Notice of Intention to Hold

an Annual General Meeting

[Name of Body Corporate]

[Number of Body Corporate]

[Refer to r 5 of Unit Titles Regulations 2011]

This notice is provided in respect of an Annual General Meeting of the Body Corporate. Details of the meeting are as follows:

**Date:**

**Time:**

**Venue:**

**Election of a Chairperson:**

Pursuant to Regulation 10, a Body Corporate must elect a Chairperson. The person must be a principal unit owner. A Chairperson candidate cannot nominate themselves.

Nominations are now being received for Chairperson for your Body Corporate. Please send in your nomination on the required form by email or post to the Body Corporate Manager.

**Election of a Body Corporate Committee**

Nominations are also being received for Committee membership. The member must an owner of a principal unit and must be nominated by an owner of a principal unit. A candidate may nominate themselves.

Please send in your nomination on the required form by email or post to the Body Corporate Manager.

**Items for Discussion:**

You are invited to propose items for discussion at the meeting. A general outline of an agenda is as follows:

* Apologies and Proxies
* Confirmation of minutes of previous annual general meeting
* Matters arising from previous meeting
* Election of a Chairperson
* Election of Committee
* Financial statements and discussion
* Budget and discussion
  + Operational
  + Long-term maintenance fund
* Bank account
* Audit of accounts
* Fixed levy date
* Debt collection
* Delegations
* Insurance
* Long-term maintenance plan (LTMP)
* Common area maintenance matters
* General business

Please email or post your general agenda items to the Body Corproate Manager.

Unless all levies are paid, unit owners cannot vote.

Nominations for the chairperson or committee must be sent by email or post to (**Name of Sectrary , email and postal address**) and be received by no later than 5pm on (**14 days prior to the AGM date**).

Yours sincerely

**Please find attached:**

 Chairperson and Committee Nomination Form and Additional Agenda Items