



**Dear Castle Keep Residents,**

In efforts to reduce the spread of COVID-19 and protect our health care system, we have made the decision to host the upcoming Annual General Meeting (AGM) virtually. Please join us for a virtual AGM via Webex, on Thursday, November 18, 2021 at 7:00PM. The meeting details are below and on the Castle Keep Residents' Association website at [www.mycastlekeep.ca/updates.html](http://www.mycastlekeep.ca/updates.html).

Please join the meeting at 6:45PM to register for the meeting and to address any technical issues prior to the meeting start time. Please include your full legal name (as noted on CKRA correspondence); this is important for the purpose of documenting the meeting attendees.

If you are unable to attend the meeting, please complete the attached proxy form and return to BPM no later than noon on the day of the meeting by email to [support@mycastlekeep.ca](mailto:support@mycastlekeep.ca) or fax to 403-984-2451. You are welcome to name one of the Board members or BPM for the purpose of meeting quorum for the AGM.

Please refer to the attached tips and instructions for joining the Webex meeting and see the meeting details below:

**Via computer or the Webex app on your smartphone:**

Online: [Webex Meeting Link](#)

Meeting Number: 2552 045 9026

Password: JDpeeNYg599

**Via telephone:**

Call: 1-403-776-2521

Meeting Number: 2552 045 9026

Password: 53733694

On behalf of your Board of Directors,  
Blackstone Property Management Inc.



## **NOTICE OF ANNUAL GENERAL MEETING CASTLE KEEP RESIDENTS' ASSOCIATION**

**TAKE NOTICE THAT THE ANNUAL GENERAL MEETING  
WILL BE HELD AT:**

**PLACE:** Webex online meeting

**Via computer or the Webex app on your smartphone:**

Online: [Webex Meeting Link](#)

Meeting Number: 2552 045 9026

Password: JDpeeNYg599

**Via telephone:**

Call: 1-403-776-2521

Meeting Number: 2552 045 9026

Password: 53733694

**DATE:** Thursday, November 18, 2020

**TIME:** 7:00 PM

### **AGENDA**

1. If the President or Vice-President of the Board shall be absent or elects to vacate the chair or refuses to act, the election of the Chairperson of the meeting;
2. Establish Quorum (certifying of proxies);
3. Proof of Notice of Meeting or Waiver of Notice;
4. Reading and Disposal of any Unapproved Minutes of General Meetings;
5. Reports of Officers & Committees;
6. Financial Report;
7. Appointment of Auditors;
8. Resignation of Board of Directors;
9. Election of Board of Directors;
10. New Business;
11. Adjournment.

### **CASTLE KEEP RESIDENTS' ASSOCIATION**

By its Managing Agent: Blackstone Property Management Inc.

**Castle Keep Residents' Association**  
**Annual General Meeting Minutes**  
**Strathcona, Christie, Aspen Community Association**  
**Founders Room**  
**277 Strathcona Drive S.W.**  
**Calgary, Alberta**  
**October 8, 2020**  
**7:00 p.m.**

## 1. CALL TO ORDER

Josh Lau, current President of the Castle Keep Residents' Association, announced that he would act as the Chairperson for this 7th Annual General Meeting. Karla Pollock, current Treasurer of the Castle Keep Residents' Association, would act as Secretary and record Minutes.

Meeting Called to Order on October 8, 2018 at 7:07 p.m.

The current Board of Directors was introduced:

Josh Lau - President  
Dwayne Cooper - Vice President ((ABSENT))  
Karla Pollock - Treasurer  
Anthony Jankowski – Director ((ABSENT))

## 2. CALLING OF ROLL AND CERTIFYING PROXIES

There are currently 251 registered Members in the CKRA. As per the Bylaws of the Corporation, quorum requires 1/3 of registered Members represented by person or proxy. Therefore quorum would be 83 registered members in attendance by personal appearance thereof or proxy.

8 Property Units are represented by the personal appearance thereof.  
0 Property Units are represented by proxy.

A total of 8 Property Units are represented. Quorum not established.

However, the Province of Alberta's current Covid 19 Pandemic Public Gathering Guidelines would prevent us from meeting quorum regardless; so the decision of the Board of Directors is that those represented by person or proxy tonight will represent a quorum for the 2020 Annual General Meeting.

