Property Management Virtual Portal – PMVP

Virtual Upon provides a full service solution for managing virtual annual general meetings. We have created the PMVP software as a tool for property management companies to handle AGM processes.

PMVP Application Features

- View a list of available AGMs in the current property manager's portfolio.
- Create a new AGM request for each single corporation in their portfolio.
- Schedule AGM date and time.
- Ability to upload the package file.
- Will automatically handle package sending and email notifications to homeowners within 15 days prior to AGM date.
- Will display what positions are up for election.
- Will display which director's term is up for renewal.
- Property managers can request recording of audio and video of the AGM.
- Select consents to be signed by homeowners, select if a consent is mandatory to be signed before homeowners attend the AGM meeting.
- PMVP provides an online platform to allow homeowners to fill-out, sign and electronically submit all consent forms. PMVP saves digital copy of signed consent.

PMVP Email and SMS Management

- Will manage sending out package notification emails.
- Will validate email delivery and upon request provide audit trail reporting.

> **PMVP** keeps track of every email sent:
> post email delivery analytics can be generated upon request.
> ✹ Recipient Accepted, ✹ Recipient rejected, ✹ Email delivered, ✹ Delivery failed,
> ✹ Recipient opened the email, ✹Recipient unsubscribed, ✹ Recipient complained.

- In addition to emails, **PMVP** sends mobile text message notification

Electronic Proxy, Candidate-disclosure-forms

Every homeowner will be provided a secure online platform to fill-out forms, e-signatures, and submit forms.

PMVP Keeps track and validates *"Owner Occupied"* and *"General director"* rules when signing the E-proxy and when voting.

Each time a E-proxy form is filled-out, an email will be sent to the proxy giver, the proxy appointees and the property manager.

AGM Management

We provide:

- 100% browser based live video meetings
- Technical support
- Presenter control
- Audience moderation
- Ability to mute participant's sound and video

Online Platform

- Developed a secure online application to help property managers and homeowners conduct the AGM tasks. Features include:
- Authentication and authorization of attendees
- Participant verification and online attendee registration
- Automatically counts proxies and quorum
- Online candidate nomination

Voting

- We use our own securely developed Real-time voting software
- Validate *"Owner Occupied"* and *"General director"* rules when voting
- We provide audit trail reporting
- E-Ballots data, and videos are securely saved in data centers located in Canada