

**CARLETON CONDOMINIUM CORPORATION NO. 286**

**MEMORANDUM**

**DATE:** May 12, 2017  
**TO:** All Unit Owners / C.C.C. #286  
**FROM:** Board of Directors  
**REFERENCE:** FISCAL YEAR 2016 - 2017 ANNUAL GENERAL MEETING

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The Annual General Meeting (AGM) will be held at:

**7:00 p.m. on Tuesday, May 30, 2017**

**Multi Media Room, 4<sup>th</sup> Floor**

**Rideau Place - 550 Wilbrod Street**

For those Owners who are unable to attend the meeting, the Board of Directors urges you to appoint another person to act as your representative by completing the **enclosed Proxy Form** and delivering it as described in the Notice of Annual General Meeting (attached). Facsimiles or email scans are accepted as true copies.

Enclosed are the following documents:

1. Notice of Annual General Meeting
2. Agenda
3. Proxy Form
4. Minutes of the Annual General Meeting held on May 26, 2015
5. Changes to Condominium Fees
6. Document on the History of Condominium Fees at CCC No. 286
7. Fiscal Year 2016-2017 Budget

★ All Owners are reminded that the **Monthly Condo Fees must be paid by post-dated cheque**, made out to "CCC 286". We are requesting that you bring twelve (12) postdated cheques to the AGM to provide to the Property Manager, or that **otherwise** you provide them to the Board (Treasurer – Howard Simkover, Unit 9) **no later than May 25, 2017**. Thank-you! The new Condo Fees are **\$636.00** per month for the Odd-numbered Units and **\$610.00** per month for the Even-numbered Units. ★

We look forward to seeing all Owners on **May 30<sup>th</sup>**. If you have questions regarding the Annual General Meeting or need assistance in filling out the Proxy Form, please contact our Property Manager, Rejean D'Aoust, Integral Property Management Inc., at 613-739-1057, Extension 251.



For/ Board of Directors  
CCC No. 286

**CARLETON CONDOMINIUM CORPORATION NO. 286**

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of the Owners of Carleton Condominium Corporation No. 286 will be held at **7:00 p.m. on Tuesday, May 30, 2016** at **Rideau Place** in the **Multi Media Room, 4<sup>th</sup> Floor, 550 Wilbrod Street.**

Attached is a set of documents, together with the Agenda for the meeting.

Unit Owners who are unable to attend the meeting in person are requested to date and sign the **enclosed Proxy Form**. The proxy must be presented at the meeting between 6:45 p.m. - 7:00 p.m. or it can be faxed, emailed or delivered on or before **12:00 noon, May 30, 2016** to any Board Member, or the following address.

C.C.C. No. 286  
Attention: Réjean D'Aoust  
c/o Integral Property Management  
200 – 277 Boul. St. Joseph  
Gatineau, Quebec J8Y 3Y2

(Fax #: 613-739-8486)

In order to conduct a meeting, at least 33 1/3 percent of the Owners must be represented either in person or by proxy.

Dated at Ottawa this 12<sup>th</sup> day of May, 2017.

BY ORDER OF THE BOARD OF DIRECTORS - C.C.C.#286

**CARLETON CONDOMINIUM CORPORATION NO. 286**

**Annual General Meeting**

**May 30, 2017**

**A G E N D A**

Call to Order at 7:00 p.m.

1. Establish the presence of a Quorum
2. Proof of Notice of Meeting
3. President's Opening Remarks
4. Approval of the AGM Minutes dated May 30, 2016
5. Treasurer's Report
6. Appointment of CA Firm for the "Notice to Reader" Financial Statements
7. Other business matters as may be properly brought before the meeting
8. Adjournment



**PROXY FOR GENERAL MATTERS AND  
FOR THE ELECTION OF DIRECTORS**  
(under Subsection 52 (6) of the *Condominium Act, 1998*)

**TO:   *Condominium Corporation No. 286***  
(known as the "Corporation")

1.    I am (We are)  
      \_\_\_\_the registered Owner(s),  
      \_\_\_\_authorized to act on behalf of the registered Owner(s),

of ***Unit Number(s)*** \_\_\_\_\_

2.    I (We) appoint \_\_\_\_\_, if present, or failing him or her,  
      the **President of CCC#286**, if present, or failing him or her, the **Secretary of CCC #286**,  
      if present, to be a proxy (known as the "Proxy") and to attend and vote on my (our) behalf  
      at the meeting of Owners to be held on **May 30, 2017** and at any adjournment of the  
      meeting (known as the "Meeting").
3.    The Proxy may vote on my (our) behalf in respect of matters that may come before the  
      Meeting , as I (we) could do if personally present at the Meeting.
4.    I (We) revoke all proxies previously given.

Dated this \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)