



## ANNUAL GENERAL MEETING NOTICE

If you would like a copy of this notice in digital form please text your email address to (780) 423-4236

**NOTICE TO:** The Owners, Condominium Corporation No. 1324391  
Altitude at McConachie

**FROM:** Agent for the Owners:  
AG Property Services

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TAKE NOTICE that the **Annual General Meeting** will be completed by acclimation on

**DATE:** Wednesday August 6<sup>th</sup>, 2025  
**TIME:** 6:30 PM Meeting Start

**LOCATION:** Online via Zoom

Owners may gain access to the meeting via the following link. To access a Zoom meeting, you need to enter a meeting ID and the password below. You can join via the Zoom desktop or mobile app, or through a web browser. If you don't have the app, you can often join via your browser, but some features may be limited.

Topic: AGM, The Owners, Condominium Corporation No. 1324391 Altitude at McConachie

Time: Aug 6, 2025 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting Link

[bit.ly/4o3HgyW](https://bit.ly/4o3HgyW)



Meeting ID: 969 5064 0778

Passcode: 226493



**This Meeting will be held by Poll Vote**

The Bylaws state that to vote, an Owner must not be in arrears. All condominium contributions must be paid in full.

**If you are uncertain of your account status, or have questions about how to make payments,** please email us at [accounting@agps.pro](mailto:accounting@agps.pro)

If you are unable to attend, please submit your Proxy naming a Board member or someone else who will be present to represent you. This PROXY is for QUORUM only.

As per s.3.11 of the bylaws, quorum for the AGM is the number of persons whose total vote represents at least **twenty-five (25%) percent** of all persons entitled to receive notice, being present in person or represented by proxy.

**Please find enclosed herewith the following:**

- Meeting Agenda;
- Proxy Form;
- Board Members List;
- Budget for year ending October 31<sup>st</sup>, 2025
- Financial Statements for the Fiscal Year Ending October 31<sup>st</sup>, 2025
- Statement of Financial Position for the Period ending December 31<sup>st</sup>, 2025
- Insurance Certificate

**DATE: Aug 6, 2025**

**TIME: 6:30 PM Meeting Start**

**LOCATION: Virtual via ZOOM**

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**AGENDA**

1. Call to Order 6:30 pm.
2. Certification of Proxies – Quorum Status
3. Proof of Notice of Meeting
4. Approval of Draft Annual General Meeting Minutes (as circulated)
5. Reports of Officers
6. Financial Report and Reserve fund

Year End Financial Statement (as required by the Condominium Property Act and regulations section 30. (4)(a))



Reserve fund expenditures and balance for the fiscal year (as required by the Condominium Property act and regulations- section 29.1)

7. Annual Budget disclosure (as required by the Condominium Property Act and regulations section 20.51(1))
8. New business
9. Old Business
  - Bylaws
  - Common area vs. private property
  - Illegal Dumping / Garbage Collection: The City has postponed implementation of individual garbage bins to 2025. No further action is required at this time.
  - Sidewalks, Driveways, and Concrete Restoration: Issues with loose bricks and concrete restoration remain tabled for future consideration.
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10. Resignation of Board – Ratification of Past Acts of the Board of Directors
11. Election of NEW Board
12. Question period
13. Adjournment

## **Standing Board of Directors**

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Anish Prakash, President  
Diane Herbert  
Jacqueline Sibilla  
Imrant Ali  
Melanie Prebble  
Christie Stanton

## PROXY

I, \_\_\_\_\_ the legal owner of unit #\_\_\_\_\_ at  
Condominium Corporation #1324391 at 450 McConachie Way NW, Edmonton,  
AB T5Y 0S8, Edmonton hereby appoint \_\_\_\_\_ to  
act on my behalf at the Annual General Meeting of the Condominium to be held on  
Wednesday, August 6, 2025 and any adjournment thereof. This Proxy is for  
QUORUM only.

I understand and acknowledge that this proxy remains in effect until revoked by  
Notice to the Condominium Corporation in writing or until the final adjournment  
of Annual General Meeting on August 6, 2025

Dated this \_\_\_\_\_ day of \_\_\_\_\_. 2025

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Address of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

\* A Proxy is a legal document that must be used with care. This Proxy confers discretionary authority for  
your nominee to act on your behalf, using their own judgement.

