

Kerin Benson Lawyers ACT Fact Sheet 2

Meeting Notice Requirements

Section 3.6 of Schedule 3 of UTMA requires that notices of general meetings must be given to each member of the owners corporation and each mortgagee's representative (if any).

Section 3.7 of Schedule sets out the requirements for notices of general meetings.

Meeting Type	Minimum Notice	Who Gets Notice	Legislation
First Annual General Meeting	At least 14 days before the date fixed for the meeting or at least 21 days before the date fixed for the meeting, if an unopposed or unanimous resolution is required	Each member of the owners corporation and each mortgagee's representative	UTMA - Schedule 3(s. 3.6)
Annual General Meeting	At least 14 days before the date fixed for the meeting or at least 21 days before the date fixed for the meeting if an unopposed or unanimous resolution required	Each member of the owners corporation and each mortgagee's representative	UTMA - Schedule 3(s. 3.6)
General Meeting	At least 14 days before the date fixed for the meeting or at least 21 days before the date fixed for the meeting if an unopposed or unanimous resolution required	Each member of the owners corporation and each mortgagee's representative	UTMA - Schedule 3(s. 3.6)
Executive Committee	If meeting on a regular basis, no notice is required to be given or an executive member may call a meeting by giving not less than 7 days written notice	Each other executive member	UTMA - Schedule 2(s. 2.8)

NEWCASTLE

P: 02 4032 7990

271 Bruncker Road

ADAMSTOWN NSW 2289

SYDNEY

P: 02 8706 7060

Level 8, 65 York Street

SYDNEY NSW 2000

CANBERRA

P: 02 6140 3270

Level 6, 39 London Circuit

CANBERRA CITY ACT 2600

KERIN BENSON LAWYERS

ABN 53 168 995 266

www.kerinsonlawyers.com.au

Fax: 02 8706 7061

Liability limited by a scheme approved under Professional Standards Legislation.

Legal practitioners employed by Kerin Benson Lawyers Pty Ltd are members of the scheme.