



Conti & Co Pty Ltd
ACN 104 948 334
ABN 38 667 939 064

Norwest Strata Pty Ltd
ACN 617 886 601
ABN 36 617 886 601

P (02) 9716 8686
F (02) 9799 1008

Head Office
397 Lyons Road, Five Dock NSW 2046
PO Box 443, Concord NSW 2137

North-West
5/326 Pennant Hills Road, Carlingford NSW 2118
PO Box 443, Concord NSW 2137

E info@contistrata.com.au
W contistrata.com.au

Motion request form (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.
- 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.

Recommendations:

- Contact Conti Strata 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 Owners Corporation replace the common area carpets in the ensuing year"

Owner Details:

Date:

Strata Plan No:

Name:

Lot No:

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:

(Mandatory. Max. 300 words)

Signature of Owner(s):