



Step by step guide to conducting meetings

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PREPARING FOR MEETINGS

The first step is to ensure that the settings that affect meetings are configured correctly.

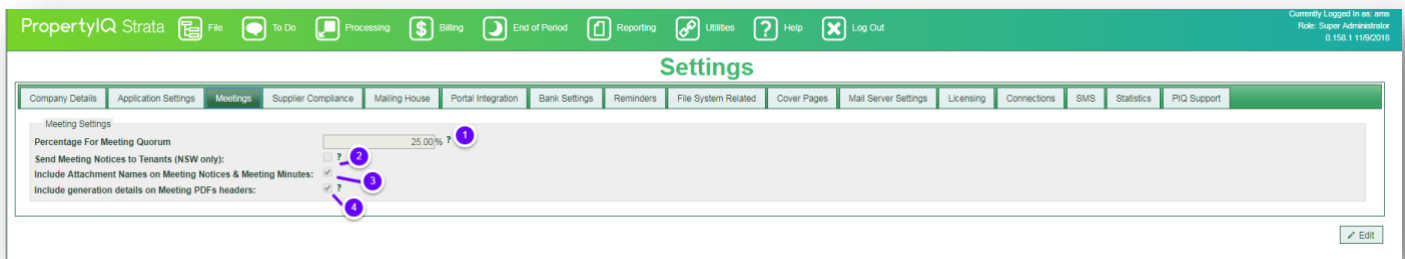
You also need to create standard merge templates for meeting notices and meeting minutes cover sheets.

SETTINGS THAT AFFECT MEETINGS



Go to **Utilities** and select *Settings*. Select the meeting tab.

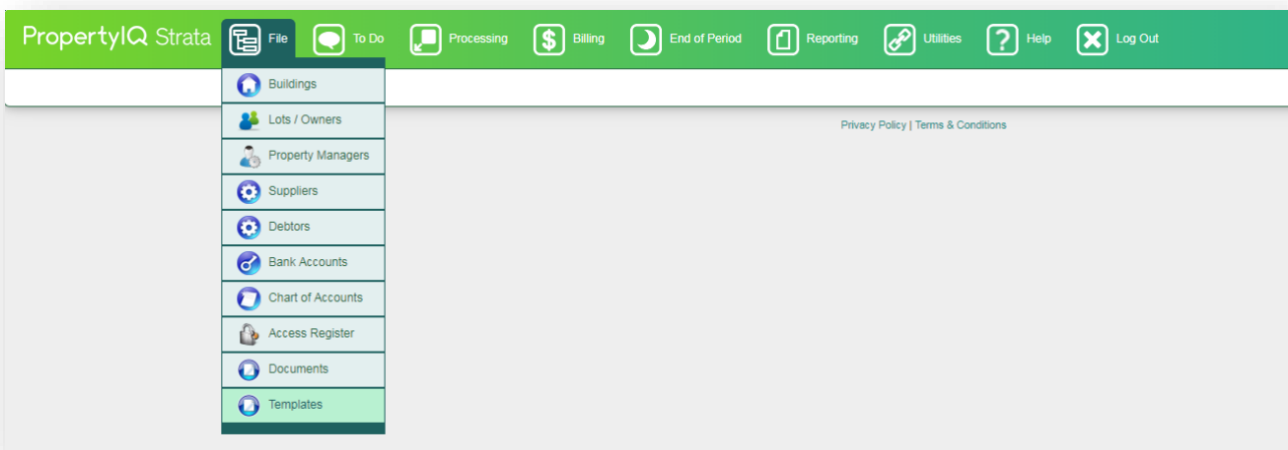
1. This is the default percentage required to achieve a quorum. You can override this for an individual meeting if you need to.
2. You can tick here if you want to send meeting notices to tenants (NSW users)
3. Select here if you want to show the attachment name at the bottom of each document that is attached to meeting notices and agendas.
4. Select here if you want to show the creator and the time of generation of the document at the top of each document that is attached to meeting notices and agendas.



STANDARD MERGE TEMPLATES REQUIRED FOR MEETINGS



Go to **File** and select *Templates*



Templates									
Standard Merge Templates		Custom Merge Templates		Standard Email Templates		Custom Email Templates			
NSW	QLD	VIC	TAS	SA	NT	WA	ACT	ALL	Macquarie Bank
Name		Type		State		Bank Type		Folio	Selected
My Strata Co QLD AGM Minutes Notice		QLD AGM Minutes Notice		QLD					<input checked="" type="checkbox"/>
MY Strata Co QLD AGM Minutes Notice (Co)		QLD AGM Minutes Notice (Co)		QLD					<input checked="" type="checkbox"/>

You will need a meeting notice and a minutes notice template (cover sheet) for each type of meeting you will be conducting. These templates act as a cover sheet for your meeting documents and typically show the date, time and address details of the meeting.

The available meeting types are:

- AGM (Annual General Meeting)
- First AGM
- General Meeting – for buildings in Tas, Vic, NSW, SA, NT and ACT
- EGM (Extraordinary General Meeting) for buildings in QLD and WA
- IGM (Inaugural General Meeting)
- Special General Meeting (NSW)
- Special Committee Meeting (NSW)
- Strata/Committee Meeting




If you manage buildings that are set to *Company* type on their building card, you need to create separate notice and minutes templates for these buildings. The templates you need show with (Co) after their name.

If you manage buildings that are set to the types *Community* or *Neighbourhood* on their building card, you need to create separate notice and minutes templates for these buildings. These templates show with a (CA) after their name.

Templates									
Standard Merge Templates		Custom Merge Templates		Standard Email Templates		Custom Email Templates			
NSW	QLD	VIC	TAS	SA	NT	WA	ACT	ALL	Macquarie Bank
Name		Type		State		Bank Type		Folio	Selected
NSW AGM Minutes Notice (CA)		NSW AGM Minutes Notice (CA)		NSW					<input checked="" type="checkbox"/>
NSW AGM Minutes Notice (Co)		NSW AGM Minutes Notice (Co)		NSW					<input checked="" type="checkbox"/>

Your cover page (meeting notice) could look something like this:

My Strata Company



[[Recipient_Name]]
[[Recipient_Address_1]]
[[Recipient_Address_2]]
[[Recipient_Suburb]] [[Recipient_State]] [[Recipient_PCode]]


Notice of Annual General Meeting

The Annual General Meeting for C.T.S [[Strata_Plan]], [[Building_Name]],
[[Building_Street_No]] [[Building_Street_Name]] [[Building_Address_2]],
[[Building_Suburb]], [[Building_PCode]], [[Building_State]],
will be held at
[[Meeting_Time]] on [[Meeting_Day_Of_Week]], [[Meeting_Date]],
At: [[Meeting_Venue]]
[[Meeting_Address_1]], [[Meeting_Address_2]], [[Meeting_Address_3]]
[[Meeting_Suburb]] [[Meeting_State]] [[Meeting_PCode]]

Your Strata Manager: [[Building_Manager]]

Your minutes notice could look something like this:

My Strata Company



Minutes of the Annual General Meeting for

[[Strata_Plan]], [[Building_Name]], [[Building_Street_No]],
[[Building_Street_Name]],
[[Building_Suburb]] [[Building_PCode]] [[Building_State]]

Held on
[[Meeting_Date]]
at
[[Meeting_Address_1]], [[Meeting_Address_2]],
[[Meeting_Suburb]] [[Meeting_State]] [[Meeting_PCode]]

Your Strata Manager: [[Building_Manager]]
[[Agent_Name]]
[[Agent_Address_1]], [[Agent_Address_2]],
[[Agent_Suburb]] [[Agent_State]] [[Agent_PCode]]

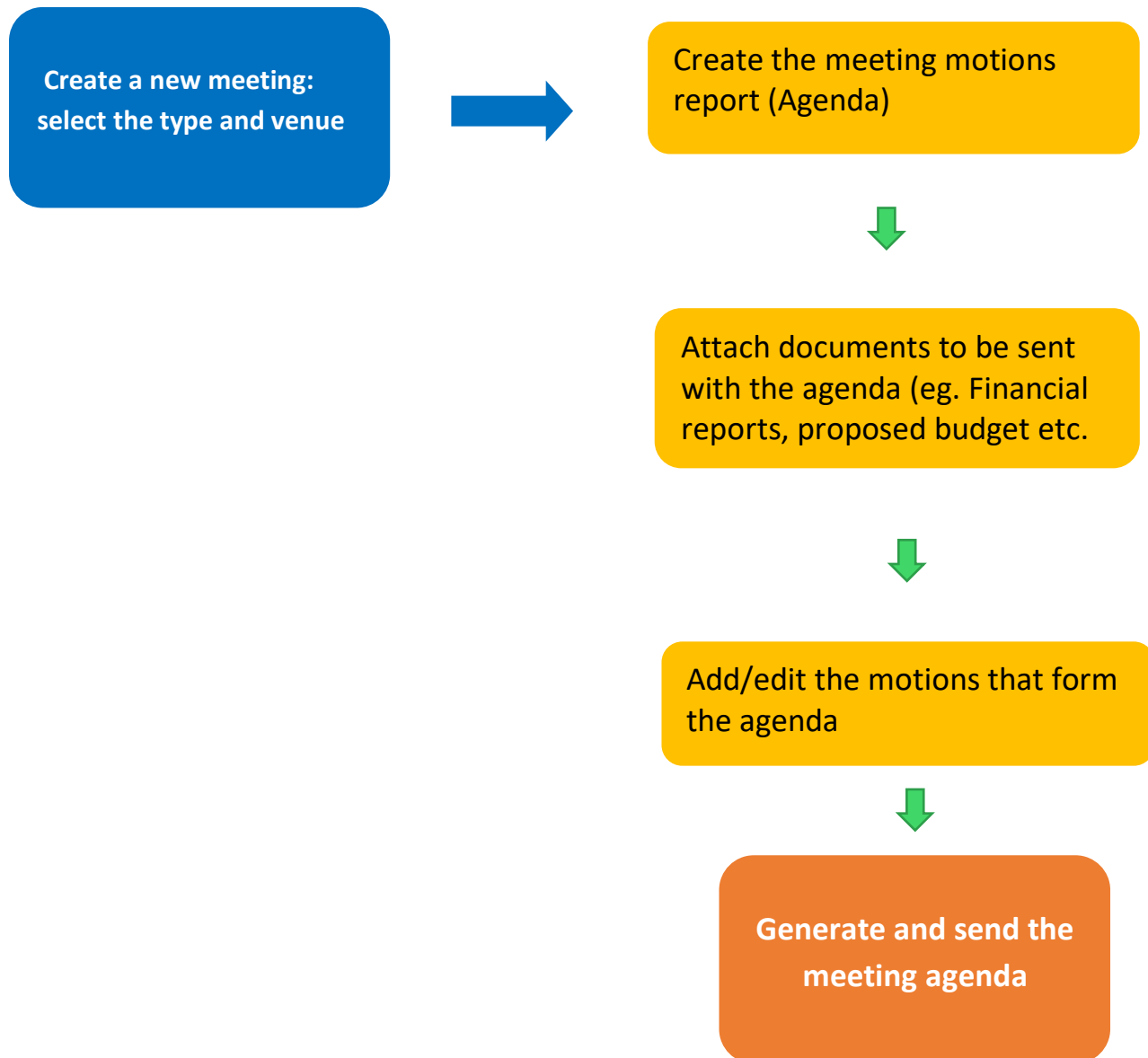
Annual General Meetings - there are steps you will need to complete to prepare for an Annual General Meeting in addition to using the meetings function for the meeting process.

