

IMPORTANT INFORMATION FOR GENERAL MEETINGS

(1) FINANCIAL STATEMENT

Any queries regarding the annual accounts should be directed to the Strata Managers office in writing at least 72 hours prior to the meeting to enable the necessary information to be ascertained.

If you received an invoice/account for levies or owe the strata company any money before you received your notice of meeting, you must pay the outstanding amount before the commencement of the meeting, otherwise you are not entitled to vote or move motions, and also do not count towards a quorum. EFT payments should be made at least 24 hours before the commencement of the meeting. Proof of payment may be required, ie Internet Banking receipt, or Australia Post receipt if paid at the post office.

(2) PROXY FORM

Should you be unable to attend the meeting in person please complete the Proxy Form enclosed with the notice of the meeting, and arrange for your nominee to hand it to the Chairman, or alternatively forward it to the Strata Managers office prior to the meeting date.

A proprietor may appoint a proxy, who need not be a proprietor to vote on his/her behalf at the general meetings of the strata company.

If the property is jointly owned then a proxy form will need to be completed giving the proxy to one of the joint proprietors the right to vote. Example: a husband and wife will need to complete a proxy form. Both will need to sign the proxy giving the vote to either the husband or wife. A proxy form will need to be completed even if both are present at the meeting.

If your Lot (unit) is in the name of a company then the company must fill in the proxy form nominating a natural person to vote on its behalf. If co-owners do not fill in a proxy form they are not entitled to vote.

(3) ENTITLEMENT TO VOTE AT THE MEETING

In order to be able to vote and move motions at the meeting, all monies owing by proprietors in respect to their lot must be paid prior to the commencement of the meeting.

(4) ELECTION OF COUNCIL OF OWNERS

To be elected to the Council of Owners you must be a proprietor or co-proprietor of the strata company. A nomination can be in writing or orally by a nominee who is present at the meeting. If the property is co-owned then both owners must nominate, in writing, the person who will be nominated to be on the Council of Owners.

(5) VOTING

Generally resolutions are passed by voting on a show of hands. The Strata Titles Act requires some resolutions to be passed either by a Unanimous or Special resolution or by a Resolution without Dissent. The notice of meeting will state if either of these types of resolution are required. In the case of a Unanimous or Resolution without Dissent an owner does not have to be financial to vote but co-owners must have filled in a proxy form.

SHOW OF HANDS – On a show of hands each owner has one vote for each lot (unit) that they own.

POLL VOTE – An owner may demand that the resolution shall be decided on a poll vote. If a poll vote is demanded then the unit entitlement of each owner voting for or against the resolution shall be counted.

RESOLUTION PASSED – A declaration by the Chairman that the resolution has passed or failed is conclusive evidence of that fact, without proof of the number or proportion of votes recorded in favour or against the resolution. If the votes for or against the resolution are equal in number the motion is deemed to have failed.

(6) AGENDA ITEMS

Only items on the agenda may be resolved at the meeting. General Business issues can be discussed and considered.