Boutique Body Corporate
& Community Managers

7 August 2026

The Proprietors
Body Corporate 209549
MARINA VIEWS
595 Laurie Southwick Parade, Gulf Harbour, Auckland 0930

Attention:Owner

Dear Sir/Madam

Re: 209549 – MARINA VIEWS, 595 Laurie Southwick Parade
Extraordinary General Meeting Notice

This notice is to advise you that an Extraordinary General Meeting (EGM) has been scheduled for **14 August 2026** at **12:00 PM** to be held at **Building B, Level 2, 8 Nugent Street, Grafton, Auckland 1023 and via Zoom.** This meeting is being called pursuant to S.90[(1)(2) or (3) - delete that which does not apply] of the Unit Titles Act 2010 and in accordance with Regulation [7, 8 or 8A - delete that which does not apply] of the Unit Titles Regulations 2011.

Topic: BC 209549-EGM 2026
Time: Aug 14, 2026 12:00 PM Auckland, Wellington
Join Zoom Meeting
https://us02web.zoom.us/j/87687453483?pwd=0C2gbmWFh0nd6nVX0HkXrl0cZKxMX6.1

Meeting ID: 876 8745 3483
Passcode: 009980

Background:
Following the recent resignation of a Committee member, a vacancy has arisen on the Committee. Juanita Opperman (Unit 34) has been nominated for appointment to the Committee. Accordingly, owners are asked to vote on the ordinary resolution to appoint Juanita Opperman (Unit 34) as a Committee member for the remainder of the current Committee term.

Please find attached to this notice documents relating to the Extraordinary General Meeting.

We hope that you will be able to attend the EGM on 14 August 2026 at 12:00 PM to consider these important matters impacting Body Corporate 209549 owners. If you are unable to attend, please ensure your views are expressed by voting online via the Stratavote link provided, or completing the attached postal voting form and returning it to the Body Corporate Manager by **13/8/26 05:00PM.** Alternatively, you can appoint a proxy to represent you at the EGM using the attached proxy form and returning it to the Body Corporate Manager by **13/8/26 05:00PM**. It should be noted that to be eligible to vote as an owner, or the owner's representative or proxy, all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of your unit, must have been paid.

Please contact the Body Corporate Manager with an queries regarding voting, appointing a proxy, or meeting proceedings.

Kind Regards

Sandy Wu
Body Corporate Manager

Agenda of Extraordinary General Meeting

under the Unit Title Act 2010

595 Laurie Southwick Parade

14 August 2026 at 12:00 PM at BBCL Boardroom, Building B, Level 2, 8 Nugent Street, Grafton, Auckland 1023

by Audio Visual on a link to be supplied separately

SUMMARY AGENDA

1. Appointment of Meeting Chair
2. Apologies and Proxies
3. Minutes of the previous Annual General Meeting
4. Appointment of new committee member
5. Notes on the conduct of Extraordinary General Meetings

DETAILED AGENDA

1. <u>Appointment of Meeting Chair</u>

Under Regulation 11(1)(c) the Chairperson of the Body Corporate shall chair each General Meeting unless agreed otherwise. It is suggested the manager chair the meeting.

<u>Ordinary Resolution</u>
That the manager chair the meeting.

2. <u>Apologies and Proxies</u>

Apologies will be recorded from those who submit a proxy or an online or postal vote. Apologies can also be advised by email or phone call to the Body Corporate Manager, or passed on by another owner attending the meeting.

<u>Ordinary Resolution</u>
That the apologies, proxies, online and postal votes be accepted.

3. <u>Minutes of the previous Annual General Meeting</u>

A copy of the minutes of the previous Annual Meeting were distributed with the agenda.

<u>Ordinary Resolution</u>
That the minutes of the previous Annual General Meeting of 30/3/26 be taken as read and adopted as a true and correct record of the meeting.

4. <u>Appointment of new committee member</u>

Following the recent resignation of a Committee member, the Body Corporate Committee agreed to elect a further member and call for nomination.

Juanita Opperman (Unit 34) has been nominated.

<u>Ordinary Resolution</u>
The meeting approves Juanita Opperman be elected to the Body Corporate Committee.