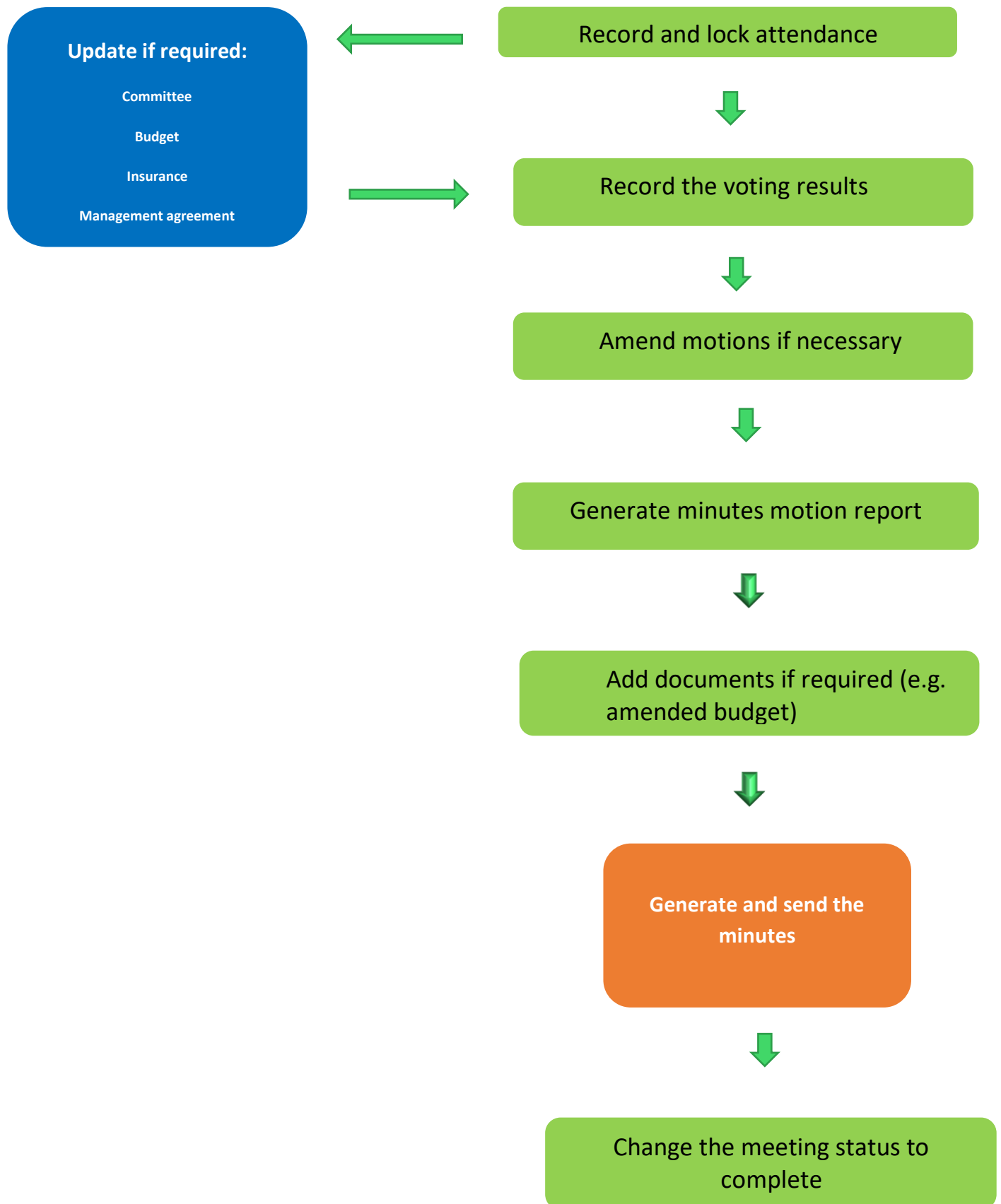
- Prepare and print the proposed budget. See the manual “Budgets” for instructions
- Print final financial reports. See the manual “Buildings - Financial Reports” for instructions

PropertyIQ

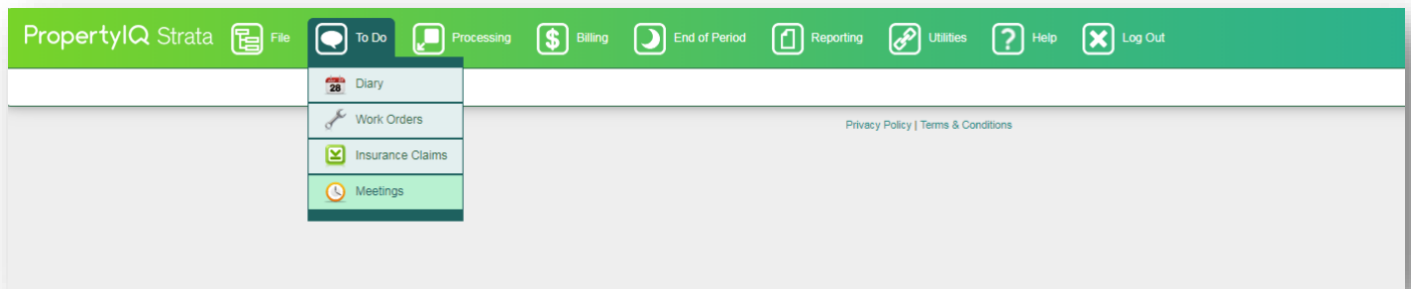
Meetings
03.09.2019

4





To get started, go to  and select Meetings



THE MEETINGS SCREEN

By default, the meetings screen is sorted by date, with the most recent meetings at the top, but you can click on any column heading to sort the meetings screen by that column.

1. You can type some key letters in any of the empty boxes on the top line to refine your search
2. You can filter the screen to show only meetings with the status of *Pending Notices*
3. You can filter the screen to show only meetings with the status of *Pending Minutes*
4. You can filter the screen to show only meetings with the status of *Pending Meeting*
5. You can filter the screen to show only meetings with the status of *Complete*
6. Use this tab to show only meetings with all statuses
If you want to view meetings with more than one status, select the two statuses. For example, Pending Minutes and Pending Notices.
7. *Export* meeting details generates an Excel spreadsheet
8. Once you have highlighted a meeting, you will be able to print meeting worksheets. You can also generate meeting worksheets from the meeting card.
9. Use the *+Add* button to add a new meeting
10. To view an individual meeting, select the meeting on the screen and select *View* on the bottom right of your screen (or double click on the meeting)

MY STRATA CO QLD MEETING WORKSHEET - COMMUNITY TITLE SCHEME 270976 Moorings on Cavill

Generated at: 29/06/2018 12:46 pm

Arrears as at Date: 29/06/2018

Page 1
User: ams

C.T.S.: 270976 **Units:** 8 **Lots:** 8
Building Name: Moorings on Cavill
Building Address: 63 Cavill Avenue
Suburb: SURFERS PARADISE
State: QLD **Post Code:** 4217
GST?: No
ABN:
Manager: Anne Fluva

Meeting Venue: Gold Coast Community Centre
Meeting Address: Level 1
: 24 Gold Coast Highway
Meeting Date: 24/07/18 **Time:** 02:30 pm
Suburb: SURFERS PARADISE

Lot	Unit	UOE	% Arrears	Owner Name/Proxy From	Committee	Proxy To	Present	Proxy
-----	------	-----	-----------	-----------------------	-----------	----------	---------	-------

1	1	20	10.00%	\$10,428.48	Rocco Silvester	Y		
---	---	----	--------	-------------	-----------------	---	--	--

Salutation: Mr

Voting

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Correspondence Address:
Rocco Silvester
Unit 1, 63 Cavill Avenue
SURFERS PARADISE QLD 4217

Levy Address:
Rocco Silvester
Unit 1, 63 Cavill Avenue
SURFERS PARADISE QLD 4217

Power Of Attorney:

Ph (BH):
Fax:
Email: 310_email@deadend.piq
Ph (AH):
Mob: 0414 332 332

Signed:

MEETING DETAILS CARD

The screen defaults to the Agenda tab. There are seven tabs – Agenda, Extras, Attendance, Voting, Minutes, Alerts and Documents. Each tab has a set of accordions. For full details, see the section “Adding a Meeting” below.



If the status of the meeting has been altered from the initial *Pending Meeting* status, you can view and edit the minutes tab.