## 3. NOTICE OF MEETING

Notice of the Annual Meeting of the Castle Keep Residents' Association was displayed on the mycastlekeep.ca website, by signage on Ascot Drive S.W. and was hand-delivered to each Property Unit Owner on 14 Avenue S.W. by September 17 of 2020 in compliance with the requirements of and the time specified in the Bylaws of the Corporation.

The Floor was asked to confirm that the notice of the meeting was in fact received twenty-one (21) days prior to today in accordance with the Bylaws of the Castle Keep Residents' Association.

**TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE CASTLE KEEP RESIDENT'S ASSOCIATION WILL BE HELD AT THE STRATHCONA, CHRISTIE, ASPEN COMMUNITY ASSOCIATION, IN THE FOUNDERS ROOM, 277 STRATHCONA DRIVE S.W., CALGARY, AB, ON OCTOBER 8, 2020, COMMENCING AT 7:00 P.M.**

**Show of hands** obtained from the floor that all were in favour.

#### 4. READING AND DISPOSAL OF MINUTES OF LAST ANNUAL GENERAL MEETING

A **Motion** was requested from the floor to approve the Minutes as circulated upon arrival here this evening, of the last Annual General Meeting on September 9, 2019.

**Moved** by Jessica Pecush, 451 Ascot Circle S.W.

**Seconded** by Karla Pollock, 439 Ascot Circle S.W.

Show of hands obtained from the floor that all were in favour.

None were opposed.

**Motion passed.**

#### 5. REPORTS OF OFFICERS

##### President's Report

To begin with I will explain what the residents' association is and what our roles and scope of duties are.

A residents' association is a compulsory organization created by a land developer to manage and maintain amenities of a development that the city will not accept responsibility to maintain. In our neighbourhood this includes the entrance lot park, boulevard and bridge feature. Membership is compulsory as is the requirement to pay an annual fee collected by the association through an encumbrance on title. We are a registered non-profit organization and operate as a board of volunteers. We can hire staff but have not so far.

The volunteer board of directors was formed in 2014 to manage the landscaping maintenance of the community in replacement of the developer. All volunteers on this board are Castle Keep residents who were elected at previous annual general meetings.

Our mandate and objective is the beautification of Castle Keep, through the management of neighbourhood enhancements such as flower beds, the entrance park and its features, the timber bridge, decorative container planters and the additional maintenance of City of Calgary boulevards, trees and parks. These enhancements are only possible through the annual CKRA fees, which are mandatory. The fee is a legal requirement of all property owners in Castle Keep as registered with Alberta Land Titles as an encumbrance on each residential property that was developed wholly or in partnership with Dundee / Dream Developments Inc. In other words the agreement to pay the annual fees was signed when the property was purchased.

The resident's association is a separate organization from the Strathcona, Christie, Aspen Community Association (SCA). That organization is also a volunteer based organization but as a community association has a different focus being activities, events and social programs. In addition they take responsibility for raising important issues that directly affect the Aspen community such as traffic issues, land development and consultation with the City of Calgary.

Next, I am happy to share some of our work over the past year:

- Lawn maintenance was provided by a local operator Chewy's Lawn Care
- Pixie Gardens once again cared for the flower beds, hedges, shrubs, planter containers and care for the playground park. They look after planting, fertilizing and maintaining the flowers and perennial plants, controlling weeds, edging of plant beds and keeping the mulch looking fresh and clean.
- Pixie also provides the winter arrangements in the containers throughout the neighbourhood.
- Snow removal around the entrance park and the empty lot at 184 Ascot Cres was provided by Best Bet Lawn and Snow.
- Christmas light install at the entrance park was provided by a local operator Stella Lights

Thank you,  
Josh Lau



## **Financial Report**

Karla Pollock presented the consolidated Financial Report for the previous 2019-2020 fiscal year and the current 2020-2021 Budget Report.

A **Motion** was requested from the floor to approve the consolidated Financial Report, including the Statement of Receipts and Disbursements for the 12 months ended May 31, 20120, and Balance Sheet at May 31, 2020.