5. Notes on the conduct of Extraordinary General Meetings

- To pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution.
- To pass a Special Resolution, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution.
- Section 101 (3) of the Unit Titles Act 2010 provides that any matter not on the agenda may be discussed at the meeting but unless all eligible voters are present at the meeting, no resolution may be voted on and made in respect of that matter except to include that matter on the agenda for a subsequent general meeting.
- As provided for by Sections 97(2) and 98(2) of the Unit Titles Act 2010 unless a poll is properly requested one vote only may be exercised by each principal unit.
- A poll may be requested by an eligible voter in person at the meeting. As provided for by Sections 100(3) and 100(4) of the Unit Titles Act 2010, the basis of the voting is the ownership interest represented by those voting.
- To be eligible to vote as an owner or the owner's representative or proxy, all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the unit must have been paid.
- Quorum: Sections 95(1) and 95(2) of the Unit Titles Act 2010 provides that at a general meeting a quorum will comprise the persons entitled to exercise the voting power in respect of not less than 25% of the principal units or their proxies and that no business may be transacted unless a quorum is present. Regulation 13(1) of the Unit Titles Regulations 2011 provides that the persons who have cast postal ballots together with those present and entitled shall be counted for the purposes of determining whether there is a quorum. Regulation 13(2) of the Unit Titles Regulations 2011 requires that if a quorum is not reached the meeting must be adjourned until the same day 1 week later, that the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place and the reconvened meeting must proceed whether a quorum exists or not.

Sandy Wu
7 August 2026
Body Corporate Manager 209549 Marina Views

Minutes of Annual General Meeting

Body Corporate 209549 Marina Views

595 Laurie Southwick Parade, Gulf Harbour

Held on 30 Mar 2026 at 06:00 PM 1299 Laurie Southwick Parade, Gulf Harbour, Whangaparaoa, Auckland 0930 and via Zoom

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PRESENT: C Halloran (1), L Rafferty (2), K & S Law (4), J Wooding (15), S & C du Preez (17), T Mulholland (19), M Davies (20), K Anderson (21), C McGrath (27), M Reihana (31), J & R Opperman (34), R & D Hunt (39), S Gaeth (36), M Close (3), D & G Lindsay (37) and S Wu (Boutique Body Corporates Ltd)

VIA ZOOM: J Smidt (38)

1 APPOINTMENT OF MEETING CHAIR

Under Regulation 11(1)(c) the Chairperson of the Body Corporate shall chair each General Meeting unless agreed otherwise. It is suggested the manager chair the meeting.

Ordinary Resolution
Resolved that the manager chair the meeting.

Motion CARRIED.

2 APOLOGIES AND PROXIES

Apologies with Online Votes & Postal Votes (for those who voted online and attending in person, you must notify the Meeting Chair should your vote/s differ from the pre-voting)
Units 5, 13, 14,7, 24, 27 & 30

Apologies with Proxies
Unit 35 in favour of S Wu
Unit 5 in favour of K Law

Ordinary Resolution
That the apologies, proxies and postal/online votes be accepted.

Motion CARRIED.

3 COMMITTEE CONFLICT OF INTEREST REGISTER

Regulation 6(5)(c) requires the notice of an annual general meeting must be accompanied by a copy of the body corporate committee interests register.

There has been no interests disclosed by committee members

4 **<u>HEALTH AND SAFETY</u>**

The meeting discussed health and safety matters in common areas. Speeding by residents, visitors and courier drivers was noted as an ongoing concern. Road markings and reminders continue to be used. No new hazards or notifiable incidents were identified.

Ordinary Resolution
Resolved that no new hazards identified, or notifiable incidents occurred since the previous AGM.

Motion CARRIED.

5 **<u>MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING</u>**

A copy of the minutes of the previous Annual Meeting is distributed with the agenda. No amendments were raised.

Ordinary Resolution
Resolved that the minutes of the previous Annual General Meeting of 24/3/25 be taken as read and adopted as a true and correct record of the meeting.
Moved: K Law
Seconded: C McGrath
Motion CARRIED.

6 **<u>FINANCIAL STATEMENTS</u>**

A copy of the financial statements and notes for the year were distributed with the agenda.

The Manager reviewed the financial statements for the year ended 31 January 2026. Discussion included levy recovery, one-off repair costs, and timing differences for water recovery. Owners were reminded that full transaction detail is available during the year.

