

SOUTH KEYS LANDING CO-TENANCY HOMEOWNERS ASSOCIATION

March 31st, 2017

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 **TUESDAY, APRIL 25th, 2017 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
2. Minutes of the April 21st, 2016 A.G.M. (p 5-10)
3. The 2016 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 or by contacting the Property Manager.

Quorum for this meeting requires the presence in person or by proxy of not less than 30% of eligible 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 and c.c. 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 counted for quorum purposes only.

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 HOMEOWNERS ASSOCIATION

ANNUAL GENERAL MEETING

TUESDAY, APRIL 25, 2017
registration at 7:00 p.m.

JIM DURRELL RECREATION CENTRE
ELLWOOD HALL
1265 WALKLEY ROAD

AGENDA

1. Call to Order
2. Meeting Commences
 - a) Welcome Remarks
 - b) Announcement of Quorum
 - c) Call for New Business
 - d) Approval of the Agenda
 - e) Appointment of three scrutineers (Note: must be volunteers not seeking election)
3. Approval of the Minutes of the April 21, 2016 AGM (p 5-10)
4. Presentation of the 2016 Audited Financial Statements by Ryan Miller from McCay Duff, Auditor (p 11-20) (Note: Questions to be limited to the Audit)
5. President's Report
6. Topics for Discussion
 - a) Fencing
 - b) Pre-Authorized Debit
 - c) Red Light Camera
 - d) Service Contract Updates
7. Election – three positions to be filled at this meeting, each for a two-year term
 - a) Nominations
 - b) Candidate Introductions
 - c) Vote – three positions
 - d) Election Results
8. New Business (Note: For discussion only. Only matters set on the Agenda can be voted on at the meeting)
9. Adjournment

The SKLHA Committee