**Notice of the**

**Annual General Meeting**

**Of**

**(Insert Body Corporate name and Body Corporate Number)**

**(Refer s81 Unit Titles Act 2010pursuant and r6 Unit Titles Regulations 2011)**

Please note that are invited by the Chairperson [insert name] of the Body Corporate to attend the Annual General Meeting of [insert name of Body Corporate]. Details of the Annual General Meeting and the Agenda now follow:

**Meeting venue:**

**Meeting time:**

**Meeting date:**

**[insert name of Body Corporate and Number]**

 **Annual General Meeting Agenda**

**1. Welcome to the members of the Body Corporate from the Chairperson.**

**2. Noted apologies.**

**3. Noted proxies**

**4. Confirmation of the minutes of the previously held Annual General Meeting of the Body Corporate.**

 *Motion 1: That the minutes of [insert name of Body Corporate held on (date)] be confirmed and accepted as a true and accurate record of the Annual General Meeting held.*

 *Moved/Seconded Carried/Not Carried*

**5. Matters arising from previous Annual General Meeting.**

Note items and discuss progress/outcomes.

**6. Body Corporate Chairperson’s report**

The Body Corporate Chairperson has tabled their written report or is tabling their report verbally at this meeting.

 Discuss the Body Corporate Chairperson’s report.

  *Motion 2: That the Body Corporate Chairperson’s [written or verbal] report be accepted by the Body Corporate.*

 *Moved/Seconded Carried/Not Carried*

**7. Election of a Chairperson**

 A Body Corporate must elect a Body Corporate Chairperson each year. The Body Corporate Chairperson must be an owner of a principal unit. The election of the Body Corporate Chairperson is by ordinary resolution.

 A candidate for the position of Chairperson must be nominated by another owner in the Body Corporate. The candidate must not nominate themselves for election.

The names for election for the position of Body Corporate Chairperson are as follows:

 [insert name of nominee]. Nominated by: [insert name of person nominating].

*Motion 3: That [insert name of principle unit owner] be elected as Chairperson of [insert name] Body Corporate until the next held Annual General Meeting.*

*Moved / Seconded Carried / Not Carried*

**8. Election of a Body Corporate Committee of the Body Corporate:**

 A Body Corporate of 9 or less units may appoint a Body Corporate Committee. Where there are 10 or more units, a Body Corporate must appoint a Body Corporate Committee. The exception is that a Body Corporate may elect, by Special Resolution, not to elect a Committee. Committee members can nominate themselves for election.

*Motion 4: That a Body Corporate Committee shall be formed until the next held Annual General Meeting.*

*That the following members shall form that Committee:*

*List the names of members nominated for election below:*

*1.*

*2.*

*3.*

*4.*

*….*

*Moved /Seconded Carried/Not Carried*

*Motion 5: That the Body Corporate have [insert number] of Body Corporate Committee members and that [50% / or other percentage ] is required to constitute a quorum at meetings of the Committee.*

 *Moved / Seconded Carried/Not Carried*

**8b. Delegation of Duty:**

*Motion 6: That the Body Corporate delegates its duties with the exception of the duties the Body Corporate cannot delegate to the Committee of the Body Corporate until the next held AGM.*

*Moved / Seconded Carried/Not Carried*

**9. Financial Statements**

Discuss the financial statements.

*Motion 7: That the end of year financial statements prepared by [insert who prepared the financial statement] be accepted as a true and accurate record of the financial position of the Body Corporate for the financial year [insert date].*

*Moved / Seconded Carried/Not Carried*

**10. Operating Budget of the Body Corporate from [insert date] to [insert date].**

*Motion 8: That the operating budget of the Body Corporate of $\_\_\_\_\_\_\_\_\_ and levies of $\_\_\_\_\_\_\_\_\_ for the year [insert date] be approved by the Body Corporate.*

*Moved/ Seconded Carried/Not Carried*

 *Motion 9a: That the Budget for the year (date) be approved with the following amendments:*

 *1.*

 *2.*

 *Moved/ Seconded Carried/Not Carried*

Motion 9b:*That the Long Term Maintenance levy of $\_\_\_\_\_\_\_\_\_ be apportioned in accordance to ownership interest.*

*Moved/ Seconded Carried/Not Carried*

**11. Levies and Fixed Levy Dates:**

*Motion 10: That the ordinary levies payable by each principle unit owner shall be in accordance with their ownership interest and be paid on [insert dates (monthly, quarterly, six monthly, yearly)].*