**Moved** by Lee Girardo, 122 Ascot Crescent S.W.

**Seconded** by Josh Lau, 17 Ascot Rise S.W.

Show of hands obtained from the floor that all were in favour.

None were opposed.

**Motion passed.**

## **6. APPOINTMENT OF AUDITOR**

A **Motion** was requested from the floor to leave the appointment of the auditor for the next year to the discretion of the upcoming Board of Directors.

**Moved** by Jessica Pecush, 451 Ascot Circle S.W.

**Seconded** by Karla Pollock, 439 Ascot Circle S.W.

Show of hands obtained from the floor that all were in favour.

None were opposed.

**Motion passed.**

## **7. OLD BUSINESS AND NEW BUSINESS**

The floor was invited to discuss Old Business.

No Old Business expressed from the floor.

The floor was invited to introduce New Business.

- Remco Maters, 109 Ascot Manor S.W.

Q: Why are the dead and sick trees not being maintained on Ascot Drive?

A: The trees are owned by The City of Calgary and the CKRA is not permitted to touch them.

- Remco Maters, 109 Ascot Manor S.W.

Q: Why are there still concrete barriers at the south end of Ascot Park?

A: The Developer, Dream Development, has not returned to remove the barriers and complete this section of Ascot Park.

A **Motion** was requested from the floor to close New Business.

**Moved** by Karla Pollock, 439 Ascot Circle S.W.

**Seconded** by Josh Lau, 17 Ascot Rise S.W.

Show of hands obtained from the floor that all were in favour.

None were opposed.

**Motion passed.**

## 8. RESIGNATION OF BOARD OF DIRECTORS

In accordance of the Bylaws of the Castle Keep Residents' Association, Board Directors are elected for a two (2) year term. All current Board Directors who served two (2) years were asked to resign and were asked if they would re-stand for another two (2) year term.

- Josh Lau resigned and then Nominated himself to re-stand.
- Karla Pollock resigned and then Nominated herself to re-stand.

The current Board Directors who have served for one (1) year were asked if they would remain on the Board of Directors for the second year of their two (2) year term.

- Dwayne Cooper (via proxy) confirmed that he would remain for the second year of his term.
- Anthony Jankowski (via proxy) confirmed that he would remain for the second year of his term.

## 9. ELECTION OF NEW BOARD OF DIRECTORS

New volunteers were invited to join the Board of Directors. Nominations were requested from the floor, and it was noted that no one may be nominated without their consent, and the Castle Keep Residents' Association Bylaws restricts the maximum number of Directors to fifteen (15) individuals.

No Nominations expressed from the floor.

A **Motion** was requested from the floor to cease Nominations.

**Moved** by Karla Pollock, 439 Ascot Circle S.W.  
**Seconded** by Josh Lau, 17 Ascot Rise S.W.

Show of hands obtained from the floor that all were in favour.  
None were opposed.  
**Motion passed.**

The returning Board volunteers were congratulated and thanked for volunteering.

## 10. ADJOURNMENT

A **Motion** was requested from the floor for meeting adjournment.

**Moved** by Karla Pollock, 439 Ascot Circle S.W.  
**Seconded** by Josh Lau, 17 Ascot Rise S.W.

Show of hands obtained from the floor that all were in favour.  
None were opposed.  
**Motion passed.**

The meeting was adjourned at 8:12 p.m.

**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Financial Statements**  
**Year Ended May 31, 2021**

**CASTLE KEEP RESIDENTS' ASSOCIATION**

**Index to Financial Statements**

**Year Ended May 31, 2021**

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	Page
AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 8



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Castle Keep Residents' Association

### *Opinion*

We have audited the financial statements of Castle Keep Residents' Association (the Association), which comprise the statement of financial position as at May 31, 2021, and the statements of revenues and expenditures 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 Association as at May 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *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 Association in accordance with the 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 those 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 Entity's management in accordance with Canadian accounting standards for not-for-profit organizations.

Prior year figures are unaudited.