Meeting

S/Plan 270976 Moorings on Cavill

Meeting Status Pending Meeting

Meeting Type AGM

Start Time* 13/06/2018 - 08:00

End Time* 13/06/2018 - 08:00

% Required for Quorum 25.00 %

Arrears Cut-off Date* Date of Meeting 13/06/2018

7

Venue Selection: Adhoc Existing Find Venue Gold Coast Community C

Venue Details

Name Gold Coast Community Cent

Address 1 Level 1

Address 2 24 Gold Coast Highway

Address 3

Suburb SURFERS PARADISE

State QLD

P/Code 4217

Agenda Extras Attendance Voting Minutes Notes Alerts Documents

Motions

General Business

Nominations

Attachments

Delete Save Cancel

ADDING A NEW MEETING

To add a new meeting from the meeting screen select **+Add**

PropertyIQ Strata Currently Logged In as: admin
Role: Super Administrator
ID: 156.111542016

Meetings

	SPlan	Building Name	Street No	Street Name	Manager Name	Meeting Date -	Meeting Type	Venue	Meeting Status
<input type="checkbox"/>	1	The Bachelor Pad	1-8	Hollywood Drive	Rohit Sachdeva	31/03/2019 - 1:00 pm	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	123456	Lowanna Muse	57-61	Lowanna Street	Ashley Jones	15/11/2018 - 12:00 am	Annual General Meeting	Carrowbrook Community Centre	Pending Minutes
<input type="checkbox"/>	888777	Hornaby Towers	15	Florence	Training Manager	31/10/2018 - 3:00 pm	Annual General Meeting	MyStrataCo Offices	Pending Minutes
<input type="checkbox"/>	99	Peppermint Gardens	12	Pine Avenue	Ashley Jones	10/09/2018 - 11:00 am	Annual General Meeting		Pending Minutes and Notices
<input type="checkbox"/>	1	The Bachelor Pad	1-8	Hollywood Drive	Rohit Sachdeva	25/07/2018 - 8:00 am	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	270976	Moorings on Cavill	63	Cavill Avenue	Anne Fluvia	24/07/2018 - 2:30 pm	Annual General Meeting	Gold Coast Community Centre	Pending Minutes
<input type="checkbox"/>	888777	Hornaby Towers	15	Florence	Training Manager	09/07/2018 - 12:00 am	Extraordinary General Meeting	ABC Strata Offices	Pending Meeting
<input type="checkbox"/>	888777	Hornaby Towers	15	Florence	Training Manager	09/07/2018 - 12:00 am	Extraordinary General Meeting	MyStrataCo Offices	Pending Meeting
<input type="checkbox"/>	4	Penrith Plaza	1	Smith	Anne Fluvia	01/07/2018 - 10:00 am	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	7	Moonee Towers	1-3	Lemnos Street	Jack Dobson	01/07/2018 - 12:00 am	Annual General Meeting	MyStrataCo Offices	Pending Meeting
<input type="checkbox"/>	1	The Bachelor Pad	1-8	Hollywood Drive	Rohit Sachdeva	30/06/2018 - 12:00 pm	Annual General Meeting		Pending Minutes and Notices
<input type="checkbox"/>	888777	Hornaby Towers	15	Florence	Training Manager	29/06/2018 - 12:00 am	Annual General Meeting	Gold Coast Community Centre	Pending Meeting
<input type="checkbox"/>	14	Smith Street Building	1	Smith Street	Ashley Jones	20/06/2018 - 10:00 am	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	270976	Moorings on Cavill	63	Cavill Avenue	Anne Fluvia	13/06/2018 - 8:00 am	Annual General Meeting	Gold Coast Community Centre	Pending Meeting
<input type="checkbox"/>	888777	Hornaby Towers	15	Florence	Training Manager	10/06/2018 - 12:00 am	Annual General Meeting	My Strata Co Office	Pending Meeting
<input type="checkbox"/>	846948P	The Prestige	101	Collins Street	Kobester	01/06/2018 - 5:00 pm	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	1	The Bachelor Pad	1-8	Hollywood Drive	Rohit Sachdeva	01/06/2018 - 12:00 pm	Annual General Meeting		Pending Meeting
<input type="checkbox"/>	123456	Lowanna Muse	57-61	Lowanna Street	Ashley Jones	29/05/2018 - 2:30 pm	Annual General Meeting	Gold Coast Community Centre	Pending Meeting

0 selected

Export Meeting Worksheets **+ Add** View

1. Use the search icon find the building the meeting is for
2. The meeting status will default to *Pending Meeting*, but you can use the dropdown to select other statuses throughout the process.

The choices are:

- Pending Meeting
- Pending Minutes and Notices
- Pending Notices
- Pending Minutes
- Accounts
- BEY (Building End Year) Preparation
- Nominations and Motions
- Budget Preparation
- Pending Post Meeting Actions
- Pending Final Approval
- Complete

3. Select the meeting type from the dropdown list

The Choices are:

- AGM
- Extraordinary General (QLD and WA)
- General (Tas, Vic, NSW, SA, NT, ACT)
- Executive (all states except NSW)
- Strata (NSW)
- First
- Inaugural
- Executive
- Adjourned
- Special

4. Select whether this is an ad hoc venue or an existing venue that is already recorded on PropertyIQ.
5. If this is an existing venue, click on the search icon and choose from the list. You can add new venues from the venues pop-up box
6. If an ad hoc venue, type the details of the address. If an existing venue, the address details show here
7. Select the date and start time by clicking on the date on the calendar and using the sliders to select the time for the meeting start. The end time will initially show as the same time as the start time, so remember to alter this later before you generate the minutes.
8. The percentage of lot owners required to be in attendance to achieve a quorum is defaulted based on what is entered in your Settings>Application Settings>Meeting Settings. For full details about Settings, see the manual "Settings" You can overtype this here if you want to override just for this meeting.
9. The percentage of lots in the building that have a formal tenant ticked on their lot card show here
10. Choose an arrears cut-off date from the dropdown list. The cut-off date chosen determines whether lot owners will be eligible to vote if they are unfinancial at that date. The choices are:
 - The date of the meeting
 - The date notices are sent
 - The end of financial year date for the building
11. The arrears cut-off date shows here. Hover your mouse over the question mark to see an explanation about the way this is calculated
12. A cheque clearance date can be entered here. Any cheques deposited on or after this date will be considered uncleared funds and will not affect the financial status of each lot for the purpose of voting rights
13. Save

Meeting

S/Plan 888 Cascade Gardens

Meeting Status: Pending Meeting

Meeting Type: AGM

Start Time*: 09/10/2019 - 16:00

End Time*: 09/10/2019 - 16:00

% Required for Quorum: 50.00 %

Arrears Cut-off Date*: Date of Meeting 09/10/2019

Cheque Clearance Date: 05/10/2019

Venue Selection: Adhoc Existing Find Venue My Strata Co Office

Venue Details

Name: My Strata Co Office

Address 1: Level 2/125 Bourke Stre

Address 2:

Address 3:

Suburb: MELBOURNE

State: VIC

P/Code: 3000

Formal Tenancy 29%

Agenda Extras Attendance Voting Minutes Notes Alerts Documents

Motions

General Business

Nominations

Attachments

Save Cancel

NOTE Arrears cut-off date for NSW and WA buildings when the cut-off date is set to date of notice. If an owner has levies overdue at the time of the notice and pays those levies prior to the meeting, they will now be considered financial at the meeting. This is to meet legislation requirements in NSW and WA

AGENDA TAB

You can add the motions, nominations and attachments to the meeting agenda. This information forms the meeting notices that are sent to lot owners.

MOTIONS ACCORDION:

Motions that have been created in the motions library can be attached to specified meeting types. These are called standard motions. For example, a motion to accept the minutes from the last meeting would be included as standard for all meetings. If a standard motion has been created in the motions library and attached to the type of meeting you are creating, then you will see it when you open the motions tab for the new meeting you are creating. You can also access motions from the library that are not standard and attach them to the meeting as you need them. For example, a motion to allow a pet in a lot. You can then edit the stored motion just for this meeting. For full details about motions, see the manual "Motions Library"



You will not be able to add motions to the meeting until the meeting has been saved.

1. The motion number shows here. The number determines the order each motion appears in on the agenda.
2. The motion details show in this column. Motions that are standard for the type of meeting you have selected will be included by default.
3. The motion type shows here
4. Click on the *View* button to view the motion in detail. Motions from the global motions library may need to be edited for this meeting. Any edits made here will only apply to this meeting. See section below "Editing a Motion"
5. Click on the *Remove* button to remove a motion from the agenda
6. If any of the motions have documents attached, you can click here to view the attachments
7. If you are in *Edit* mode, you can click on the little lines here to drag the motions into a different order
8. Click on the *Motion Report* button to generate the agenda document in PDF format (see below)
9. Use the *Search* button to search for non-standard motions to add to the meeting agenda from your motions library (see below)

The screenshot shows the 'Meeting' window in PropertyIQ Meetings. The 'Agenda' tab is selected. The top section contains meeting details like 'S/Plan 270976 Moorings on Cayo', 'Meeting Status: Pending Meeting', 'Meeting Type: AGM', 'Start Time: 24/07/2018 - 14:30', 'End Time: 24/07/2018 - 14:30', and 'Arrears Cut-off Date: 24/07/2018'. Below this is the 'Venue Details' section with fields for Name, Address 1, Address 2, Address 3, Suburb, State, and P/Code. The main table lists motions with columns for Motion #, Motion Details, Motion Type, and Actions. The table contains four rows of motions. At the bottom, there are buttons for 'Motion Report' and 'Search', and a sidebar with 'General Business', 'Nominations', and 'Attachments'.

Motion #	Motion Details	Motion Type	Actions
1	Accept Minutes of the Previous Meeting	Statutory	View Remove
2	Appointment of Strata Managing Agent	Statutory	View Remove
3	Insurance Quote Acceptance Motion	Statutory	View Remove View Attachment(s)
4	Insurance Valuation	Statutory	View Remove

EDITING A MOTION



If you have motions library permissions, you can create new motions here from by clicking **+Add**. If you don't have motions library permissions, you can only attach and edit motions that have already been created in the motions library. For details about the motions library see the manual "Motions Library"

1. Editing a motion from the meeting changes it *for this Meeting only*. When you edit a motion, you will see this message
2. You can make alterations to any of these fields. If the motion is an owner motion and was proposed by a Lot, click on the search icon to find the lot you want
3. Type some key letters in any of the empty boxes on the top line to refine your search.
4. Click on a lot to highlight them and then double click to select them
5. You can edit the voting settings here (see below)
6. You can use the editing tools to format the text of the motion
7. To insert merge fields, place your cursor where you want the merge field to appear and use the scroll bar to slide up and down and view all available merge fields. Click on the merge field you want to insert it into the motion
8. Enter the body of the motion
9. **Save**

The screenshot shows the 'Meeting Motion' editing window. It includes a 'Motion' tab with fields for Description, Motion Title, Motion Type, Resolution Type, Standard Motion, Proposed By Committee, and Proposed By Lot. A 'Voting Settings' section allows for Yes/No/Abstain and Alternative Classes. A 'Merge Fields' list is on the left. The main text area contains a notice about the motion's origin and a body of text with numbered conditions. A 'Lots' table is on the right. Numbered callouts 1-9 point to specific UI elements: 1. 'Meeting Motion' title; 2. 'Motion Title' field; 3. 'Motion Type' dropdown; 4. 'Resolution Type' dropdown; 5. 'Voting Settings' section; 6. Text formatting toolbar; 7. 'Merge Fields' list; 8. Motion body text; 9. 'Save' button.