*That the long term maintenance plan levies payable by each principle unit owner shall be paid in accordance with their [ownership or utility interest] on [insert dates (monthly, quarterly, six monthly, yearly)].*

Moved/ Seconded Carried/Not Carried

**12. Audit of Accounts – pursuant to s132.**

 *Motion 11: That the Body Corporate submits its financial statements to an accountant for review at the end of the current financial year.*

*Moved/ Seconded Carried/Not Carried*

*Motion 12: That the Body Corporate submits its financial statements to an independent auditor for auditing at the end of the current financial year (2016).*

*Moved/ Seconded Carried/Not Carried*

*Motion 13: That the Body Corporate engages an accountant to undertake specific verification procedures as determined at this meeting by the Body Corporate.*

 *Moved/ Seconded Carried/Not Carried*

 Note: Specific verifications are determined at the AGM.

*Motion 14: That within 2 months after the end of the current financial year [insert date], the Body Corporate shall not engage an independent auditor or an accountant to review or carry out a specific verification of the Body Corporate’s procedures.*

*Moved/ Seconded Carried/Not Carried*

**13. Debt Collection**

*Motion 15: That [insert company name e.g. company acting as Body Corporate Manager] be duly authorised by [insert name of the Body Corporate] to recover any overdue or unpaid levies owed by any principle owner to the Body Corporate for more than 30 days through court proceedings. That such overdue levies attract an interest penalty of 10% per annum as specified under the Unit Titles Act 2010 until the debt is paid. That any filing fees, costs or other expenses incurred by the Body Corporate through their authorised representative in pursuing any debts owing to the Body Corporate, shall be recoverable from the defaulting principle owner.*

*Moved/ Seconded Carried/Not Carried*

**14. Operation of Bank Accounts:**

*Motion 16: That the appointed Body Corporate Manager under a service agreement to the Body Corporate be authorised to operate the bank account of the Body Corporate for the payment of authorised Body Corporate outgoings and to invest funds in interest bearing bank accounts as authorised and instructed by the Body Corporate.*

*Moved/ Seconded Carried/Not Carried*

**15.** **Valuation and Insurance:**

Discuss valuation and insurance renewal and requirements:

*Motion 17: That a valuation for insurance purposes of the Body Corporate buildings and chattels be obtained for the insurance renewal due [insert date of when insurance is due].*

*Moved/ Seconded Carried/Not Carried*

*Motion 18: That the Body Corporate place full replacement insurance for its buildings and chattels.*

*Moved/ Seconded Carried/Not Carried*

*Motion 19: That the Body Corporate place director’s and office bearer’s liability insurance in addition to the placement of its building insurance policy.*

*Moved/ Seconded Carried/Not Carried*

**16. Long-Term Maintenance Plan**

 *Motion 20: That a review of the Long-Term Maintenance Plan be undertaken by the duly Committee.*

*Moved/ Seconded Carried/Not Carried*

**17. Common area maintenance:**

 *Discuss.*

**18. General Business**

*Discuss.*

**Further Notes:**

*Proxies:*

If a unit owner is unable to attend a meeting, it is important that they provide a proxy for someone to attend in their place. The proxy may be but is not limited to, another member of the body corporate, an advisor (someone outside the body corporate), or the Chairperson or the Body Corporate Manager.

To ensure voting rights, it is essential that all levies have been paid prior to attending the meeting. Levies include all general levies and any special levies.

A proxy is appointed for a particular general meeting and does not continue in perpetuity.

Attached is the proxy form.

*Quorum:*

A general meeting of the Body Corporate may not proceed without a quorum. If the postal votes and those present at the meeting whom are entitled to exercise their vote account for no less than 25% of the principal units in the unit title development, then quorum has been met and the meeting may proceed.

If a quorum is not reached at the Annual General Meeting of the Body Corporate, the following is of note:

(a) The AGM will be adjourned until the same day 1 week later;

(b) The reconvened AGM must be held at the same time and at the same place, unless the Chairperson of the Body Corporate has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place;

(c) The reconvened AGM must proceed, whether a quorum is reached or not.

*Mortgagee Consent:*

Some mortgagees require their consent for a principle unit owner to vote. A principle unit owner must have the mortgagee’s consent before the meeting and before they exercise their vote. The Body Corporate Chairperson will assume that permission has been granted unless they are advised otherwise.

Yours sincerely

(Name of Body Corporate Manager)

(Name of Body Corporate Company)

For and on behalf of the Chairperson of [insert name of the Body Corporate and the number].

***Please find attached:***

Proxy Form

Postal Voting Form

Financial Statements for the year [insert date]