### *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 Canadian accounting standards for not-for-profit organizations, 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 Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

*(continues)*

Independent Auditor's Report to the Members of Castle Keep Residents' Association *(continued)*

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 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 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 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  
September 7, 2021

C&E LLP Chartered Professional Accountants

**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Statement of Financial Position**  
**May 31, 2021**

	2021	2020 <i>(Unaudited)</i>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 92,923	\$ 91,263
Accounts receivable	2,700	10,320
Prepaid expenses	425	-
	<b>\$ 96,048</b>	<b>\$ 101,583</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 9,330	\$ -
Prepaid HOA fees	30,260	37,651
	<b>39,590</b>	<b>37,651</b>
<b>NET ASSETS (Note 2)</b>	<b>56,458</b>	<b>63,932</b>
	<b>\$ 96,048</b>	<b>\$ 101,583</b>

ON BEHALF OF THE BOARD

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Statement of Revenues and Expenditures**  
**Year Ended May 31, 2021**

	2021	2020 <i>(Unaudited)</i>
<b>REVENUE</b>		
HOA Fees	\$ 37,650	\$ 35,798
Interest	352	800
	<b>38,002</b>	36,598
<b>EXPENSES</b>		
Landscaping and snow removal	27,432	28,227
Repairs and maintenance	5,284	-
Management fees	5,250	-
Office and bank charges	2,338	1,003
Audit and legal	1,696	1,080
Utilities	1,338	1,437
Insurance	1,323	1,044
Seasonal lighting	734	734
Property taxes	81	93
	<b>45,476</b>	33,618
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ (7,474)</b>	<b>\$ 2,980</b>

**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Statement of Cash Flows**  
**Year Ended May 31, 2021**

	<b>2021</b>	2020 <i>(Unaudited)</i>
<b>FUND ACTIVITIES</b>		
(Deficiency) excess of revenue over expenses	<b>\$ (7,474)</b>	\$ 2,980
Changes in non-cash working capital:		
Accounts receivable	<b>7,620</b>	(10,320)
Accounts payable	<b>9,330</b>	-
Prepaid expenses	<b>(425)</b>	-
Prepaid HOA fees	<b>(7,391)</b>	37,651
	<b>9,134</b>	27,331
<b>INCREASE IN CASH FLOW</b>	<b>1,660</b>	30,311
Cash - beginning of year	<b>91,263</b>	60,952
<b>CASH - END OF YEAR</b>	<b>\$ 92,923</b>	\$ 91,263



# CASTLE KEEP RESIDENTS' ASSOCIATION

## Notes to Financial Statements

Year Ended May 31, 2021

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### 1. BASIS OF PRESENTATION

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

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Association is a non-profit organization and the common area assets of the 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 Association is to manage the common area assets and to maintain and provide services with respect to the day to day operations of the Association.

The financial statements include only assets, liabilities, revenues and expenses relating to the operations of Castle Keep Residents 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 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 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.

#### Fund Accounting

The Association follows the restricted method of accounting for contributions.

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

#### Revenue Recognition

The 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 charges based on approved budgets. All expenses are recognized as they are incurred.

*(continues)*

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**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

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

Contributed Services

Volunteer services contributed on behalf of the 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.

Financial assets measured at amortized cost include cash, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable, and long-term debt.

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.

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3. FINANCIAL INSTRUMENTS

The 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 Association's risk exposure and concentration as of May 31, 2021.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The 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 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 Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its reserve fund investments.

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**CASTLE KEEP RESIDENTS' ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended May 31, 2021**

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4. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation and are unaudited.

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**PROXY**

**ANNUAL GENERAL MEETING**

**Castle Keep Residents' Association**

I hereby make, constitute and appoint \_\_\_\_\_  
(name of individual who will attend the meeting and represent you on your behalf)\*

as my attorney to represent me with the full authority to cast my vote by proxy and with several powers of substitution and revocation for me and in my place and stead, at the Annual General Meeting of Castle Keep Residents' Association to be held on Thursday, November 18, 2021 and at any and all adjournments thereof, and I hereby ratify and confirm all that my said attorney may do by virtue hereof. The undersigned hereby revokes any proxy previously given in favour of the person named above.

