Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions†

A1 The Owners—Units Plan No 3259

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 10/05/2017

Tick applicable box, or both boxes if applicable:

✓ **Regularly convened**
The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

o **Convened after adjournment**
The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

A3 Reduced quorum decisions

[*If there is insufficient space here, tick o and attach details to the notice*]

Date of decision	Full text of reduced quorum decision
10/05/2017	GM minutes attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owner's corporation.

11/05/2017

THE OWNERS - UNITS PLAN No. 3259 Common Seal

† In this notice, ***UTMA*** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General Information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.

- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).

- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).

- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).

- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by *anyone* then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).

Such a reduced quorum (of *anyone* present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3). ***B2 When does a reduced quorum decision take effect?***

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.

- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

To the Owners of Units Plan 3259
"Capital Hill Apartments" 17 – 23 State Circle Forest, ACT

MINUTES OF GENERAL MEETING

Held: 10 May 2017
Time: 6.00 pm
Place: Eastlake Football Club 3 Oxley Street Griffith ACT

Present:	R & J Heaney	Lot 28
	P Perkins	Lot 30
	P & J Hodge	Lot 39
	B & Y Crowe	Lot 40
	J Graham	Lot 42
	P & G Ford	Lot 46
	H & A Saducas	Lot 49
	S & C Phokos	Lot 53
	D Campbell	Lot 58
	Tony Stevens	(City Strata Management)

Proxies:	T Gassner	Lot 12	in favour of D Campbell
	S Chambers	Lot 36	in favour of D Campbell
	G Hamilton	Lot 38	in favour of the Chair
	G & S Bowcock	Lot 50	in favour of H Saducas
	W & B Young	Lot 51	in favour of the Chair
	M Warren – Smith	Lot 52	in favour of H Saducas
	A Burger & P Hughes	Lot 62	in favour of H Saducas

Absentee Votes:

L Sanger	Lot 1	Agreed to all motions
M Allam	Lot 11	Agree to motion 1 Disagree 2
M & P Nicholl	Lot 13	Agreed to all motions
P Lehmann	Lot 16	Agreed to all motions
M Cahill & R Bolton	Lot 20	Agreed to all motions
D Drinkwater	Lot 22	Agreed to all motions
T Bourne	Lot 26	Agreed to all motions
D Timbs	Lot 44	Agreed to all motions

As a quorum was not present the meeting proceeded with a Reduced Quorum.

Owners are advised that under Schedule 3 (3.11 (1) & (3)) of the Unit Titles (Management) Act 2011, Reduced Quorum Decisions take effect 28 days after the date of this meeting. A reduced quorum decision is only disallowed if within 28 days after the decision was made, the Owners Corporation is to give a petition requiring that the decision be disallowed signed by a majority of people entitled to vote.

The meeting commenced at 6.30 pm

1. Mr Campbell Chaired the meeting.

2. Proxy / Absentee Votes were received and accepted.

3. The meeting discussed the proposal and on conclusion voted on the motions.

4. **Motion 1:** (Ordinary Resolution). *That the Owners Corporation of Unit Plan 3259 agree to proceed with the installation as described in the Memorandum, namely in accordance with SolarHub's quote for a gross installation cost of $84,150.34 excluding GST.*

   CARRIED

   Motion 2: (Ordinary Resolution). *That the Owners Corporation of Unit Plan 3259 agree to finance the project as described in the Memorandum (net $54,396.00 excluding GST) via the Sinking Fund. The Sinking fund would be restored through increasing the Sinking Fund Levies for the 2017 / 2018 financial year through two six – monthly levies, commencing on 1 December 2017 and assigning Unit Plan 3259 STC's to SolarHub.*

   CARRIED

The meeting closed at 6.40 pm