**Annual General Meeting**

**Minutes**

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

**Held at Meeting Venue:**

**Held at Meeting Time:**

**Held at Meeting Date:**

**1. Attendees:**

**[List]**

**2. Noted apologies.**

**[List]**

**3. Noted proxies.**

**[List]**

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

*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.*

 *[insert mover/insert seconder] [Carried/Not Carried]*

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

Note items and minute progress.

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

The Body Corporate Chairperson [tabled their written report] or tabled their report verbally at Annual General Meeting. The following is a summary of that report:

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

 *[insert mover/insert seconder] [Carried/Not Carried]*

**7. Election of a Chairperson**

The names for election for the position of Body Corporate Chairperson were as follows: and nominated as follows: [insert name of person nominating].

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

*[insert mover/insert seconder] [Carried/Not Carried]*

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

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

*That the following members shall form that Committee:*

*[List names]*

*1.*

*2.*

*3.*

*4.*

*….*

*[insert mover/insert seconder] [Carried/Not Carried]*

*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.*

 *[insert mover/insert seconder] [Carried/Not Carried]*

**9. Financial Statements**

The financial statements were discussed by the Body Corporate. The following were the highlights of that discussion:

[insert discussion]

*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].*

*[insert mover/insert seconder] [Carried/Not Carried]*

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

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

*[insert mover/insert seconder] [Carried/Not Carried]*

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

 *1.*

 *2.*

 *[insert mover/insert seconder] [Carried/Not Carried]*

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

*[insert mover/insert seconder] [Carried/Not Carried]*

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

*That the ordinary levies payable by each principle unit owner was approved to 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 be approved to be 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)].*

*[insert mover/insert seconder] [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.*

*[insert mover/insert seconder] [Carried/Not Carried]*

**OR**

*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).*

 *[insert mover/insert seconder] [Carried/Not Carried]*

***OR***

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

 *[insert mover/insert seconder] [Carried/Not Carried]*

 Note: Specific verifications are determined at the AGM.

***OR***

*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.*

*[insert mover/insert seconder] [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.*

*[insert mover/insert seconder] [Carried/Not Carried]*

**14. Operation of Bank Accounts:**

*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.*

*[insert mover/insert seconder] [Carried/Not Carried]*

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

Discuss valuation and insurance renewal and requirements:

*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].*

*[insert mover/insert seconder] [Carried/Not Carried]*

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

*[insert mover/insert seconder] [Carried/Not Carried]*

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

*[insert mover/insert seconder] [Carried/Not Carried]*

**16. Long-Term Maintenance Plan**

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

*[insert mover/insert seconder] [Carried/Not Carried]*

**17. Common area maintenance:**

 *Note discussion.*

**18. General Business**

*Note discussion.*

**The meeting closed at: [insert time]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by the Chairperson of the Body Corporate**