

W.T. NEWEY & CO

SINCE 1923 NOTHING BEATS EXPERIENCE

NOTES REGARDING ANNUAL GENERAL MEETINGS

Detailed information can be found in the Community Land Management Act 1989 and the Community Land Management Regulation 2007.

General Business Questions:

Every item on the agenda will be addressed in order. No additional items can be added.

There will be no General Business addressed at the Annual General Meeting.

All repairs/queries should be sent to your Manager or Executive Committee as they arise.

Who can vote at an AGM?

You can only vote at an AGM if all contributions and levies payable in respect of your lot/s have been duly paid by the date of the meeting notice.

Voting may be done in person (if addressee is an individual) or by a company nominee (if addressee is a corporation) or by a proxy appointed by the addressee. Voting by a subsidiary body, joint first mortgagees or joint covenant chargees can only be done by proxy. A vote by a mortgagee or covenant chargee of a development lot or neighbourhood lot has priority over a vote by the proprietor of that lot.

What is a Quorum?

A quorum exists if:

- 1) At least one quarter of the number of people entitled to vote is present at the meeting (either in person or by a duly appointed proxy) OR
- 2) At least one quarter of the aggregate unit entitlement of the association is present at the meeting (either in person or by a duly appointed proxy)

What happens if a Quorum is not reached?

Once the first motion or item of business for consideration has been raised, there is half an hour during which a quorum can be reached. If after half an hour a quorum has not been reached the chairperson will adjourn the meeting for at least 7 days.

At the adjourned meeting, if there is no quorum present after 30 minutes after the time fixed for the adjourned meeting, the chairperson will declare that the persons present (in person or by duly appointed proxy), and who are entitled to vote, constitute a quorum for all the motions on the agenda

Executive Committee

Nominations for the executive committee can be made at the AGM or in writing beforehand. If nominating in writing you must include your name + lot number, the name of the person you nominate + their lot number. The nominee must sign their consent to the nomination.