial statements for the fiscal year ending March 31, 2023, be approved and adopted as presented:

Moved by: Unit 25

Seconded by: Unit 45

All in Favour, MOTION CARRIED

NEW BUSINESS

Question Unit 70 Lane: Our neighborhood is looking so nice! There are a couple areas that don't seem to get mowed.

Tara: If you can provide a location so that we can check that out.

Question Unit 41 Bluerock Way: Do we have a timeline for front yard landscaping yet?

Tara: The front yard landscaping on your property is between you and your builder.

Question Unit 96 Manor: When will Dream provided tree planting start on properties?

Tara: During the upcoming TownHall, we have a slide in the presentation how the process works and how to request your tree if you haven't already done so. There will also be the contact information to help follow up on that.

Question Unit 104: Are there any planned increases in HOA fees for the upcoming fiscal year?

Tara: One of the things that we have talked about over the last little bit is inflation itself and the fact that everything is going up, whether that's labor, whether that's materials, Ideally, the hope is that the fees don't have to increase, but realistically, they're not going to stay the same in perpetuity, they are going to have to raise whether that happens in the next year. So that would be up to how we manage the number of units coming on. Also, the costs but we have been working very closely with our contractors to try to keep the prices where they are.

ADJOURNMENT

Motion: To adjourn the meeting at 6:50pm

Moved by: Unit 46

Seconded by: Unit 26

All in Favour, MOTION CARRIED

2024 AGM MEETING – ZOOM INFORMATION

When: Wednesday, June 12th, 2024. Meeting Registration: 6:30 PM. Call to order 7:00 PM

All Owners MUST pre-register by June 11, 2024 to be provided with the meeting invitation.

IMPORTANT: Please use your **legal name** and **add your unit number to your last name** as shown in the example below. If you do not do this, Sign-In will take longer and you will be asked to wait in the Zoom Waiting Room until your information can be found.

During the registration period owners are not to log off the meeting, as the next A.G.M. will start registering names for the following meeting.

First Name*	Last Name*
Heather	Fennell 120
Email Address*	Confirm Email Address*
hfennell@cerapm.com	hfennell@cerapm.com

Unit*

Required information

Pre-Register through the link provided below:

<https://bit.ly/ALPINEPARK2024AGM>

After pre-registering, you will receive a confirmation email containing information about joining the meeting.

If you need any assistance with registering, or do not have an email, please contact Heather Fennell at heather.fennell@associa.ca or by phone at 587-393-2225.

ZOOM AGM – WHAT TO EXPECT

Please read this document carefully in preparation for the virtual AGM. If you have any questions about how to use Zoom, please contact Heather Fennell at hfennell@cerapm.com or go to <https://support.zoom.us/hc/en-us> for Zoom help and training. **Please note that this Zoom AGM will be recorded for minute taking purposes and will not be shared or distributed outside of Associa.**

ZOOM PRE-REGISTRATION

Before the meeting, you will need to pre-register for the Zoom AGM by using the **registration link** that has been provided in your AGM package. **We suggest pre-registering at least a day before the AGM to limit any last-minute technical issues.** Once you are pre-registered, you will receive a confirmation email containing information about joining the meeting.

If you do not have an email or a computer, or if you require assistance with registering, please contact Heather Fennell at hfennell@cerapm.com or by phone at 403-266-0240, **before 4:00 PM on the day of the meeting**, to be given the call-in information.

JOINING THE AGM

You can join a Zoom meeting using a computer, a mobile device, or by calling in on your phone by using the information sent to you after registering. Once you have entered the AGM, you will be put into a Waiting Room.

Joining by Computer or Mobile Device

You do not need a Zoom Account to join a meeting, all you need is the meeting URL.

1. Click on the meeting invite URL (shown as *Click Here to Join*) that was sent to your email after pre-registration.
2. Open the Zoom app. **If you have not downloaded Zoom yet, you will be prompted to install Zoom Client. Please test this before the AGM starts.**
3. Click **Launch Meeting**.
4. Approve the request for permission to use your computer's audio and camera.
5. Wait in the Waiting Room until the Host (Zoom Moderator) lets you in.

Joining by Phone (Calling In)

If you require the Call-In information, please contact Heather Fennell at hfennell@cerapm.com or by phone at 403-266-0240, before 4:00 PM on the day of the meeting.

1. Dial the in-country number. If you dial a toll number, your carrier rates will apply.
2. You will be prompted to enter the **meeting ID**, followed by #.
3. If the meeting had not already started, you will be prompted to press # to wait for meeting to start.
4. You will be prompted to enter your **participant ID**. Press # to skip (as this does not apply to participants calling in via phone).
5. You will be prompted to enter the **meeting passcode**, followed by #.

