# OWNERS CORPORATION ANNUAL GENERAL MEETING MINUTES

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| **Owners corporation plan number** |  |
| **Annual general meeting** |  |
| **Date** |  |
| **Time** |  |
| **Venue** |  |
| **No.** | **Description** |
| **1** | Attendees |
| **2** | Chairperson (record who was elected/authorised to chair the meeting) |
| **3** | Minute taker (record who was authorised to take minutes) |
| **4** | Apologies |
| **5** | Proxies |
| **6** | Entitlement to vote |
| **7** | Quorum |
| **8** | Minutes of previous meeting were read out |
| Motion to accept the minutes |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **9** | The committee report was read out and tabled |
| Motion to accept the committee report |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **10** | The Manager read out the manager’s report |
| A motion was moved to accept the manager’s report |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **11** | The grievance committee read out their report on complaints and disputes |
| A motion was moved to accept the grievance report |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **12** | The owner’s corporation considered and approved the financial statements |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **13** | The manager reported on work carried out according to the maintenance plan |
| A motion was moved to approve the maintenance plan contributions |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **14** | The owner’s corporation considered and approved the financial statements and budget subject to the following changes. |
| A motion was moved to accept the grievance report |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **15** | The manager submitted the valuer’s report of the building for insurance purposes |
| A motion was moved to accept the valuer’s report |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **16** | The owner’s corporation resolved that insurance be taken out. |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **17** | The owner’s corporation considered and approved the budget subject to the following adjustments. |
| E.g.:To adjust the costs for the repairs to the fence in administrative expenses and add to the maintenance plan and fund contributionsTo increase maintenance fund contributions |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **18** | The owner’s corporation considered and approved the proposed administrative fees of $57,000 to be struck for the next financial year |
| Moved |  | Seconded |  |  |
| Voting: |  | For: |  | Against |  |
| **19** | Election of committee |
| **20** | Appointment of secretary |
| **21** | Appointment of chairperson |
| **22** | Affixing the common seal to the instruments of delegation |
| **23** | Other business |
| Signed by the chairperson |  |
| Date |  |