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

**COMMITTEE 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.
5. Resolve to raise $# for the Solar installation in accordance with lot liability.
6. Resolve to instruct #Solar Company Name# to commence installation on #date#.