Grids	Lot #	Lot	CRS	Owner	Site	Street Name	Building Name	State Manager N	Cont	Del
2709...	1	1	000	Nelson Skelton	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Email
2709...	2	2	000	Nelson Skelton	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Email
2709...	3	3	000	Butch Pty Ltd	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post
2709...	4	4	000	Celia Chan	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post
2709...	5	5	000	Costa Giamapoulos	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post
2709...	6	6	000	Costa Giamapoulos	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post
2709...	7	7	000	Costa Giamapoulos	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post
2709...	8	8	000	Costa Giamapoulos	63	Cecil Avenue	Mooring on...	Anne Plave	Own...	Post

VOTING SETTINGS

The motion can be set up with either a Yes/No vote or a choice of alternative motions. The Yes/No vote is the default. You can select *Abstain* to add the option of abstaining.

If you choose alternative motions you can type the alternative details for each option and also attach documents. For example, if you have a motion to accept one of a number of alternative quotes for repairs. You can also add a document such as a copy of the quote to each alternative.

1. Select to enable alternative clauses. This motion has two alternatives but you can select up to ten from the dropdown list
2. You will now see tabs for the number of alternatives you have selected
3. You can use the edit functions to format your text
4. Enter the body of the motion here – you can also insert merge fields if you want to
5. Click here to add a document that will attach to the clause you are working with
6. Enter some key letters in any of the empty boxes on the top line to narrow your search and find documents that have already been uploaded to PropertyIQ.
7. You can also upload a new document by clicking here. For full details about uploading documents, see the Manual “Documents”
8. Highlight the document you want by clicking it on the screen and then click Select to attach it to the clause.

The screenshot displays the 'Meeting Motion' interface with the following components:

- Motion Panel:**
 - Description (Internal User):** Roof Repairs
 - Motion Title:** Accept Craft Contract for Repairs
 - Motion Type:** Owner
 - Resolution Type:** Ordinary Resolution
 - Standard Motion:** ☐
 - Proposed By Committee:** ☐
 - Proposed By List:** ☒
 - Applies To:** AGM, EGM, Inaugural, Executive / Strata Committee, Special / VOTM
 - Merge Fields:** List of fields including {{Notice_Date}}, {{Meeting_Type}}, {{Building_Type}}, {{Agent_Name}}, {{Agent_Address_1}}, {{Agent_Address_2}}, {{Agent_Address_3}}, {{Agent_Suburb}}, {{Agent_State}}, {{Agent_PCode}}, {{Agent_Block_1}}, {{Agent_Block_2}}, {{Agent_Block_3}}, {{Agent_Block_4}}, {{Agent_Block_5}}, {{Agent_Block_6}}, {{Agent_Block_7}}, {{Agent_Phone}}
- Voting Settings:** Yes / No, **Alternative Clauses** (1), Number of Options (2) (2)
- Agenda / Minutes / Exploratory / Instructions:** Tabs for the selected alternative (2)
- Text Editor:** Rich text editor with toolbar (3) and text input area (4) containing: "That the Committee accept the quote from Narvick constructions for \$10,000 for roofing repairs."
- Add Document:** Button (5)
- Documents Panel:**
 - Search:** Input field (6)
 - Document Entry:** Button (7)
 - Table:**

Date	Name	S/P/Bn	Building Name	Street Name	Lot	U.	Supplier	Document	On P.
6/6/2...	Adrian Building Quote for Roof Repairs.pdf	2/70976	Mooringe on Cavill	Cavill Avenue				Quote	<input checked="" type="checkbox"/>
6/6/2...	Narvick Constructions quote for Roof Repa...	2/70976	Mooringe on Cavill	Cavill Avenue				Quote	<input checked="" type="checkbox"/>
 - Select:** Button (8)

EDITING A MOTION – MINUTES TAB

The minutes tab records the possible results of the motion and will be incorporated into your minutes when you generate them after the meeting.

This is a motion with a Yes/No option.

1. Select the *Edit* button to start editing
2. The Yes/No option will be ticked here
3. Click on the Yes tab to edit what the result of the Yes vote would be and then click on the No tab to edit what the result of a no vote would be.)
4. You can use the editing functions to format your text
5. Edit the text as needed. *Save* when you are ready.

Motion

Meeting Motion

This motion is now different to the original Global Motion that it was created from.

Description (Internal Use)

Motion Title* Accept Minutes of previous Meeting

Motion Type* Statutory

Resolution Type* Ordinary Resolution

Standard Motion ☒

Proposed By Committee ☐

Proposed By Lot ☐

Applies To:

AGM ☒

EGM ☐

Inaugural ☐

Executive / Strata Committee ☐

Special / VOCM ☐

Merge Fields:

{{Notice_Date}}

{{Meeting_Type}}

{{Building_Type}}

{{Agent_Name}}

{{Agent_Address_1}}

{{Agent_Address_2}}

{{Agent_Address_3}}

{{Agent_Suburb}}

{{Agent_State}}

{{Agent_PCode}}

{{Agent_Block_1}}

{{Agent_Block_2}}

{{Agent_Block_3}}

{{Agent_Block_4}}

{{Agent_Block_5}}

{{Agent_Block_6}}

{{Agent_Block_7}}

{{Agent_Phone}}

{{Agent_Fax}}

Voting Settings

☒ Yes / No ☐ Abstain

☐ Alternative Clauses

Agenda Minutes Explanatory Instructions

Yes No

Resolved:

The minutes of the last meeting were accepted as Read

Edit Done

This is a motion with alternative clauses. This motion only has two alternative clauses but you could have up to ten alternative clauses.

1. Select the *Edit* button to start editing
2. The alternative clauses option will be ticked here and the number of alternative clauses will show
3. Click on the 1 tab to edit what the result of the meeting choosing option 1 would be (and then click on the each numbered tab in turn to edit what the result of the meeting choosing each option would be)
4. You can use the editing functions to format your text
5. Edit the text as needed and click *Save* when you are ready.

The screenshot shows the 'Meeting Motion' form in a software application. The form is titled 'Meeting Motion' and includes a subtitle: 'This motion is now different to the original Global Motion that it was created from.' The form is divided into several sections:

- Description (Internal Use):** Includes fields for 'Motion Title' (Insurance Quote Acceptance), 'Motion Type' (Statutory), and 'Resolution Type' (Ordinary Resolution).
- Voting Settings:** Includes a radio button for 'Yes / No' and a section for 'Alternative Clauses' which is circled in red. The 'Alternative Clauses' section has a 'Number of Options' dropdown set to '2'.
- Applies To:** Includes checkboxes for 'AGM', 'EGM', 'Inaugural', 'Executive / Strata Committee', and 'Special / VCOM'.
- Merge Fields:** A list of fields that can be merged into the motion text, including {{Notice_Date}}, {{Meeting_Type}}, {{Building_Type}}, {{Agent_Name}}, {{Agent_Address_1}}, {{Agent_Address_2}}, {{Agent_Address_3}}, {{Agent_Suburb}}, {{Agent_State}}, {{Agent_PCode}}, {{Agent_Block_1}}, {{Agent_Block_2}}, {{Agent_Block_3}}, {{Agent_Block_4}}, {{Agent_Block_5}}, {{Agent_Block_6}}, {{Agent_Block_7}}, {{Agent_Phone}}, and {{Agent_Fax}}.
- Agenda / Minutes / Explanatory / Instructions:** A tabbed interface with 'Minutes' selected. The 'Minutes' tab shows a list of options (1, 2) and a text area for the result. The text area contains the text 'Resolved: That the quote from QBE Insurance be accepted.' and is circled in red.
- Buttons:** 'Edit' and 'Done' buttons are at the bottom right.

Numbered callouts are present on the form:

- 1: Points to the 'Edit' button.
- 2: Points to the 'Alternative Clauses' section.
- 3: Points to the '1' tab in the 'Minutes' section.
- 4: Points to the text area in the 'Minutes' section.
- 5: Points to the text 'That the quote from QBE Insurance be accepted.' in the text area.

EDITING A MOTION – EXPLANATORY TAB

You can use the *Explanatory* tab to provide some background about the motion for the meeting attendees. For example, the reason why quotes are sought for a particular repair. This is a legal requirement in some states.

1. Go to the *Explanatory* tab of the motion
2. You can use the edit functions to format your text
3. Type the body of the explanation here - you can also insert merge fields if you want to
4. *Save*

The screenshot displays the 'Meeting Motion' application window. On the left, a sidebar contains fields for 'Description (Internal Use)', 'Motion Title', 'Motion Type', 'Resolution Type', 'Standard Motion', 'Proposed By Committee', and 'Proposed By Lot'. Below these are 'Applies To' checkboxes for AGM, EGM, Inaugural, Executive / Strata Committee, and Special / VOCM. A 'Merge Fields' list is also present. The main area is titled 'Meeting Motion' and includes a note: 'This motion is now different to the original Global Motion that it was created from.' It features 'Voting Settings' with 'Yes / No' and 'Alternative Clauses' options, and a 'Number of Options' dropdown. The 'Explanatory' tab is selected, showing a text editor with a rich text toolbar. The explanatory text reads: 'The roof has been leaking since approximately April 2016. This has caused damage to the ceiling of Unit 6. the damage has been assessed and it has been found to be caused by a number of breakdowns in the ridge capping. Work to repair the roof needs to be carried out urgently!'. At the bottom right, there are 'Delete', 'Save', and 'Cancel' buttons.

