

REQUEST FOR MOTION (AGM)

In accordance with Clause 4 of Schedule 1 of the Strata Schemes Management Act 2015, owners are entitled to request any motion be placed on the agenda for the next Annual General Meeting.

Requirements:

- Motions will be copied exactly as written and only edited if language is deemed offensive or inappropriate.
- An explanation must be given with the motion to outline the intent (maximum 300 words).
- An agenda will not be amended / reissued if an owner submits a motion after the agenda has been issued.
- Owners who are unfinancial may still request a motion be placed on the agenda for the next Annual General Meeting.

Meeting.

- The owner's unit number will be listed in the agenda as the requester.

Recommendations:

- Contact Titles Strata Management Pty Ltd months in advance of the meeting if there are motions you wish to add to the agenda as you may be required to prepare application forms, plans and the like.
- Provide annexures where appropriate however limit the number of pages to ensure owners take the time to read the material.
- Keep your motion(s) simple such as:
 - "That the owner of unit 1 be granted approval to install an air-conditioner as per the attached application"
 - "That the Owner's Corporation replace the common area carpets in the following year"

Owner Details

Date: Lot No. Strata Plan No.

Enter Full Name(s).

Request Details

Motion(s) to be included in next Annual General Meeting Agenda:

Explanation(s) to be included with motion in next Annual General Meeting Agenda