

MOTION REQUEST FORM FOR GENERAL MEETINGS

I/We, as the Proprietor/s of lot number/s: _____

At: _____
[full property address MUST be supplied]

For Strata Plan Number: _____

Request Details:

Motion(s) to be included in the next General Meeting agenda:

Explanation(s) to be included with the motion in the next General Meeting agenda:

Requirements

- Motions will be copied exactly as written and only edited for if language is deemed offensive or inappropriate.
- The responsibility is upon the owner to phrase the motion in a way that owners can respond either 'yes' or 'no' when voting.
- 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.
- The owner's unit number will be listed in the agenda as the requester.

Recommendation

- Contact SVN Strata at least 3 months in advance of the proposed meeting date 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 Owners Corporation replace the common area carpets in the ensuing year"

Please return completed proxy/nomination forms to one of the following options:

Post	SVN Strata Level 10, 12 St Georges Terrace PERTH WA 6000
Email	info@svnperth.com