EDITING A MOTION – INSTRUCTIONS TAB

You can use the *Instructions* tab to instruct the meeting attendees on what they need to do about the clause during the meeting.

1. Go to the *Instructions* tab of the m
2. You can use the *Edit* functions to format your text
3. Enter the body of the instructions here - you can also insert merge fields if you want to
4. *Save*

The screenshot shows the 'Meeting Motion' application window. On the left, there's a sidebar with 'Merge Fields' including {{Notice_Date}}, {{Meeting_Type}}, {{Building_Type}}, {{Agent_Name}}, {{Agent_Address_1}}, {{Agent_Address_2}}, {{Agent_Address_3}}, {{Agent_Suburb}}, {{Agent_State}}, {{Agent_PCcode}}, {{Agent_Block_1}}, {{Agent_Block_2}}, {{Agent_Block_3}}, {{Agent_Block_4}}, {{Agent_Block_5}}, {{Agent_Block_6}}, {{Agent_Block_7}}, and {{Agent_Phone}}. The main area has tabs for 'Agents', 'Minutes', 'Explanatory', and 'Instructions' (highlighted with a red circle 1). The 'Instructions' tab contains a text editor with a toolbar (highlighted with a red circle 2) and a text area containing the sample text: 'This Motion has two alternative clauses, as there are two quotes for consideration. You will be able to vote for the clause you want at the meeting.' (highlighted with a red circle 3). At the bottom right, there are 'Delete', 'Save', and 'Cancel' buttons, with the 'Save' button highlighted by a red circle 4.

SEARCH FOR MOTIONS

If you want to add motions that are not standard for the type of meeting you are creating, you can search in the motions Library to find a pre-written motion that you will be able to edit for this meeting.

1. Click on the search icon
2. You can toggle your view between *All*, *Active* and *InActive* but you will only be able to add active motions
3. You can type some key letters in any of the empty boxes on the top line to refine your search
4. Click in the box to highlight a motion. The description shows here
5. If the motion is not a standard motion it will have a cross here. Standard motions have a green tick. Standard motions for the meeting type you selected are already added to the meeting so there's usually no need to add them.
6. You can add a new global motion by clicking on the *+Add* button (you can only do this if you have permission to edit the Motions Library)
7. *View* to view a motion that you have highlighted on the screen
8. *Select* to select any motions you have highlighted on the screen. You will now be able to edit the motions to suit the meeting you are creating.

The screenshot displays the 'Meeting' setup interface on the left and the 'Motions Library' window on the right. The 'Meeting' section includes fields for 'SI Plan' (Wayne Tower 3 East Aul), 'Meeting Status' (Pending Meeting), 'Meeting Type' (AGM), and 'Venue Selection' (Macquarie Bank). Below these are tabs for 'Agenda', 'Extras', 'Attendance', 'Voting', 'Minutes', 'Notes', 'Alerts', and 'Documents'. The 'Motions' tab is active, showing a list of motions. A purple arrow points from the search icon (1) in the bottom left to the 'Motions Library' window (2). The 'Motions Library' window has a search bar (3) and a table of motions. The table has columns: 'Description', 'Standard Motion', 'Motion #', 'Motion Type', and 'Resolution Type'. The first row is 'Roof Repairs' with a green tick. The second row is 'Accept Insurance Quote' with a red cross (5). At the bottom of the library window are buttons for 'Add' (6), 'View' (7), 'Select (1)' (8), and 'Close'.

Description	Standard Motion	Motion #	Motion Type	Resolution Type
Roof Repairs	✓	0	Alternative	Ordinary Resolution
Accept Insurance Quote	✗	0	Alternative	Ordinary Resolution

If you are in edit mode, you can change the order of your motions by clicking on the handles on the left of the screen and dragging them.

Meeting

SIPan 5 Wayne Tower 3 East Ault

Meeting Status Pending Meeting

Meeting Type AGM

Venue Selection: Adhoc Existing Find Venue Macquarie Bank

Venue Details

Name Macquarie Bank

Address 1 235 St Georges

Address 2

Address 3

Start Time* 11/03/2017 - 00:00

End Time* 11/03/2017 - 00:00

% Required for Quorum 50.00 %

Suburb Perth

State WA

PCode

Agenda

Extras

Attendance

Voting

Minutes

Notes

Alerts

Documents

Motions

Motion #	Motion Details	Motion Type	Actions
1	Accept Minutes	Statutory	View Remove
2	Appointment of Strata Manager	Statutory	View Remove
3	Election of Committee	Statutory	View Remove
4	Accept Insurance Quote	Alternative	View Remove

Motion Report

Search

General Business

Nominations

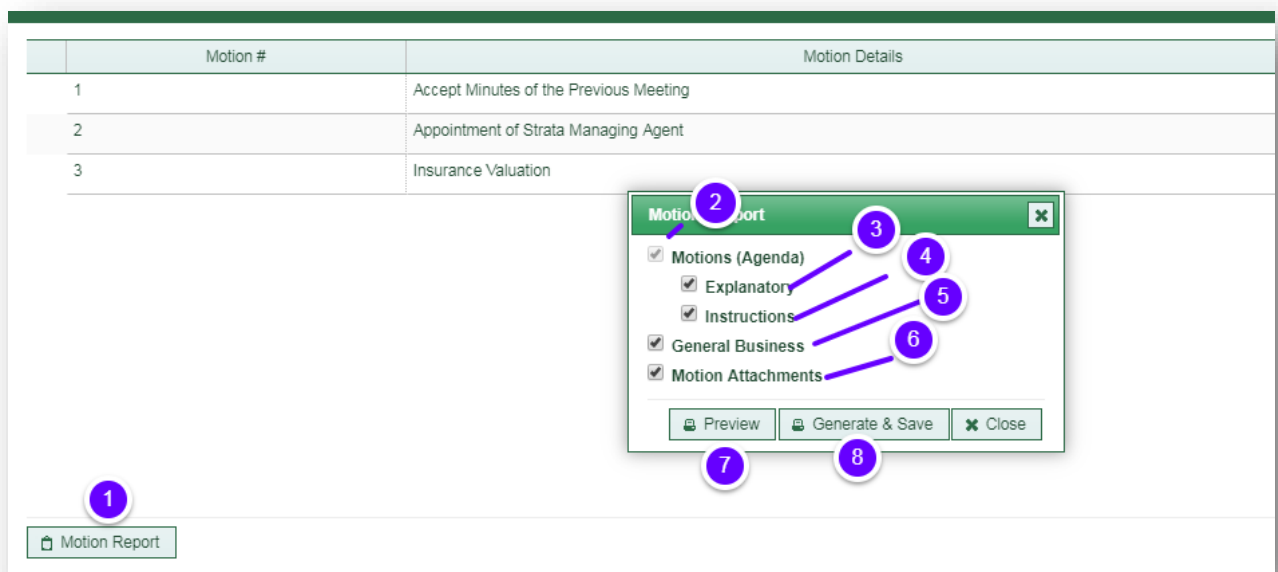
Settings

Attachments

PropertyIQ
Meetings
03.09.2019
21

MOTIONS REPORT

1. Select *Motion Report*
2. **Motions (Agenda)** This is the data from the *Agenda* tab in the motion. If the motion has alternative clauses, they will be listed in the report
3. **Explanatory** – the explanatory information for each motion will be included in the report
4. **Instructions** – the instruction information for each motion will be included in the report
5. **General business** – items entered in the General Business accordion will be included in the report
6. **Motion attachments**– all the attachment that have been added to the motions in this meeting will be appended
7. *Preview* to generate a preview. This will generate a single PDF (and attachments if any) and display them in a new tab.
8. *Generate and Save* to add the reports and attachments to the meeting agenda attachments section. This will also open a PDF report in a new tab.



Agenda for the Annual General Meeting

CTS 270976 Moorings on Cavill 63 Cavill Avenue
24/07/2018 02:30 pm

1. Accept Minutes the Previous Meeting

That the minutes from the last meeting held on 22nd July, 2017 be accepted as read

Explanatory for Motion 1

The minutes of the last meeting need to be accepted as accurate or or amended if there are any errors.

Instructions for Motion 1

You can vote yes or no or abstain from voting for this motion.

2. Appointment of Strata Managing Agent

That the Owners Corporation, pursuant to clause 49 of the Act, appoint 5727277777 My Strata Co QLD as the managing agent for the period of one year and delegate the following duties to the Strata Managing Agent.

1. the Powers, Duties, Authorities and Functions of the Owners Corporation according to the terms of the Strata Management Agreement attached to this notice
2. Authorises the execution of the Strata Management Agreement to affix the Common Seal of the Owners Corporation under signature of the secretary and chairperson, or in their absence, any two lots of owners in the Strata Scheme.

Explanatory for Motion 2

The appointment of a Strata Managing Agent is to be determined at this AGM

Instructions for Motion 2

You will have the option to vote yes or no

General Business

1. Impact of proposed adjacent development

GENERAL BUSINESS ITEMS

You can add general business items here.

1. Click on the little white arrow next to the *General Business* accordion to open it
2. Type the item details
3. Click *Remove* to remove any general business items
4. *+Add* to add a general business item. You can add as many items as you want
5. *Save*

The screenshot shows the 'Meeting' form in PropertyIQ Meetings. The form is titled 'Meeting' and contains various fields for meeting details. At the bottom, there is an 'Agenda' section with an accordion for 'General Business'. The 'General Business' accordion is open, showing a list of items. Item 1 is 'Extra security measures for basement car park.' with a 'Remove' button. Item 2 is empty with a 'Remove' button. There is an '+ Add' button at the bottom of the list. The form also has tabs for 'Agenda', 'Extras', 'Attendance', 'Voting', 'Minutes', 'Notes', 'Alerts', and 'Documents'. At the bottom right, there are 'Delete', 'Save', and 'Cancel' buttons.



