

W.T. NEWEY & CO

SINCE 1923 NOTHING BEATS EXPERIENCE

NOTES REGARDING ANNUAL GENERAL MEETINGS

Instructions for Online Voting

Online Voting is now available. Should you wish to vote via Pre-meeting Online Voting please visit <https://www.neweystrata.com.au> use your Client Login and select the Meetings tab.

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 Strata Manager or Strata 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 (unanimous resolutions excepted).

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.

Important Note: There are limitations placed on Proxy Appointments – please refer to the detailed information on the second page of Proxy Appointment form.

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 strata scheme 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 can decide to either:

- a) Adjourn the meeting for at least 7 days OR
- b) 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