

# SOUTH KEYS LANDING

## CO-TENANCY HOME OWNERS ASSOCIATION

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March 31, 2016

### **NOTICE OF ANNUAL GENERAL MEETING**

In accordance with Section 8.1 of the Joint Use Agreement, notice is hereby given of the annual general meeting of the owners to be held on **Thursday, APRIL 21st, 2016 at 7:15 p.m. with registration beginning at 7:00 p.m.** at the **JIM DURRELL RECREATION CENTRE IN ELLWOOD HALL, 1265 Walkley Road, Ottawa.**

Please find enclosed:

1. The Agenda (p 5 )
2. Minutes of the April 16<sup>th</sup>, 2015 A.G.M. (p 7-9)
3. The 2015 Audited Financial Statement (p 11-20)
4. A Proxy form (p 21)

Please review these documents and the Joint Use Agreement prior to the meeting. A copy of the Joint Use Agreement is available at [southkeyslanding.com](http://southkeyslanding.com) or by contacting the Property Manager.

Quorum for this meeting requires the presence in person or by proxy of not less than 30% (44) of the votes of all Owners. If you cannot attend the meeting, a proxy form is available so that you can appoint someone to attend and vote on your behalf. Please return your completed proxy form to the PMA address, fax it to (613) 742-5779 or email it to [norean@pmamanagement.com](mailto:norean@pmamanagement.com) and c.c. [southkeyslanding@gmail.com](mailto:southkeyslanding@gmail.com). Completed proxy forms may also be brought to the meeting subject to verification at registration. If you do not appoint a specific person to act as your proxy, then it will be assigned to a member of the Committee.

***Please note that pursuant to Section 8.4 of the Joint Use Agreement only Owners not in default with respect to the monthly fee for common expenses shall be entitled to vote either in person or by proxy.***

Thank you and see you at the meeting.

By Order of the Committee  
Norean Harris, Property Manager  
PMA Realty Consulting Ltd. – As Agents Only for:  
South Keys Landing

# **SOUTH KEYS LANDING CO-TENANCY HOME OWNERS ASSOCIATION**

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## **ANNUAL OWNERS MEETING**

**Thursday, APRIL 21, 2016**  
registration at 7:00 p.m.

**JIM DURRELL RECREATION CENTRE  
ELLWOOD HALL  
1265 WALKLEY ROAD**

### **AGENDA**

1. Call to Order
2. Meeting Commences – welcome remarks
  - a. - announcement of quorum
  - announcement that the meeting is being conducted in accordance with Robert's Rules of Order
  - call for new business
  - approval of the agenda
  - b. - Appointment of three (3) scrutineers
3. Approval of the minutes of the April 16, 2015 AGM (p 7-9)
4. Presentation of the 2015 Audited Financial Statements by Ryan Miller from McCay Duff, Auditor. (p 11-20)
5. Election – two positions to be filled at this meeting each for a two year term.
  - a) Nominations
  - b) Candidate introductions
  - c) Vote – two positions
  - d) Election Results
6. Topics for Discussion
  - Reserve Fund Study/Expenditures
  - Common Property Fencing
  - Fire Route
  - Dogs in SKL Park
  - Play Structure
  - Parking
7. New Business – for discussion only. Only matters noted on the Agenda can be voted on at this meeting.
8. Adjournment

The Committee

**SOUTH KEYS LANDING**  
**CO-TENANCY HOME OWNERS ASSOCIATION**

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**ANNUAL GENERAL MEETING**

**PROXY**

The undersigned, being an owner of a unit(s) in the property known as South Keys Landing, hereby appoints a member of the Committee or:

\_\_\_\_\_ (fill in the name of your proxy) as the proxy of the undersigned to attend and act at the Annual General Meeting of owners on:

**THURSDAY, APRIL 21, 2016**

or any adjournment thereof in the same manner, to the same extent, and with the same power, as if the undersigned were present at the said meeting or such adjournment thereof. Providing that a motion be amended, the proxy holder may exercise his absolute discretion in voting on such an amendment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Name(s) - Please Print

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Name(s) - Please Print

\_\_\_\_\_  
Address