

**NOTICE OF A STRATA COMMITTEE MEETING  
THE OWNERS - STRATA PLAN 52948**

**ADDRESS OF THE STRATA SCHEME:**

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie Park NSW 2113

**DATE, PLACE & TIME OF MEETING:** A meeting of the Strata Committee of The Owners - Strata Plan 52948 will be held on 21/03/2019 at the offices of Waratah Strata Management, Suite 200, 160 Rowe Street, Eastwood. The meeting will commence at 06:00 PM.

The Agenda for the meeting is:

**1 MINUTES**

That the minutes of the previous strata committee meeting be confirmed as a true record of the proceedings of that meeting.

**2 OFFICE BEARERS**

That the strata committee appoint members to the office bearing roles of Chairperson, Secretary and Treasurer.

**3 FINANCIAL REPORT**

That the financial reports for the current financial year be tabled and discussed.

**4 MATTERS ARISING FROM PREVIOUS MINUTES**

That any matters arising from the previous minutes be tabled and discussed, including the following items:

- Lift refurbishment project
- Window Cleaning
- Swimming pool use by swimming teachers
- Use of visitor parking spaces and Council parkland
- Electric car charging
- Lot 158 correspondence

**5 CORRESPONDENCE**

That any correspondence received be tabled and discussed, including the following items:

- Lift carpet being replaced with vinyl
- Tennis court use by tennis teachers
- Disability parking spaces
- Electricity contract
- Smoke alarms in units

**6 GENERAL BUSINESS**

That any general business items be raised and discussed.

**7 NEXT MEETING**

That the date time and location of the next Strata Committee meeting be decided.

**NOTES:**

Only executive committee members are entitled to vote on agenda items at a Strata Committee Meeting.

A quorum at an Strata Committee Meeting is 50% of the persons entitled to vote; each Strata Committee Member has one vote, the Chairman does not have a casting vote.

In the event than an agenda item is a tied vote the resolution is deemed to be lost as it was not passed by a majority.

Appointees acting on behalf of a Strata Member can only vote if the Strata Committee resolved to accept the appointee.

An owner or company nominee can attend Strata Committee meetings but can only address the meeting with the permission of the Strata Committee members.

For large schemes (over 100 lots, not including utility lots) notice of strata committee meetings are to be sent to strata committee members, all lot owners and placed on a noticeboard (if any) maintained by the Owners Corporation. Minutes of strata committee meetings are to be sent to strata committee members and any owner that requests a copy within 7 days of the meeting.