[see reverse side]

WAITING ROOM

The Waiting Room is where attendance will be taken. Once you have been marked as present, you will be sent to the AGM. You may be in the Waiting Room for a few minutes before you are let in. **Please join the**

meeting 10 to 15 minutes before the start of the AGM meeting time; this will allow you to be signed-in before the meeting starts.

Please note that if you join the AGM late, you will have to stay in the Waiting Room until the Zoom Moderator can mark you present and let you in.

If you are calling in via telephone, you will be let into the meeting and then you will be unmuted, so you can state your name and unit number. You will then be muted.

ZOOM ETIQUETTE

When you have joined the AGM, you will automatically be Muted. If you need to ask a question, please **Raise Hand** (*instructions in Zoom Basics section*), and the Zoom Moderator will ask to unmute you. It is critical that you stay muted unless asking a question so that the AGM can run smoothly.

When asking a question or making a motion, **please state your unit number first** for minute taking purposes.

Please check that your audio is connected, in case you do need to speak during the meeting (this is done before joining the meeting and you will be prompted to do so).

VOTING

If you would like to First or Second a Motion, please **Raise Hand** (*instructions in Zoom Basics section*).

All owners will then be asked to vote. Participants on a computer or mobile device can vote using the poll on screen. For those that are calling in via telephone, please **Raise Hand** (dial *9) to accept the motion. Do not **Raise Hand** if you oppose.

*If a vote for Board Members is required, those calling in **via telephone** will need to be brought into a *Breakout Room* with the Host (Zoom Moderator) to make their vote. Once in the *Breakout Room*, the Host will unmute you, and ask you to vote for who you wish to make up the Board of Directors. Your vote will only be known by the Host.

Please be aware that voting may take longer on the Zoom platform than in person.

ZOOM BASICS

The participant controls appear at the bottom of your screen (not applicable to those calling in).

Joining by Computer/Mobile	Joining by Phone (Calling In)
Raise Hand (Computer): 1. Click on the icon labeled "Reactions" at the bottom right of your computer or phone screen. 2. Click the button labeled "Raise Hand."	Raise Hand: Dial *9 to raise your hand.

[see reverse side]

3. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand." Raise Hand (Mobile): 1. Click on the three horizontal dots icon, labeled "More", in the bottom right corner of the screen. 2. In the pop-up at the bottom of your screen, tap "Raise Hand." 3. Lower it by clicking the same button, now labeled "Lower Hand."	Note: You can't use a phone to lower your hand. The Zoom Moderator will lower your hand once you are finished speaking.
Mute/Unmute: 1. If the Zoom Moderator needs you unmute you, you will receive a notification on your screen. 2. Click <i>Unmute</i>. Note: Please do not unmute yourself unless the Zoom Moderator requests it. If you need to ask a question, kindly Raise Hand and you will be called upon.	Mute/Unmute: Dial *6 to toggle mute/unmute. Note: Please do not unmute yourself unless the Zoom Moderator requests it. If you need to ask a question, kindly Raise Hand and you will be called upon.
Turn Camera On/Off: 1. Click on the icon labeled "Start Video/Stop Video" at the bottom left of your computer or phone screen to turn your camera on or off.	Turn Camera On: N/A
Chat (Computer): 1. Click on the icon labeled "Chat" at the bottom center of your computer or phone screen. 2. This will open the chat window. You can type a message into the chat box. Attendees can only send chats to the Host (Zoom Moderator). Chat (Mobile): 1. Click on the three horizontal dots icon, labeled "More", in the bottom right corner of the screen. 2. In the pop-up at the bottom of your screen, tap "Chat". 3. This will open the chat window. You can type a message into the chat box. Attendees can only send chats to the Host (Zoom Moderator).	Chat: N/A
Polls: 1. When a Poll is launched by the Zoom Moderator, the participants in the meeting will be prompted to answer the polling question. 2. Select the option(s) you wish to vote for. 3. Click the <i>Submit</i> button to submit your vote.	Polls: Polls are unavailable for those calling in via telephone. You will instead be asked to vote by using the Raise Hand option. 1. Dial *9 to Raise Hand to APPROVE the motion.

	2. If you DO NOT APPROVE the motion, do not Raise Hand.
Speaker View vs. Gallery View Speaker View allows you to see the person currently speaking in the main screen, whereas Gallery View will show you all participants in the meeting on the same page. 1. To change your View, click the <i>Speaker View or Gallery View</i> button at the top right corner. This setting is your preference, but Speaker View is recommended for an AGM.	Speaker View vs. Gallery View N/A