Postal Voting Form

[Refer s103, Unit Titles Act 2010,

and r15, Unit Titles Regulations 2011]

**To:** The Chairperson of the Body Corporate

**Unit Plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert Unit Plan Number]

**Body Corporate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert Name and Number]

You are entitled to cast a postal vote at the Body Corporate meeting to be held at [insert time] on [insert date] at [insert venue].

The motions to be decided at the meeting are provided on this postal voting form as they are set out in the notice of the meeting. If you intend to cast a postal vote rather than physically attending the meeting or providing a proxy for someone to attend the meeting on your behalf, you must provide your vote in the table by indicating your preferred options and return the form to [Name of Body Corporate Manager and Body Corporate Manager’s email] by no later than [insert time and date].

**Postal Vote:**

We / I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[full name and address]

being the owners/owners of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert unit number and name of Body Corporate]

and therefore an eligible voter within the meaning of s 96(1) of the Unit Titles Act 2010, cast the following postal vote at the meeting of the Body Corporate to be held as detailed above.

**Motions:**

Ordinary Resolution: For an ordinary resolution to pass, 51% of eligible voters who vote on the resolution must vote in favour of the resolution.

Special Resolution: For a special resolution to pass, 75% of eligible voters who vote on the resolution must vote in favour of the resolution.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Motion | Type of resolution: ordinary/ special resolution | For/Against |
| *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.* | *O* | *F/A* |
| *2* | *That the Body Corporate Chairperson’s [written or verbal] report be accepted by the Body Corporate.* | *O* | *F/A* |
| *3* | *That [insert name of principle unit owner] be elected as Chairperson of [insert name] Body Corporate until the next held Annual General Meeting.* | *O* | *F/A* |
| *4* | *That a Body Corporate Committee shall be formed until the next held Annual General Meeting. That the following members shall form that Committee:*  *The following members have been nominated for election:*  *1.*  *2.*  *3.*  *4.*  *….* | *O* | *F/A* |
| *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.* | *O* | *F/A* |
| *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.* | *S* | *F/A* |
| *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].* | *O* | *F/A* |
| *8* | *That the operating budget of the Body Corporate of $\_\_\_\_\_\_\_\_\_ and levies of $\_\_\_\_\_\_\_\_\_ for the year [insert date] be approved by the Body Corporate.* | *O* | *F/A* |
| *9* | *That the Long Term Maintenance levy of $\_\_\_\_\_\_\_\_\_ be apportioned in accordance to ownership interest.* | *O* | *F/A* |
| *10* | *That the Budget for the year (date) be approved with the following amendments:*  *1.*  *2.* | *O* | *F/A* |
| *11* | *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)].* | *O* | *F/A* |
| *12* | *That the Body Corporate submits its financial statements to an accountant for review at the end of the current financial year.* | *O* | *F/A* |
| *13* | *That the Body Corporate submits its financial statements to an independent auditor for auditing at the end of the current financial year (2016).* | *O* | *F/A* |
| *14* | *That the Body Corporate engages an accountant to undertake specific verification procedures as determined at the meeting by the Body Corporate.* | *O* | *F/A* |
| *15* | *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.* | *S* | *F/A* |
| *16* | *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.* | *O* | *F/A* |
| *17* | *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.* | *O* | *F/A* |
| *18* | *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].* | *O* | *F/A* |
| *19* | *That the Body Corporate place full replacement insurance for its buildings and chattels.* | *O* | *F/A* |
| *20* | *That the Body Corporate place director’s and office bearer’s liability insurance in addition to the placement of its building insurance policy.* | *O* | *F/A* |
| *21* | *That a review of the Long-Term Maintenance Plan be undertaken by the duly Committee.* | *O* | *F/A* |

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by the Principal Unit Owner or their Authorised

Representative.

*Special Notes:*

This postal vote will not be counted if any Body Corporate levies, or any other amounts that are payable in respect of the principle unit or any other amounts, are outstanding.

If a poll is requested, ownership interest will be counted as part of the poll. If no poll is requested, the postal vote will be counted as 1 vote.

If the wording of a motion is materially altered, the postal vote in relation to that motion will not be counted. It is the responsibility of the Chairperson of the Body Corporate to decide whether a motion has been materially altered.

If a quorum is not present at the general meeting of the Body Corporate, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.

If the unit is owned by more than one person, every owner or his or her authorised representative must sign the postal vote.