

## PRELIMINARY NOTICE OF MEETING OF OWNERS

*Advance information for owners about a proposed meeting of owners*

2018 December 18

### **Ottawa Carleton Standard Condominium Corporation No. 987 Gotham**

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

### **GENERAL MEETING INFORMATION**

**Section 1.** Projected date of the meeting: 2019 January 22

**Section 2.** You may provide information to the board in response to this notice in the following ways:

a. By delivering the information to the address for service of

☒ the corporation:

Gotham

224 Lyon Street North

Ottawa, ON K1R 0C1

ATTN: OCSCC 987

☒ condominium management provider or the condominium manager:

Kayla McKale - kmckale@cimanagement.ca

Capital Integral Property Management

904 Lady Ellen Place

Ottawa ON K1Z 5L5

ATTN: OCSCC 987

Fax: 613-651-0306

☐ any other person responsible for the management of the property: N/A

b. By delivering the information using an electronic method of communication:

☒ Yes

☐ No

The electronic method of communication is: kmckale@cimanagement.ca

c. By delivering information in an additional way

☐ Yes

☒ No

**Section 3.** Summary of the Purpose of the Meeting:

To consent on the Amendment to the Declaration to change only the sequence plan of the 8 townhomes in the order that the plan should have originally been drawn and developed.

**Section 4.** Please check any of the following that apply to the upcoming meeting:

☐ a. This is a meeting requisitioned by owners under s. 46 of the *Condominium Act, 1998*. N/A

☒ b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.

The purposes of the proposed changes are: To amend the Declaration as there was an error made in the numerical numbering of the 8 townhomes along Gloucester Street. The townhomes were numbered 1 through 8 from the east side to the west side, but should have been numbered 1 through 8 from the west side to the east side of the building. This will not affect ownership of units.

☐ c. This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors). N/A

☐ d. This is a meeting to remove or appoint an auditor. N/A

☐ e. This is a meeting for the purpose of considering an addition, alteration or improvement to the common elements, a change in the assets of the corporation, or a change in a service of the corporation or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*. N/A

☐ f. This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*. N/A

**Section 5.** Request by owners to include material (including any record of the corporation) in the upcoming Notice of Meeting. If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date: 2019 January 02

Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available through the management website's Owner Portal for the condominium. This form is from the government's website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

**Section 6.**

☐ A by-law of the corporation requires that additional material be included with this notice. N/A

**Section 7.**

Optional: Additional material that is not required by a by-law of the corporation is included with this notice. N/A