

**SOUTH KEYS LANDING
CO-TENANCY HOMEOWNERS ASSOCIATION**

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CO-TENANCY HOMEOWNERS ASSOCIATION**

April 8th, 2019

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 30TH, 2019 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 2)
2. Minutes of the April 23rd, 2018 A.G.M. (p 3-7)
3. The 2018 Audited Financial Statement (p 8-18)
4. A Proxy Form (p 19)

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% (45) 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