

Notice of Council Meeting

STRATA PLAN: XXXXX, STREET ADDRESS, SUBURB, STATE POST CODE

A meeting of the Council of the strata company of Strata Plan XXXXX will be held at LOCATION OF MEETING, on DAY, DATE at 00:00pm/am.

Agenda

1. Attendance

- a. Apologies
- b. Proxies
- c. Quorum

2. Minutes of last Council of the strata company meeting held on DAY, DATE

3. (If first meeting) Election of council positions

Chairperson
Secretary
Treasurer

4. Matters arising from previous minutes

- a. Matter 1
- b. Matter 2
- c. Matter 3

5. Correspondence

6. General Business

- a. Matter 1
- b. Matter 2
- c. Matter 3

7. Next meeting date: DAY, DATE

8. Close of Meeting

Attached Documents:

- 1.

PLEASE ADVISE (SECRETARY OR STRATA MANAGER) IF YOU CANNOT ATTEND SO THAT YOUR APOLOGY MAY BE RECORDED.