You can choose whether you want to include items entered in the general business accordion when you print the motions reports. (see above)

NOMINATIONS

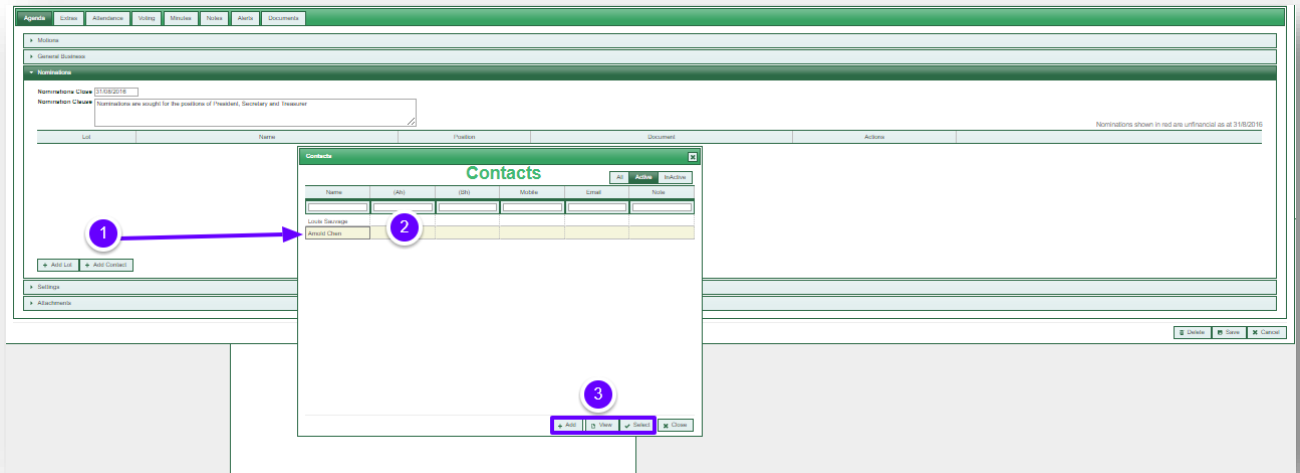
1. Click on the little white arrow on the *Nominations* accordion to open it
2. The closing date here will default to the last day of the building's financial year, but you can alter if you want to
3. Type the nominations clause
4. If the lot owner you selected is unfinancial, their name will show in red
5. *+Add Document* to upload a nomination document
6. *View Lot* to open the lot owner's card and view it
7. *Remove* to remove this lot owner from the nomination
8. *+ Add Lot* to attach a lot owner that has nominated. Click on their name to highlight them, and double click to select them. You can type some key letters in any of the empty boxes on the top line to refine your search
9. Click here if you need to add a contact that has nominated and is not a lot owner
10. *Save*

The screenshot shows the 'Nominations' form in the PropertyIQ Meetings application. The form is divided into several sections. At the top, there's a 'Nominations' accordion which is expanded. Below it, there's a 'Nominations Clause' field (3) and a 'Closing Date' field (2). A table of nominated lot owners is shown, with one entry for 'Kim Collins' (4) whose name is red, indicating they are unfinancial. To the right of the table are buttons for '+Add Document' (5), 'View Lot' (6), and 'Remove' (7). At the bottom left of the form are buttons for '+ Add Lot' (8) and '+ Add Contact' (9). At the bottom right is a 'Save' button (10). A 'Lots' pop-up window is open, showing a list of lots with columns for Lot, Unit, Floor, Owner, and others. The 'Lots' window has a search bar and a list of lots, with the first lot selected.

Lot	Unit	Floor	Owner	Building No.	Strata Manager	Lot	Unit
10	5	1	1	000	Shirley Hayman	1	000
10	5	3	3	000	Cliff Grayson	32	East Avenue
10	5	4	4	000	Kim Collins	1	East Avenue
10	5	5	5	000	Jessie Gordon	1	East Avenue

ADDING A NOMINEE THAT IS NOT A LOT OWNER

1. Select *Add Contact*
2. You can type some key letters in any of the empty boxes on the top line to refine your search
3. You can add, view and edit existing contacts from this screen



ATTACHMENTS

The *Meetings Motion Report* (titled Meeting Agenda) will be attached to the meeting documents once you generate it. Other documents you add will be attached to your meeting notices.

1. Click on the little white arrow next to the *Attachments* accordion to open it
2. You can alter the order in which attachments will be attached to your meeting notices by clicking on the handles and dragging it to the position you want
3. Click on *+Add Document*
4. Click on the Document(s) you want to add, to highlight them, then double click to select them
5. You can remove a document you have already added, by clicking here to remove it once it has been highlighted.

The screenshot shows the 'Meeting' window with the 'Attachments' accordion expanded. A red arrow points to the white arrow icon on the left of the 'Attachments' header (labeled 1). A blue arrow points from the 'Blank Detailed Voting Sheet.pdf' entry in the 'Meeting Documents To Include' list to the 'Documents' window (labeled 2). A green arrow points to the '+Add Document' button (labeled 3). A red arrow points to the 'Remove Document' button (labeled 5). The 'Documents' window shows a list of documents with columns: Date, Name, S/Plan, Building Name, Street Name, Lot, U..., Supplier, Document, and On P... (labeled 4). The 'Blank Detailed Voting Sheet.pdf' document is highlighted in yellow.

The attachments accordion shows the name, type, date and size of each meeting attachment.

Attachments				
Meeting Documents To Include:				
	Name	Type	Date	Size
	Agenda for the Strata Committee Meeting.pdf	Motion Report	24/5/2019	13.99 kB
	Building Financial Reports.pdf	Financial	31/5/2019	9.79 kB
	Moorings on Cavill Proposed Budget 01/01/2020-31/12/2020.pdf	Budget Report	11/4/2019	47.13 kB

The screenshot displays the 'Venue Details' form in the 'Meeting Management' application. The form includes fields for Name, Address 1, Address 2, Address 3, Suburb, State, and P/Code. A 'Voting Sheet' modal is open, showing options for 'Summary Voting Sheet' and 'Detailed Voting Sheet', with buttons for 'Preview', 'Generate & Save', and 'Close'. A red arrow points from the 'Voting Sheet' button in the main form to the modal. Numbered red circles (1-4) highlight key elements: 1. 'Voting Sheet' button in the main form; 2. 'Detailed Voting Sheet' option in the modal; 3. 'Generate & Save' button in the modal; 4. 'Close' button in the modal.

VOTING SHEET

Voting Sheet

SP 888777 Hornsby Towers 15 Florence
Annual General Meeting
26/04/2018 12:30 pm

Generated at: 13/04/2018 12:53 pm
User: ams

Lot:

Name:

Motion 1.	Accept Minutes the Previous Meeting Proposed By: N/A Ordinary Resolution	Statutory Motion
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Abstain	
Motion 2.	Appointment of Strata Managing Agent Proposed By: N/A Ordinary Resolution	Statutory Motion
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Motion 3.	Insurance Quote Acceptance Motion Proposed By: N/A Ordinary Resolution	Statutory Motion
	<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
Motion 4.	Insurance Valuation Proposed By: N/A Ordinary Resolution	Statutory Motion
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature: _____

GENERATE DATA SOURCE

To generate a data source that can be used in Microsoft Word, select *Generate Data Source*

Meeting

S/Plan: 270976 Moorings on Clav...
Meeting Status: Pending Minutes
Meeting Type: AGM
Venue Selection: ☐ Adhoc ☒ Existing

Venue Details:
Name: ABC Strata Offices
Address 1: 13 Bank Street
Address 2:
Address 3:
Suburb: Southbank
State: VIC
P/Code: 3200

Start Time: 09/06/2017 - 16:00
End Time: 09/06/2017 - 16:00
% Required for Quorum: 50.00 %

Agenda | Extras | Attendance | Voting | Minutes | Notes | Alerts | Documents

Motions

Motion #	Motion Details	Motion Type	Actions
1	Accept Minutes	Statutory	View
2	Election of Committee	Statutory	View
3	Appointment of Strata Managing Agent	Statutory	View
4	Insurance Quote Acceptance Motion	Owner	View
5	Permission to keep pet	Owner	View
6	Roof Repairs	Owner	View View Attachment(s)

[Motion Report](#)

[General Business](#)
[Nominations](#)
[Attachments](#)

[Voting Sheet](#) [Generate Data Source](#) [Generate Notices](#) [Generate Worksheets](#)

[Edit](#) [Done](#)

A data source document will open in Word

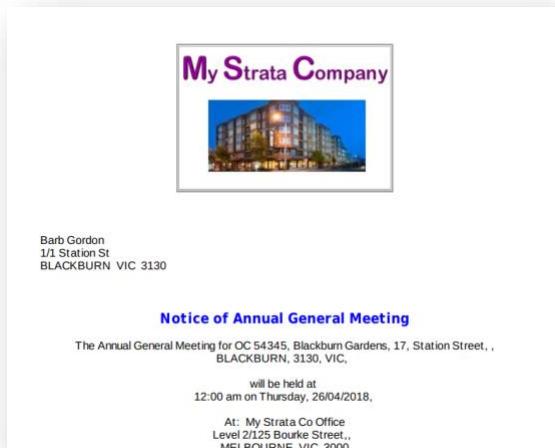
Notice Date,Meeting Type,Building Type,Agent Name,Agent Address 1,Agent Address 2,Agent Address 3,Agent Suburb,Agent State,Agent PCode,Agent Block 1,Agent Block 2,Agent Block 3,Agent Block 4,Agent Block 5,Agent Block 6,Agent Block 7,Agent Phone,Agent Fax,Agent Email,Agent ABN,Agent Principal,Building Manager,Manager Phone,Manager email,Building Id,Building ABN,Strata Plan,Building Name,Building Street No,Building Street Name,Building Address 2,Building Suburb,Building PCode,Building

GENERATE NOTICES

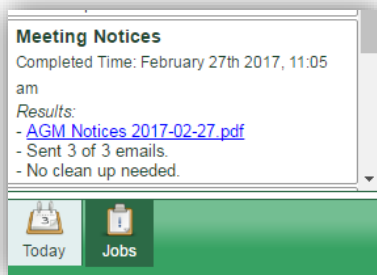
The *Generate Notices* button generates the meeting notices, together with any attachments, and sends them to the lot owners.