Ordinary Resolution
That the accounts as presented to the meeting which show an Operating cash balance of $6,827.01, Contingency Fund cash balance of $135,779.22, Long Term Maintenance Fund cash balance of $17,508.55, settlement fund of $31,190.19 and total Net Assets of $223,753.44 be adopted.
Moved: T Mulholland
Seconded: J Wooding
Motion CARRIED.

7 AUDIT REVIEW

Section 132(2) requires the Body Corporate within two months of the end of the financial year to either have the accounts audited, reviewed or verified, provided the Body Corporate may, by special resolution, determine subparagraph (2) does not apply for a particular year.

As part of Boutique's management practice, accounts are reviewed quarterly, and every Body Corporate should be independently reviewed in each three-year cycle. There is no additional charge for this. Body Corporate 209549 MARINA VIEWS accounts were last reviewed by Grant Thornton for year ending 31/1/23. A copy of Grant Thornton's review letter was distributed with the agenda.

It was also noted that the accounts were reviewed by the Committee during the year.

Special Resolution

Resolved that because complete financial accounts, including transactional records, are available to owners, the Body Corporate resolves to dispense with the need for audit, review or verification of the financial accounts to the latest balance date, provided the Body Corporate in a General Meeting, or the Committee, may at any time require the accounts to be audited, reviewed or verified.

Moved: J Wooding

Seconded: M Davies

Motion CARRIED. (1 Abstain)

8 DECISION NOT TO ESTABLISH A LONG-TERM MAINTENANCE FUND

In accordance with Section 117(1) of the Unit Titles Act 2010 (UTA), the body corporate has previously passed a special resolution where it was agreed that the body corporate would not establish a Long-Term Maintenance Fund. Section 117(1B)(a) of the Unit Titles Amendments Act requires the body corporate must review the decision annually if the body corporate has decided not to establish a Long-Term Maintenance Fund. A contingency fund provides more flexibility but still ensures the body corporate has funding available for long-term maintenance requirements.

Owners reviewed the decision to retain a contingency fund instead of a formal long-term maintenance fund until the next AGM.

Ordinary Resolution

Resolved that the Body Corporate reviewed its decision not to establish and maintain a Long-Term Maintenance Fund at the meeting and approved continuing on this basis until the next AGM.

Moved: D Lindsay

Seconded: K Law

Motion CARRIED.

9 **LONG TERM MAINTENANCE PLAN**

Upcoming maintenance items and funding levels were discussed.

Ordinary Resolution

Resolved that the Long-Term Maintenance Plan was reviewed and adopted at the meeting and the 2026/2027 Contingency Fund contribution be fixed at $40,000.00 inclusive of GST.

Moved: T Mulholland
Seconded: M Reihana
Motion CARRIED.

10 **INSURANCE RENEWAL**

The Manager presented the insurance renewal with NZI via broker Rothbury. The meeting discussed:

- The modest premium increase compared to the previous year
- Excess levels for various claim types, including water damage
- Obligations regarding notification of vacant units
- Clarification of Body Corporate insurance versus owners' contents insurance
- Brokerage commission returned to the Body Corporate

Owners asked questions regarding claims history, water damage risk, and coverage of fixtures, fittings and maintenance-related issues.

Ordinary Resolution

Resolved that the meeting renew the insurance policy with NZI when it falls due based on the terms and conditions as it deems appropriate.

Moved: T Mulholland
Seconded: M Reihana
Motion CARRIED.

NB BBCL receives brokerage commission from some brokers in consideration of facilitating insurance. It has been BBCL's standard practice to share any payment with the Body Corporate. The ex-gratia share credited to the Body Corporate will show up as revenue for the previous year was $650.73.

11 BODY CORPORATE CHAIRPERSON

The Manager acknowledged the ongoing service of Kaz, the Body Corporate Chairperson. Appreciation was expressed for the Chairperson's leadership and commitment over the past year. The Manager also thanked Cate's dedicated work when she was the BC Chairperson for over a decade.

The following person has been nominated for chairperson:

Karen Law (Unit 4)

Ordinary Resolution

Unless the meeting resolves otherwise Karen Law shall be elected as Chairperson until the next Annual General Meeting.

Moved: J Opperman
Seconded: M Reihana
Motion CARRIED.

