



# ***Strata Titles Amendment Act 2018***

## ***Fact Sheet***

### **SECTION 127**

#### **Annual General Meetings**

### **SECTION 128**

#### **Extraordinary General Meetings**

### **SECTION 129**

#### **Notice Requirements for all General Meetings**

#### **127. Annual general meetings of strata company**

- (1) A strata company must hold an annual general meeting once in each 12 month period and not more than 15 months after its previous annual general meeting.
- (2) Subsection (1) does not apply to a strata company for a 2-lot scheme but a strata company for a 2-lot scheme may make by-laws having the same effect as subsection (1).
- (3) The following matters must be included as an item of business on the agenda for each annual general meeting of a strata company (including the first annual general meeting) —
  - (a) election of council members;
  - (b) consideration of accounts;
  - (c) the presentation of copies of certificates and schedules for the insurance required under this Act, current as at the date of the meeting.
- (4) All business transacted at an annual general meeting other than that referred to in subsection (3) is taken to be special business.

#### **128. Extraordinary general meetings of strata company**

- (1) An extraordinary general meeting of a strata company is a general meeting of the strata company other than an annual general meeting.
- (2) An extraordinary general meeting of a strata company —
  - (a) may be convened by the council of the strata company as the council thinks fit; and
  - (b) must be convened by the council of the strata company on the written request of owners entitled to 25% or more of the unit entitlements of the lots in the strata titles scheme.
- (3) The owners making a request under subsection (2)(b), or any of them holding more than 50% of the unit entitlements of the lots in the strata titles scheme, may convene an extraordinary general meeting if the council does not, within 21 days after the request was made, take steps to convene the meeting.

- (4) To the extent practicable, a meeting referred to in subsection (3) must be convened in the same manner as that in which meetings are to be convened by the council.
- (5) A meeting convened under subsection (3) must not be held after the expiration of the period of 3 months starting on the day on which the request was made.
- (6) All business transacted at an extraordinary general meeting is taken to be special business.

**129. Notice requirements for all general meetings**

- (1) All owners of lots in a strata titles scheme and first mortgagees of those lots must be given at least 14 days' notice of every general meeting of the strata company for the scheme.
- (2) The notice must include —
  - (a) the date, time and venue of the meeting; and
  - (b) for an annual general meeting, notice of each item of business referred to in section 127(3); and
  - (c) for special business, notice of the general nature of that business; and
  - (d) notice of each method of voting, whether by means of an electronic communication or otherwise, that is acceptable to the strata company.
- (3) Accidental omission to give notice of a general meeting to the owner or first mortgagee of a lot or non-receipt of the notice by the owner or first mortgagee of a lot does not invalidate any proceedings at the meeting.
- (4) The owner of a lot may give written notice to a member of the council of the strata company of an item of business that the owner requires to be included on the agenda for a general meeting of the strata company and that item must be included on the agenda for the meeting and notice must be given of that item as an item of special business under subsection (2)(c).