1. Click on *Generate Notices*
2. Your default meeting notice document template shows here. This is a standard merge template that needs to be set up from the Templates menu. For more detail see the manual “Templates”
3. This area shows the meeting that the notices will be generated for.
4. Click *Customise* to customise the meeting notice for this meeting only. For more details see the manual “Templates”
5. Click here to preview just the first notice. This is a fast way to check that your meeting notices look correct, without having to wait for previews of all notices to generate.
6. To Preview all notices, click on *Preview*. It is recommended that you always preview before sending notices.
7. *Generate*. When you *Generate*, the documents and all meeting attachments will generate and send to the lot owners by their set delivery method. If their delivery method is set to email, this will email them automatically. If their delivery method is set to post, this will generate a PDF for you to print and post. If you use Bing Mailing House, the notices will be sent to Bing. If you are using Portal V1 and the lot owner has an owners portal account, the documents will be sent to their portal account.

The screenshot shows the 'Generate Notices' interface in PropertyIQ Meetings. The interface is divided into several sections. On the left, the 'Meeting' section shows details for C.T.S. 888777 Hornsby Towers, with a status of 'Pending Minutes' and a meeting type of 'AGM'. Below this is the 'Venue Details' section with fields for Name, Address 1, Address 2, and Address 3. A central 'Meeting Notices Merge' window is open, displaying a table of meeting data with columns for C.T.S., Building Name, Manager Name, Meeting Date, and Meeting Type. At the bottom of this window are buttons for 'Customise', 'Preview 1st Notice', 'Preview All', 'Generate', and 'Close'. The main interface has a tabbed menu at the bottom with options like 'Agenda', 'Extras', 'Attendance', 'Voting', 'Minutes', 'Notes', 'Alerts', and 'Documents'. The 'Attachments' section is currently selected, showing a list of attachments. At the bottom right, there are buttons for 'Export', 'Meeting Worksheets', '+ Add', and 'View'.



When you *Generate*, a job is created in the job centre on the right of your screen.



Documents are now stored in the building's documents.

EXCLUDING A LOT OWNER FROM RECEIVING MEETING DOCUMENTS

You might want to exclude some lot owners from receiving meeting notices. For example, a lot that is an accessory lot such as a carspace, or a lot owner that owns more than one lot in a building that requests to receive only one set of meeting notices.

This is recorded in the lot owner card – delivery tab. The box will be *Unticked* by default, but you can click to tick if this owner does not want to receive meeting notices.

The screenshot shows the 'Lot Owner' card with the 'Delivery' tab selected. The 'Levy Notices' section is expanded, showing 'Annual Notices and Meeting Notices / General Correspondence'. Under 'Deliver Annual Notices by', the 'email' checkbox is checked. Under 'Deliver Correspondence by', the 'email' checkbox is also checked. The 'Do Not Include Meeting Notices' checkbox is unchecked. The 'Recipient' section shows the owner's details: Name: Costa Gennipoulos, Email: costaglen@gmail.com, Address: PO Box 256, Suburb: SURFERS PARADISE, State: QLD, PC Code: 4217. The 'Agent' tab is selected, showing the owner's details. The 'Utility Notices' section is also visible.

GENERATE WORKSHEETS

You can generate worksheets from the meeting agenda tab

1. *Generate Worksheets*
2. Select the format you want – *Combined* or *Separate*. If you choose separate, click to on each worksheet you want to include
3. *Generate*

The screenshot shows the 'Meeting Worksheets' dialog box. The 'Type' section has two options: 'Combined Report' and 'Separate Report'. The 'Separate Report' option is selected, and the checkboxes for 'Voting Sheet', 'Information Sheet', and 'Tally Sheet' are all checked. The 'Generate' button is highlighted. The background shows the 'Meeting Agenda' tab with a list of agenda items: Motions, General Business, Nominations, and Attachments. A purple arrow points from the 'Generate Worksheets' button in the bottom toolbar to the 'Meeting Worksheets' dialog box.

EXTRAS TAB

The Extras tab allows you to view important information that may be relevant to the meeting, such as insurance valuation, insurance commissions and agency agreement details. This information does not appear on any documents, it is just for your reference.



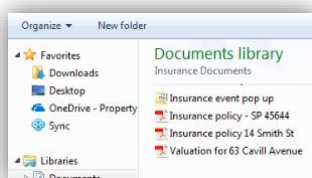
Any items in a green box come from information you have entered in the building card.

Insurance Valuation	\$5,000,000.00	Valuation Date	02/06/2017	Valuer	ABC Valuers		Upload
---------------------	----------------	----------------	------------	--------	-------------	--	--------

INSURANCE VALUATION DETAILS

1. From the *Meeting Extras* tab, open the details accordion
2. The amount of the valuation will automatically show here if you have entered it in the building card – info tab – insurance area.
3. The date of the valuation will automatically show here if you have entered it in the building card – info tab – insurance area
4. You can attach the valuer's name by clicking on the search icon to open the suppliers List
5. Click on the valuer you want, to highlight them, and then double click to select them
6. You can also add, view, edit and select a supplier from here. For full details about adding suppliers, see the manual "Supplier Card".
7. Use the *Upload* button if you want to upload and attach a document. For example, a copy of the valuation.

You can upload a document from your computer



INSURANCE COMMISSION DETAILS

1. From the *Meeting Extras* tab, open the *Insurance Commission Details* accordion
2. The policy number, actual commission amount and anticipated commission amount details come from the policy details you entered for the insurance policy
3. *Edit Policy* to open the insurance policy and make alterations if required
4. Enter a disclosure statement here if required
5. *Save*

The screenshot shows the 'Meeting' form in the PropertyIQ Meetings application. The form is titled 'Meeting' and includes fields for Meeting Number, Meeting Type, Venue Selection, and Venue Details. It also has tabs for Agenda, Extras, Attendance, Voting, Minutes, Notes, Alerts, and Documents. The 'Insurance Commission Details' section is expanded, showing fields for Policy Number, Commission Actual, Commission Anticipated, and an 'Edit Policy' button. Below these is a text area for the Insurance Commission Disclosure Statement. At the bottom, there are sections for Agency Agreement and Other, and a 'Save' button.

AGENCY AGREEMENT

1. The details of your agency agreement show here. This is entered from the building card – charges Tab. For full details see the manual “How to set up and edit fixed and variable charges”
2. Use *Edit Charges* to edit your charges and agency agreement details. The screen will be in edit mode. Type any alterations you want to make.
3. *Save and Exit* to save any changes

Meeting

SPlan 5 Wayne Tower 3 East A.p

Meeting Status Pending Meeting

Meeting Type AGM

Venue Selection: ☐ Adhoc ☒ Existing

Venue Details

Name Macquarie Bank

Address 1 235 St Georges

Address 2

Address 3

Agenda Extras Attendance Voting Minutes Notes Alerts Documents

Insurance Valuation Details

Insurance Commission Details

Agency Agreement

Start Date 1/8/2015 End Date 31/7/2019

☒ Edit Charges

Other

Note: Fields highlighted in green are stored against the building so are shared across all meetings

Generate Data Source Generate Notices Generate Minutes Generate Worksheets

845045P The Prestige

Charges

Split Fees

Contribution Schedule

Fixed Charges

Frequency Monthly

Charge Cycle Agency Agreement Start Date 01/08/2015 End Date 31/07/2019

Agency Agreement Document

Upload Agency Agreement

Management Fee \$592.28 Auto Increase

% Increase 5.00% Effective 27/09/2016 For 3 Years

Sundry Charges

Amount	Description	Account	
\$22.00	Archiving	A Administration Cost	<input type="checkbox"/> Deactivate
\$55.00	Disbursements	A Administration Cost	<input type="checkbox"/> Deactivate

New Charge

Variable Charges

Charge Schedule Jack's Schedule

Amount	Description	Account	
\$1.20	Receipt Fee		
\$0.00	Payment Fee		
\$0.00	Invoice Fee		
\$0.00	Annual Levy Notice Fee		
\$0.00	Levy Fee		
\$0.00	Special Levy Fee		
\$20.00	Arrears Notice Fee		
\$20.00	Final Notice Fee		
\$20.00	Legal Notice Fee		
\$0.00	Work Order Fee		
\$0.00	Meeting Fee		
\$0.00	Insurance Claim Fee		
\$0.00	Extra Meeting Fee		
\$69.00	Info Certificate Fee		
\$0.00	Electricity Notice Fee		
\$0.00	Gas Notice Fee		
\$0.00	Water Notice Fee		
\$0.00	Other Utility Notice Fee		
\$0.00	Mail Merge Fee		
\$0.00	Cash Management Report Fee		
\$0.00	Change of Owner Fee		

Save & Exit Edit

pm View Meeting Worksheets

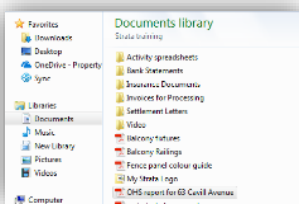
OTHER

The Other accordion allows you to record OHS certificates, 10 year maintenance plans and asbestos reports.

1. From the *Extras* tab, select the *Other* accordion
2. You can type a proposed management fee.
3. The last AGM date will default here but you can overtype if you need to.
4. Enter the date for each item – OHS inspection certificate, 10 year maintenance plan and asbestos report.
5. Enter the cost of each item
6. Click on the search icon to attach the supplier for each item.
7. Type some key letters in any of the empty boxes on the top line to refine your search
8. Click on the supplier to highlight them, and then double click to add them.
9. You can add, view, edit and select suppliers from here. For full details on suppliers, see the Manual “Supplier Card”
10. *Upload* if you want to upload a document. For example, a copy of the asbestos report.

The screenshot shows the 'Meeting' window with the 'Extras' tab selected. The 'Other' accordion is expanded, showing fields for 'Proposed Management Fee' (\$400.00), 'Last AGM' (01/06/2017), and three items: 'OHS', '10 Year Maintenance Plan', and 'Asbestos Report'. Each item has a date, amount, and a search icon (magnifying glass) to attach a supplier. A purple arrow points from the search icon in the 'OHS' row to the 'Suppliers' window. The 'Suppliers' window shows a table with columns: Supplier Name, Supplier Code, Balance, Type, Suburb, Phone, Mobile, ABN, and Compliance. The 'Safety First' supplier is highlighted. At the bottom of the 'Suppliers' window, there are buttons: '+ Add', 'View', 'Edit', 'Select', and 'Close'.

You can upload a document from your computer



Once you have uploaded a document, you can view or delete it and you can upload additional documents.