12 DELEGATION OF BODY CORPORATE CHAIRPERSON'S DUTIES

The Manager explained the rationale for delegating Chairperson duties to the Committee, allowing responsibilities to be shared and managed collectively.

Special Resolution

Resolved that the Body Corporate delegates to the Body Corporate Committee under section 108(1) of the Act the duties of the Chairperson set out in paragraph 11.1(a) – (m) of the Regulations.

Motion CARRIED.

13 COMMITTEE SIZE

The proposed committee size was discussed in depth. Matters raised included:

- The advantages of maintaining an odd number to avoid deadlocked votes
- Quorum requirements and meeting practicality
- The size of the complex and manageability of committee decision-making
- Whether reducing the size might exclude willing volunteers

After discussion and consideration of online and in-person votes, the matter was put to the meeting.

Ordinary Resolution

That the Body Corporate agreed that the committee size be fixed at five and that the total number of committee members required to constitute a quorum is three.

Moved: K Law
Seconded: L Rafferty
Motion CARRIED (4 Against).

14 COMMITTEE NOMINATIONS

The Manager and owners present acknowledged the contribution of the Committee as a whole, noting the time and effort given by volunteer members to oversee the management, maintenance and finances of the complex.

The Manager advised that including the BC Chairperson, there are total six nominations received. During discussion, Mike Davies advised the meeting that he wished to withdraw his nomination in order to avoid the need for a secrete ballot election. The withdrawal was noted and acknowledged. The meeting thanked Mike Davies for his long-standing service and contribution as a committee member. With the remaining nominations.

With the remaining nominations matching the approved committee size, no secrete ballot was required. The following members were elected to the Committee:

Karen Law (Chairperson, ex-officio)
Cate McGrath
Thea Mulholland
Janet Wooding
Kacee Anderson

Ordinary Resolution

The committee shall comprise of Karen Law, Cate McGrath, Thea Mulholland, Janet Wooding, Kacee Anderson and that the quorum be fixed at three.

Moved: M Reihana
Seconded: D Hunt
Motion CARRIED.

15 **COMMITTEE POWERS**

Special Resolution

The Committee is delegated the full powers and authority of the Body Corporate, subject to any prior direction given at any General Meeting of the Body Corporate or prohibition as contained in Section 108(2) of the Act.

Moved: M Reihana
Seconded: D Hunt
Motion CARRIED

16 **COMMITTEE CHAIRPERSON**

In most body corporates the Chairperson of the body corporate is also the Chairperson of the committee. However, in some body corporates the responsibilities are shared by two different individuals. While agreeing to have the Body Corporate Chairperson Karen Law to be the Chairperson of the committee, by passing this resolution the body corporate retains the flexibility to have different Chairpersons for the body corporate.

Ordinary Resolution

Pursuant to S.112A(2) of the Unit Titles Act 2010, the Body Corporate has decided that the Chairperson of the committee will be appointed by the new committee at their first meeting as prescribed by Regulation 26(1) of the Unit Titles Regulations 2011 should they wish to.

Moved: S Law
Seconded: D Hunt
Motion CARRIED

17 **COMMITTEE REPORT**

The Committee report was discussed. Matters covered included:

- Garden maintenance and improvements
- General repairs and maintenance
- Gate and infrastructure upkeep
- Monitoring compliance with Body Corporate rules
- Planned works including building wash, roof inspection and drainage monitoring

Ordinary Resolution

That the Committee report be received and entered into the records of the Body Corporate.

Moved: S Law
Seconded: D Hunt
Motion CARRIED

18 **BUDGET AND LEVIES**

The proposed budget and levy schedule were presented. Discussion covered:

- Insurance costs
- Repairs and maintenance allowances
- Contingency savings
- Cash-flow implications for owners

The proposed levy increase was noted as modest.

Ordinary Resolution

That levies be raised based on the expense budget of $111,084.43 plus Contingency Fund of $40,000.00 (inclusive of GST) with payment due in four instalments on 28th day of April, July, October 2026 and January 2027.

Moved: J Wooding
Seconded: R Opperman
Motion CARRIED.

