# 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 contributions  To 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 | | | |  | | | | |