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

TIME: \_\_\_\_\_

Castle Keep Address: \_\_\_\_\_

\_\_\_\_\_  
UNIT OWNER NAME (please print)

\_\_\_\_\_  
UNIT OWNER (signature)

\_\_\_\_\_  
UNIT OWNER NAME (please print)

\_\_\_\_\_  
UNIT OWNER (signature)

Proxy may be completed and returned prior to noon, Thursday, November 18, 2021:

- Given to your proxy or another owner to return prior to the meeting
- Or returned to Blackstone Property Management Inc.:
  - Via email to [support@mycastlekeep.ca](mailto:support@mycastlekeep.ca)
  - Via fax to 403-984-2451

*\*Note: the management company may only be named for the purpose of establishing quorum for the meeting.*

# Virtual Meeting Information

## Meeting Tips

- Set a reminder for the day of the meeting.
- Join 10 minutes prior so you are ready for the start of the meeting.
- Keep your microphone muted until you are required to speak. Background noise is distracting to others in the session and may prevent others from hearing the person who is speaking. Using headphones are recommended.
- Attend the meeting from a quiet room with no distractions.
- **Turn off notifications on other devices so there are no interruptions.**
- Write down any questions so you are ready when it is your turn to speak and avoid interrupting or speaking over others.
- Check your spam / junk mail folder for the Webex meeting invitation

## To Join the Meeting

**We strongly recommend using the Webex application on a smartphone or computer if possible.** The features are very limited for those calling in by telephone only; you will not be able to fully engage in the meeting.

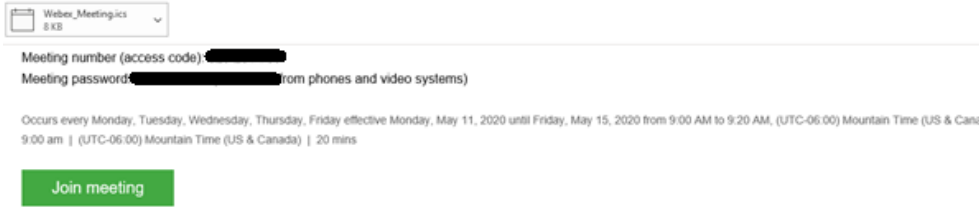
To join the Webex meeting, you will need to download the Webex application on your smart phone or the desktop or browser application on your computer. You will need a webcam (for video participation) or a headset (for audio participation only) on your computer.

Alternatively, you may join via telephone only by calling the phone number on the meeting invitation and entering the meeting number and password when prompted. However, the meeting features are very limited by telephone only. You will not be able to see the other participants in the call or know who is speaking. You will not be able to vote in any polls.

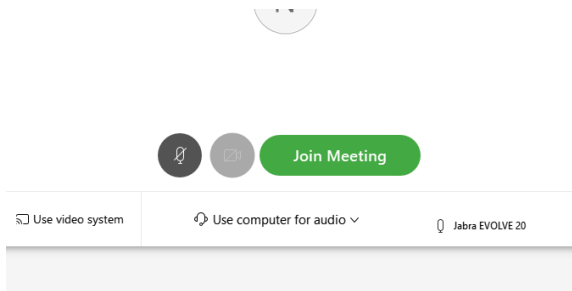
We recommend downloading and test driving the application in advance prior to the meeting, to avoid potential delays during the meeting. Please join the meeting 10 minutes in advance to address any technical issues prior to meeting start time.



Click on the *Join Meeting* button in the meeting invitation. You will be prompted to download the Webex application.



- Enter your full name and your email address when prompted. This information is important for the purpose of documenting the meeting attendees.
- Click *Join Meeting* once again.



## During the Meeting

- Chairing of the meeting will be deferred to Mike Corbiell with BPM since we will be setting up the meeting and acting as host.
- Attendees will be muted during the meeting to curtail feedback noise and disruptions. There will be opportunities to ask questions or provide feedback, if you wish to speak please use the *raise hand* function by clicking on the hand icon beside your name in the attendee list as seen below:



- The meeting host (Chair) can see your hand raised and you will be acknowledged and given the floor.
- Attendees may be asked to vote via a poll. We encourage each unit to vote in the poll; note only one representative per unit may vote in each poll.

If you have any questions regarding Webex or the meeting, please contact BPM:

Blackstone Property Management Inc.  
1537 9 Avenue SE  
Calgary, AB T2G 5N4  
T: 403-984-2450