\* If there is more than one registered owner for a unit, only one owner needs to sign the form.  
Please email or scan the Proxy to: notices@agps.pro

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# Financial Report

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Condominium Corporation No. 1324391  
For the period ended October 31, 2024

Prepared on  
**May 5, 2025**

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# Profit and Loss

November 2023 - October 2024

	Total
<b>INCOME</b>	
Condominium Fees	140,030.67
Interest Income	7,326.53
Sundry	20.00
<b>Total Income</b>	<b>147,377.20</b>
<b>GROSS PROFIT</b>	<b>147,377.20</b>
<b>EXPENSES</b>	
Bank charges	970.50
Grounds Maintenance / Snow Removal	19,367.25
Insurance	64,148.23
Legal Expenses	11,959.68
Property Management Fees	18,830.76
Utilities	1,565.94
<b>Total Expenses</b>	<b>116,842.36</b>
<b>PROFIT</b>	<b>\$30,534.84</b>

# Statement of Cash Flows

November 2023 - October 2024

	Total
OPERATING ACTIVITIES	
Net Income	30,534.84
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	3,313.00
Prepaid Expenses	3,588.59
Accounts Payable (A/P)	-6,529.26
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>372.33</b>
<b>Net cash provided by operating activities</b>	<b>30,907.17</b>
NET CASH INCREASE FOR PERIOD	30,907.17
Cash at beginning of period	277,939.47
CASH AT END OF PERIOD	\$308,846.64



# Balance Sheet Summary

As of October 31, 2024

		Total
<b>ASSETS</b>		
Current Assets		0.00
Cash and cash equivalents		308,846.64
Accounts receivable (A/R)		19,867.47
<b>Total Current Assets</b>		<b>328,714.11</b>
<b>Total Assets</b>		<b>\$328,714.11</b>
<b>LIABILITIES AND EQUITY</b>		
Current Liabilities		
Accounts Payable		3,675.00
<b>Total Current Liabilities</b>		<b>3,675.00</b>
Equity		325,039.11
<b>Total Liabilities and Equity</b>		<b>\$328,714.11</b>

Condominium Corporation No. 1324391  
BUDGET

November 2024 - October 2025

	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May-25	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Total
INCOME													
Condominium Fees	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,856
Interest Income	35	35	35	35	35	35	35	35	35	35	35	35	420
Total Income	11,690	11,690	11,690	11,690	11,690	11,690	11,690	11,690	11,690	11,690	11,690	11,690	140,276
EXPENSES													
Bank charges	70	70	70	70	70	70	70	70	70	70	70	70	840
Grounds Maintenance / Snow Removal	4,000	3,000	840	840	2,000	4,000	840	840	1,680	3,000	2,000	4,500	27,540
Insurance	5,349	5,349	5,349	5,349	5,349	5,349	5,349	5,349	5,349	5,349	5,349	5,349	64,188
Professional Fees											1,500		1,500
Property Management Fees	1,569	1,569	1,569	1,569	1,569	1,569	1,569	1,569	1,569	1,569	1,569	1,569	18,831
Repair and maintenance-Unit Work	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Utilities/Water	145	145	145	145	145	145	145	145	145	145	145	145	1,740
Total Expenses	11,633	10,633	8,473	8,473	9,633	11,633	8,473	8,473	9,313	10,633	11,133	12,133	120,639
INCOME OVER EXPENSES	56	1,056	3,216	3,216	2,056	56	3,216	3,216	2,376	1,056	556	-444	19,637



9426 – 51 Avenue NW, Suite 313, Edmonton, AB T6E 5A6  
Tel.:780-229-3770 | Fax: 587-521-2606 | Toll Free: 1-833-229-3770