19 **BODY CORPORATE OPERATIONAL RULES – ADDITION TO RULES NO.17**

The Body Corporate Operational Rules are reviewed by the Committee to ensure that they remain up to date. Extensive discussion took place regarding the proposal to prohibit smoking and vaping in common areas, balconies and courtyards. Issues discussed included:

- Health impacts on neighbouring residents
- Legal enforceability and case law
- Practical enforcement challenges
- Balancing individual property rights with collective enjoyment.

The following addition 17f) are proposed and were refined at the meeting to be added to the Body Corporate Operational Rules No.17:

17f) An owner of a unit shall not smoke and/or vape in common areas, balconies and courtyards.

Ordinary Resolution

That the meeting adopts the proposed rule change of adding rule 17f) to the Body Corporate Operational Rules to prohibit smoking and vaping in common areas, balconies and courtyards.

Moved: S Law
Seconded: C Halloran
Motion CARRIED (4 AGAINST)

20 BODY CORPORATE OPERATIONAL RULES – ADDITION TO RULES NO.27

The Body Corporate Operational Rules are reviewed by the Committee to ensure that they remain up to date. The meeting discussed consistency of appearance, deterioration of materials and ongoing maintenance responsibilities.

The following addition 27d) are proposed and slightly tweaked at the meeting to be added to the Body Corporate Operational Rules No.27:

27. Exterior of units:
d) Artificial ivy or bamboo panels or trellis may be installed for privacy, up to the height of the fence railing, and must be maintained or replaced as required.

Ordinary Resolution
That the meeting adopts the proposed rule change of adding rule 27d) to the Body Corporate Operational Rules to allow artificial ivy or bamboo screening for privacy subject to heigh and maintenance requirements.
Moved: J Wooding
Seconded: M Reihana
Motion CARRIED

21 BODY CORPORATE OPERATIONAL RULES – ADDITION TO RULES NO.27

Owners discussed courtyard storage needs, size limits, visual impact and consistency. It was agreed that maximum external dimensions and approved colour should apply.

The following addition 27e) are proposed and slightly tweaked at the meeting to be added to the Body Corporate Operational Rules No.27:

27. Exterior of units:
e) A small storage unit is allowed in the courtyards for storing gardening equipment, potting mix etc. and that the approved dimensions and approved colour are listed below:
Colour: Anthracite
Capacity: up to 270L
Max external dimensions: W116.7cm x D44.7cm x H57cm
And that the original Rules No. 27d) Unit heat pump installation application rules and guidelines conditions… becomes 27f)

Ordinary Resolution
That the meeting adopts the proposed rule change of adding Rules 27e) to the Body Corporate Operational Rules No.27 and that the original rule 27d) becomes rule 27f).
Moved: K Law
Seconded: T Mulholland
Motion CARRIED

22 **ITEMS RAISED BY OWNER TO BE DICUSSED AT THE MEETING & GENERAL BUSINESS**

General discussion included:

- Use and misuse of garden waste areas
- Communication approach when issuing reminders to new owners
- Possible future review of clothes-drying rules
- Options for replacing deteriorating timber shutters

There being no further business, the meeting closed at 7:51pm.

The Committee were asked to stay for the first Committee meeting. The notice of delegation was handed out to the members.

Sandy Wu

for Boutique Body Corporates Limited

Boutique Body Corporate
& Community Managers

Body Corporate 209549
595 Laurie Southwick Parade, Gulf Harbour, Auckland 0930
Proxy and Or Postal Voting Form
Section 103 Unit Titles Act 2010

TO: The Manager, Body Corporate 209549

Instructions:

You are entitled to appoint a proxy to vote for you at the Body Corporate Extraordinary General Meeting to be held on **14 August 2026** or you can vote by casting a postal vote. The motions to be decided at the meeting are recorded in the attached voting schedule, and as set out in the agenda. If you intend to cast a directed proxy or postal vote, you must indicate your vote in the final column of the voting form and return to, Boutique Body Corporates Limited, PO Box 11131, Ellerslie, Auckland 1542 so it is received by **5:00 PM on 13 August 2026. Proxies and votes can be sent by email to: info@bbcl.co.nz**

Proxy:

We/I

being the owner(s) of principal unit , and therefore an eligible voter within the meaning of Section 96(1) of the Unit Titles Act 2010 appoint:

____

[full name of person receiving Proxy]

as my/our proxy for the purposes of the Extraordinary General Meeting of the Body Corporate to be held on **14 August 2026**. If the Extraordinary General Meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Date: ____

