

**CARLETON CONDOMINIUM CORPORATION NO. 286**

**MEMORANDUM**

**DATE:** May 3, 2018  
**TO:** All Unit Owners / C.C.C. #286  
**FROM:** Board of Directors  
**REFERENCE:** FISCAL YEAR 2017 - 2018 ANNUAL GENERAL MEETING

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

**7:00 p.m. on Wednesday, May 30, 2018**

**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 **Proxy Form** and delivering it as described in this Notice of Annual General Meeting. Email scans of the signed Proxy are accepted as true copies. We have also provided **instructions** for how to fill out the Proxy Form.

The Fiscal Year 2018-19 Budget and information on the changes to the Condo Fees, effective June 1, 2018, have already been provided to you.

Attached are the following items:

1. Notice of Annual General Meeting
2. Agenda
3. Proxy Form
4. Instructions for how to fill out the Proxy Form
4. Minutes of the Annual General Meeting held on May 30, 2017



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 please provide your twelve (12) postdated cheques to the Board (Treasurer – Howard Simkover, Unit 9, or Secretary, David Mulrooney, Unit 5) by **May 28, 2018**. Alternatively, please bring your postdated cheques to the AGM to give to the Property Manager. Thank-you! The new Condo Fees are **\$651.00** per month for the Odd-numbered Units and **\$624.00** per month for the Even-numbered Units.

Any Owners who rent **common element space** from the Condominium (e.g., alcoves), please provide a **separate cheque**, dated June 1, 2018 for your alcove rent as well.



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, Anne Makuch, Capital Integral Property Management Inc., at 613-722-1232, Extension 109, or at [amakuch@cimanagement.ca](mailto:amakuch@cimanagement.ca).

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, 2018** 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 **Proxy Form**. The proxy must be presented at the meeting between 6:45 p.m. - 7:00 p.m., or it can be emailed or delivered on or before **12:00 noon EDT, May 30, 2018** to any Board Member, or the following address.

C.C.C. No. 286  
Attention: Anne Makuch  
c/o Integral Capital Property Management  
904 Lady Ellen Pl, Ottawa, ON  
K1Z 5L5  
Email: [amakuch@cimanagement.ca](mailto:amakuch@cimanagement.ca)

In order to conduct the meeting, at least 25% percent of the Owners must be represented either in person or by proxy.

Dated at Ottawa this 3<sup>rd</sup> day of May, 2018.

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

***CARLETON CONDOMINIUM CORPORATION NO. 286***

**Annual General Meeting**

**May 30, 2018**

**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, 2017
5. Treasurer's Report
6. Appointment of CA Firm for the "Notice to Reader" Financial Statements
7. Discussion Item – Possible Impact of Cannabis Legislation
8. Other business matters as may be properly brought before the meeting
9. Adjournment