

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 the General Meeting at which the reduced quorum decision (or decisions) was made -

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).

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).

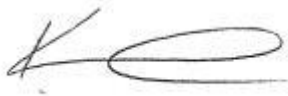
A3 Reduced quorum decisions

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

Date of decision	Full text of reduced quorum decision
25/03/2021	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 Owners Corporation.



29/03/2021



[†] 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 FORREST ACT 2603
MINUTES OF THE GENERAL MEETING**

Held: Thursday, 25 March 2021
Time: 12 noon
Phone: (02) 9641 8300, Conference ID: 1238238#
Skype: <https://meet.absoluteuc.com.au/bright-duggan.com.au/BAD/Meet/kelly.mcmahon/L57VN0P3>

Present:

K Gassner	Lot 12
R Bolton	Lot 20
R Heaney	Lot 28
P Perkins	Lot 30
P Hodge	Lot 39
B Crowe & Y Crowe	Lot 40
D Timbs	Lot 44
P Ford	Lot 46
H Saducas	Lot 49
G McDermott	Lot 56
L Orr representing Cia Bella Investments P/L	Lot 57
D Campbell	Lot 58
K McMahon representing Bright & Duggan (ACT)	

Proxies:

L Wright	Lot 3 to Lot 30
T Gassner & K Gassner	Lot 12 to Lot 45
S Chambers	Lot 36 to Lot 56

Absentee

Votes:

P Lehmann	Lot 16
D Drinkwater	Lot 22
B Young & W Young	Lot 51
T Frommer	Lot 54
A Hughes & P Hughes	Lot 62

Apologies:

L Wright	Lot 3
S Chambers	Lot 36
P Lehmann	Lot 16
D Drinkwater	Lot 22
B Young & W Young	Lot 51
T Frommer	Lot 54
A Hughes & P Hughes	Lot 62

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 given a petition requiring that the decision be disallowed signed by a majority of people entitled to vote.

The meeting opened at 12:30pm.

- 1. P Perkins chaired the meeting.**
- 2. Acceptance of Proxies/Absentee Votes was noted and confirmed.**
- 3. Building Insurance Premium Funding**

***Motion 1:** That the Owners Corporation of UP 3259 authorises the Executive Committee to complete the Residential Strata Premium Funding Agreement with IQumulate Premium Funding Pty Limited on terms provided on 24 Feb21, reference 91527964-1, including related expenditure to finance the 12-month insurance premium from 5 Mar21 of \$55,888. The common seal be affixed to evidence this authorisation.*

CARRIED with 1 against

4. General Business

There was no general business at this meeting.

There being no further business the meeting concluded at 12:47pm.