Signature of Eligible Voter(s):

____

____

Notes Re Proxy:

1. The proxy appointment expires at the end of the General Meeting referred to in the form, or if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the Notice of General Meeting, a copy of which should be provided to the proxy.
3. **Your proxy may not vote unless all Body Corporate levies and other amounts that are owing in respect of your unit have been paid for.**
4. **If the unit owner is a Body Corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.**
5. **If the unit is owned by more than one person, every owner must sign the form.**
6. If the unit is owned by more than one person, one of the unit owners may be appointed as proxy.
   NB: Please return this page only if not wishing to direct proxy voting.

Postal Vote or a Directed Proxy (if a direction is wanted):
We/I

being the owner(s) of principal unit , and therefore an eligible voter within the meaning of Section 96(1) of the Unit Titles Act 2010 intend to cast the following postal votes at the meeting of the Body Corporate to be held on **14 August 2026**. The attached voting schedule can be used either as a directed proxy or a postal vote under Section 103.

If you wish to abstain, please leave the voting box blank.

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

Date: ____

Signature of Eligible Voter(s):

____

____

Notes Re Postal:

1. The Body Corporate completes the instruction section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested your postal vote will be counted as one vote. You cannot request a poll.
4. If at the General Meeting of the Body Corporate the wording of the motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the Chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as the result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the General Meeting of the Body Corporate and Regulation 13(1) of the Unit Titles Act Regulations 2011 does not apply, the meeting will be adjourned until the same day one week later and your postal vote will be counted at that meeting.
6. If the unit owner is a Body Corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than one person, every owner or his or her authorised representative must sign the form.

   NB: Postal votes can be conveyed electronically.

Motion		Type of Resolution	Vote
Only those that need voting on will show the resolution type and Yes/No/Abstain options			

1.	**Appointment of Meeting Chair** *That the manager chair the meeting.*	**Ordinary Resolution**	☐ **YES** ☐ **NO** ☐ **Abstain**
2.	**Apologies and Proxies** *That the apologies, proxies, online and postal votes be accepted.*	**Ordinary Resolution**	☐ **YES** ☐ **NO** ☐ **Abstain**
3.	**Minutes of the previous Annual General Meeting** *That the minutes of the previous Annual General Meeting of 30/3/26 be taken as read and adopted as a true and correct record of the meeting.*	**Ordinary Resolution**	☐ **YES** ☐ **NO** ☐ **Abstain**
4.	**Appointment of new committee member** *The meeting approves Juanita Opperman be elected to the Body Corporate Committee.*	**Ordinary Resolution**	☐ **YES** ☐ **NO** ☐ **Abstain**
5.	**Notes on the conduct of Extraordinary General Meetings** • To pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution. • To pass a Special Resolution, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution. • Section 101 (3) of the Unit Titles Act 2010 provides that any matter not on the agenda may be discussed at the meeting but unless all eligible voters are present at the meeting, no resolution may be voted on and made in respect of that matter except to include that matter on the agenda for a subsequent general meeting. • As provided for by Sections 97(2) and 98(2) of the Unit Titles Act 2010 unless a poll is properly requested one vote only may be exercised by each principal unit. • A poll may be requested by an eligible voter in person at the meeting. As provided for by Sections 100(3) and 100(4) of the Unit Titles Act 2010, the basis of the voting is the ownership interest represented by those voting. • To be eligible to vote as an owner or the owner's representative or proxy, all body corporate levies		

	and other amounts that are from time to time payable to the body corporate in respect of the unit must have been paid. • Quorum: Sections 95(1) and 95(2) of the Unit Titles Act 2010 provides that at a general meeting a quorum will comprise the persons entitled to exercise the voting power in respect of not less than 25% of the principal units or their proxies and that no business may be transacted unless a quorum is present. Regulation 13(1) of the Unit Titles Regulations 2011 provides that the persons who have cast postal ballots together with those present and entitled shall be counted for the purposes of determining whether there is a quorum. Regulation 13(2) of the Unit Titles Regulations 2011 requires that if a quorum is not reached the meeting must be adjourned until the same day 1 week later, that the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place and the reconvened meeting must proceed whether a quorum exists or not.		