**OWNERS CORPORATION PLAN NO #
#ADDRESS#**

**SPECIAL GENERAL MEETING**

Date Notice Issued:
Date of Meeting:
Time of Meeting:
Venue of Meeting:

**Agenda**

1. Attendance
2. Quorum and Voting Rights (financial position of each member)
3. Chair of Meeting
4. Resolve to accept the **attached** proposal of #Solar Company Name# to install Solar on the common property.

**If budget is NOT more than twice the annual budget**

1. Resolve to raise $# for the Solar installation in accordance with lot liability.

**If budget is more than twice the annual budget**

1. Resolve by SPECIAL RESOLUTION to raise $# for the Solar installation in accordance with lot liability.

**If planning permit is Required**

1. Resolve by SPECIAL RESOLUTION to undertake upgrade or significant works to the common property due to the Solar installation.

**If Solar will not only benefit common area but also apartments**

1. Resolve by SPECIAL RESOLUTION to provide a service to the lot owners and occupiers by installing the Solar not only for the benefit of the common property but the apartments.
2. Resolve to instruct #Solar Company Name# to commence installation on #date#.