

NOTICE OF COMMITTEE MEETING

A committee meeting of the Body Corporate for Northmarque CTS 43944 is scheduled for:

Date	Tuesday 26 August 2025
Time	7:00pm
Place	Lot 25

Attendance

Committee members	Members of the committee must attend in-person
Lot owners	Low owners are not required to attend. Lot owners wishing to attend, please contact the secretary a minimum of 24 hours prior to the meeting. A video conference link can be provided.

Matters and requests for the committee's consideration

Matters and requests for this meeting must be received by:	5:00 pm Friday 22 August 2025
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MATTERS AND REQUESTS MUST BE MADE IN WRITING. Matters and requests must be received by the above date to be considered at this meeting. Refer to the information on the last page of this notice for other important information.

Standing agenda

The standing agenda is indicative only; it does not list every item. A final agenda is usually available 3 business days prior to the meeting.

01	Welcome and apologies	Secretary
02	Quorum	Chair
03	Acceptance of previous meeting minutes	Chair
04	Matters arising from the previous meeting	Secretary
Reports		
05	Caretaking service contractor [as per Caretaking Agreement §4.1(p)]	Duo Perfect
06	Secretary a. Incoming correspondence b. Outgoing correspondence c. Consideration of Votes Outside Committee Meeting (VOCM)	Secretary
07	Treasurer	Treasurer
General business		
08	Items from owners for decision a. General matters b. Other requests (follow-up, additional information, etc) c. New requests (not already considered)	Secretary
09	Other items for decision	Secretary
09	Review of agreed actions arising from general business	Secretary
10	Late or urgent business	Secretary
11	Proposed timing for next meeting	Secretary
12	Meeting close	Chair

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Additional information

Matters and requests for the committee's consideration

General

- Please provide any material that the committee may need to make a decision on the matter being considered.
- Not providing information the committee may need to consider the matter or request may delay or prevent the committee's decision.
- Matters and requests not received by the Secretary by the date indicated on page 1 as when these must be received by may result in consideration being delayed until the following committee meeting.

Quotations

- At least 2 written quotations must be included with the request where required.
- Please contact the committee to confirm whether quotes are required if unsure.
- Requests that do not include the necessary quotations may be returned without being considered.

Send matters and requests for the committee's consideration by:

- email:
secretary@northmarque.net
 - hand:
Attention: Secretary
Lot 25, Northmarque
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