## CERTIFICATE OF INSURANCE - N° 2024-001

**THIS IS TO CERTIFY TO:** Condominium Corporation No. 1324391, known as ALTITUDE AT MCCONACHIE, for itself and in its capacity as trustee for the Unit Owners and/or any Administrator or other agent designated in the Condominium By-Laws or under the Condominium Property Act and/or the Property Manager and/or the Contract Manager for the Condominium and/or their employees and/or the employees of the Corporation and/or the Board of Directors and/or the individual unit owners as their respective interests may appear.

that the following described policy(ies) or cover note(s) in force at this date have been effected to cover as shown below:

<b>NAMED INSURED:</b>	Condominium Corporation No. 1324391, known as ALTITUDE AT MCCONACHIE
<b>ADDITIONAL INSURED:</b>	Linc Realty Advisors Ltd. o/a AG Property Services, as Property Manager and only arising out of the operations of the Named Insured.
<b>LOCATION ADDRESS:</b>	450 McConachie Way NW, Edmonton, AB T5Y 0S8
<b>OPERATIONS:</b>	Condominium Corporation

As described herein, insurance has been arranged through this office for the Insured Named above on whose behalf this Certificate is executed, and we hereby certify that such insurances are in full force and effect as for which a policy number, period and limits are shown:

TYPE	INSURER	POLICY NO.	POLICY PERIOD <small>(12:01 a.m. standard time at the mailing address of the Insured as stated herein)</small>	LIMIT OF INSURANCE
All Property	Participation Insurers: As contracted by BFL CANADA Risk and Insurance Services Inc. (Authority: BFL CANADA Risk and Insurance Services Inc.)	BFL041324391	November 01, 2024 to November 01, 2025	\$24,455,000 "All Risk", Stated Amount Co-Insurance, Replacement Cost
Unit Owner Improvements and Betterments	NOT COVERED	NOT COVERED	NOT COVERED	NOT COVERED
Employee Dishonesty – Form A (Fidelity Bond)	As Per Policy Declaration Page	BFL041324391	November 01, 2024 to November 01, 2025	\$1,000,000 Limit
Commercial General Liability	As Per Policy Declaration Page	BFL041324391	November 01, 2024 to November 01, 2025	\$30,000,000 Each occurrence
Directors and Officers Liability (Claims Made Form)	As Per Policy Declaration Page	BFL041324391	November 01, 2024 to November 01, 2025	\$20,000,000 Limit of Liability and Aggregate
Equipment Breakdown	As Per Policy Declaration Page	BFL041324391	November 01, 2024 to November 01, 2025	\$24,455,000 Standard Comprehensive Policy

**ADDITIONAL INFORMATION:** This Certificate is issued specifically with respect to the following unit: **ALL UNITS**

**DEDUCTIBLES:**

\$10,000 All Other Losses    \$50,000 Water    \$50,000 Sewer Back-Up    5% Earthquake subject to (Minimum \$100,000)    \$50,000 Flood    \$50,000 Hail

**MORTGAGE HOLDER / LOSS PAYABLE:** Lenders and Mortgage Companies are referred to the provisions of the Alberta Condominium Property Act being Chapter C-22 of the Revised Statutes of Alberta 2000, and to the By-Laws of the above referenced Condominium Corporation with respect to placement of insurance and disbursement and utilization of insurance proceeds.

This certificate is issued as a matter of information only and is subject to all the limitations, exclusions and conditions of the above-listed policies as they now exist or may hereafter be endorsed.

Should one of the above-noted policies be cancelled before the expiry date shown, notice of cancellation will be delivered in accordance with the policy provisions. Limits shown above may be reduced by Claims or Expenses paid.

As brokers, we are bound to remind you that insurance transactions between an Insured and an Insurer are based on good faith. To safeguard your insurance coverage and comply with policy conditions, you have an obligation, for the entire policy term, to promptly notify your Insurer of all changes relevant to the risk which might affect the Insurer's decisions as to coverage and premium. Please be aware that if you do not disclose all such information, Insurers may have the right to void the policy in its entirety, or sections thereof which may lead to claims not being covered. Please advise us of any material change so that we may notify your Insurer accordingly. If you have any questions, please do not hesitate to contact us.

**BFL CANADA Risk and Insurance Services Inc.**

Signed in Edmonton on October 29, 2024

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

Authorized Representative - Carrie Pittet