The screenshot shows the 'Other' accordion in the Meeting software. The 'OHS' item is selected, showing a date of '01/06/2017', an amount of '\$500.00', and a supplier of 'Safety First'. A document titled 'OHS report for 63 Cavill Avenue.pdf' is attached to the item. Below the document name are three buttons: 'View', 'Delete', and 'Upload'.

ATTENDANCE TAB

You can record meeting attendance, quorum statistics and committee details here.

OWNERS ACCORDION

1. Click on the little white arrow on the owner's accordion to open it
2. All lot owners for the building and their details show here. Lot Owners that are unfinancial show in red.
3. The lot owner's arrears show in this column
4. The lot owner's units of entitlement show in this column
5. The percentage that their units of entitlement equates to shows here
6. lot owners that are on the committee have a green tick. lot owners not on the committee have a red cross
7. Select to indicate whether each lot owner is in attendance
8. Select to indicate whether an apology has been received from the lot owner
9. Select to indicate whether a voting sheet has been received from the lot owner
10. Select to indicate whether a proxy is required for each lot owner
11. Select to indicate whether a proxy has been received
12. If a proxy has been received, click on the *Upload* button to add a copy of the proxy. The document must be in PDF format.
13. After you have updated the attendance details you can click here to lock owner information. By default, users with permissions to edit a meeting can unlock attendance once it is locked, but permissions can be edited. For full details, see the manual "Users, Roles and Permissions".

Meeting

C.T.S. 1001 Vibe Shenton Park

Meeting Status Pending Minutes

Meeting Type AGM

Start Time* 19/04/2018 - 07:00

End Time* 19/04/2018 - 07:00

% Required for Quorum 50.00 %

Venue Selection: Adhoc Existing

Venue Details

Name MyStrataCo Offices

Address 1 1 Canning Highway

Address 2

Address 3

Suburb CANNING VALE

State WA

PCode 6160

Agenda Extras Attendance Voting Minutes Notes Alerts Documents

Owners

Lot	Name	Arrears	UOE	%	Committee	Attended	Apology	Voting Sheet	Proxy Required	Proxy Received	Proxy Form
1	Renamo Pty Ltd	\$1,483.30	20	8.0%	✗	Yes No		Yes No	Yes No	Yes No	
2	Serena Morton	\$1,233.30	20	8.0%	✗	Yes No		Yes No	Yes No	Yes No	
3	Harrison Bamley	\$2,566.70	10	4.0%	✗	Yes No		Yes No	Yes No	Yes No	
4	Cobbold Family Trust Pty Ltd	\$2,486.70	40	16.0%	✗	Yes No		Yes No	Yes No	Yes No	
5	Balfour Investments Pty Ltd	\$0.00	50	20.0%	✗	Yes No		Yes No	Yes No	Yes No	Upload
6	Carolyn Bocelli	\$0.00	20	8.0%	✓	Yes No		Yes No	Yes No	Yes No	
7	Poul Wiener	\$0.00	20	8.0%	✗	Yes No		Yes No	Yes No	Yes No	
8	Natasha Clark	\$0.00	20	8.0%	✓	Yes No		Yes No	Yes No	Yes No	
9	Liam O'Shea and Rosalie Tanner	\$0.00	20	8.0%	✗	Yes No		Yes No	Yes No	Yes No	
10	Mallory Sauvan	\$0.00	30	12.0%	✗	Yes No		Yes No	Yes No	Yes No	

Lock Owner Information

Quorum Statistics

Committee Members

Edit Done

QUORUM STATISTICS ACCORDION

1. Click here to include unfinancial lots in the calculation
2. The statistics show by lot numbers and by units of entitlement
3. If the building is located in Queensland, you will see this notification. In Queensland you should review the calculation if the building has lot owners that own more than one lot.
4. PropertyIQ will calculate whether a quorum has been achieved automatically. You can click here to override the automatic calculation if you want to.
5. Use the *Budget* button to view the building's budget. This allows you to view the budget and make alterations if you need to, during the meeting. For more information about budgets, see the manual "Budgets"

Meeting

S/Plan 270976 Moorings on Cayo

Meeting Status: Pending Meeting

Meeting Type: AGM

Start Time: 24/07/2018 - 14:30

End Time: 24/07/2018 - 14:30

Arrears Cut-off Date: Date of Meeting 24/07/2018

% Required for Quorum: 50.00 %

Formal Tenancy 50%

Venue Selection: Adhoc Existing

Venue Details

Name: Gold Coast Community Ctr

Address 1: Level 1

Address 2: 24 Gold Coast Highway

Address 3:

Suburb: SURFERS PARADISE

State: QLD

PI Code: 4217

Agenda Extras Attendance Voting Minutes Notes Alerts Documents

Owners

Committee Members

Quorum Statistics

Include Unfinancial Lots ☒ 1

	Lots	UOE
Unfinancial ?	4	120
Financial ?	4	80
Total	8	200
50% of Total ?	4	100
Required for Quorum (50% of Total Lots) ?	4	
Required for Quorum (50% of Total UOE) ?		100
Attended (Including Unfinancial Lots) ?	0	0
Proxy Received (Including Unfinancial Lots) ?	0	0
Calculated Quorum	N	N

Please review calculations if there is a single representative for multiple lots

Quorum Reached ☒ Yes ☐ No

Budget 5

Edit Done

COMMITTEE MEMBER ACCORDION

1. Click on the *Committee Member* accordion to open it and view the committee member details.
2. The view defaults to current active members only but you can click on each tab to toggle and view inactive or all members
3. If you click and then double click on a committee member, their committee member card will open
4. Use **+Add** button to add committee members here
5. Use the **View** button to view a committee member that you have already highlighted on the screen

C.T.S. 1001 Vibe Shenton Park

Meeting Status Pending Minutes

Meeting Type AGM

Start Time* 19/04/2018 - 07:00

End Time* 19/04/2018 - 07:00

% Required for Quorum 50.00 %

Venue Selection: ☐ Adhoc ☒ Existing

Venue Details

Name MyStrataCo Offices

Address 1 1 Canning Highway

Address 2

Address 3

Suburb CANNING VALE

State WA

PI Code 6160

Agenda

Extras

Attendance

Voting

Minutes

Notes

Alerts

Documents

Owners

Quorum Statistics

Committee Members

All

Appointed

Active

Resigned

	Position	Name	Lot	Appointed	Resigned	Status	Contact	Email	Type
<input type="checkbox"/>	Chairperson	Natasha Clark	8	15/2/2018		Active		nt@gmail.com	
<input checked="" type="checkbox"/>	Secretary	Carolyn Bocelli	6	20/2/2018		Active		cbocelli@hotmail.com	
<input type="checkbox"/>	Treasurer	Rosalie Tanner	9	8/5/2018		Active		rs@gmail.com	

+ Add

View

Edit Done

Locking the Attendance automatically generates reports that can be included in your minutes. The attendance report shows the lot owners that attended, sent apologies or sent a voting sheet and whether a quorum has been achieved.

Attendance Report:

Attendance

SP 270976 Moorings on Cavill 63 Cavill Avenue
Annual General Meeting
27/06/2018 04:00 pm

Generated at: 30/05/2018 11:22 am

User: Bella Carstairs

Attendees

Lot	Unit	Name	Arrears	Financial	UOE	Proxy	Committee	Apologies	Voting Sheet
1	1	Rocco Silvester	\$10,008.48	N	20	N	Y	N	N
2	2	Maria Stellino	\$6,955.08	N	20	N	N	N	N
3	3	Boltech Pty LTd	\$5,880.30	N	40	N	Y	N	N
6	6	Costa Gianapolous	\$510.00	N	20	N	N	N	N
7	7	Costa Gianapolous	\$510.00	N	20	N	N	N	N
8	8	Costa Gianapolous	\$510.00	N	20	N	N	N	N

Non Attendees - Apologies or Voting Sheets Received

Lot	Unit	Name	Arrears	Financial	UOE	Proxy	Committee	Apologies	Voting Sheet
4	4	Celia Chan	\$20,754.32	N	40	N	Y	Y	Y
5	5	Costa Gianapolous	\$0.00	Y	20	Y	Y	Y	N

Quorum Achieved: Y

Committee Report:

Committee Report						
UP 123456 Lowanna Muse 57-61 Lowanna Street			Annual General Meeting			
Generated at: 15/11/2017 03:27 pm			14/11/2017 11:00 pm			User: ams
Lot	Unit	Name	Position	Appointed	Type	
		Rick	Building Manager	17/08/2009		
1	1	Chris Burns	Member	01/06/2015		
2	2	Peter Clark		15/08/2009		

Quorum Statistics

UP 123456 Lowanna Muse 57-61 Lowanna Street

Annual General Meeting

Generated at: 15/11/2017 03:27 pm

14/11/2017 11:00 pm

User: ams

	Lots	UOE
Unfinancial	1	100
Financial	1	1
Total	2	101
50% of Total	1	51
Required for Quorum (50% of Financial Lots)	1	
Required for Quorum (50% of Total UOE)		51
Attended	1	1
Proxy Received	0	0
Quorum Achieved	Y	Y *

Override Quorum Reached: Y

VOTING TAB

The Voting tab allows you to enter the vote from each lot owner for each motion and record the results.



you will need to record who attended the meeting in the attendance tab before you can record the voting results.

1. The voting tab shows all lot owners and all motions and the voting options
2. The results accordion shows the results of the voting you have recorded
3. To start recording the results, click on the *Edit Voting* button

Meeting

S/Plan 270976 Moorings on Cayo
Meeting Status Pending Minutes
Meeting Type AGM

Start Time* 24/07/2018 - 14:30
End Time* 24/07/2018 - 14:30
% Required for Quorum 50.00 %
Formal Tenancy 50%

Arrears Cut-off Date* Date of Meeting 24/07/2018 ?

Venue Selection: Adhoc Existing
Venue Details
Name Gold Coast Community Cn
Address 1 Level 1
Address 2 24 Gold Coast Highway
Address 3
Suburb SURFERS PARADISE
State QLD
P/Code 4217

Agenda Extras Attendance **Voting** Minutes Notes Alerts Documents

Votes

Lot	Name	Arrears	UOE	%	Motion 1	Motion 2	Voting Sheet
1	Rocco Silvester	\$10,428.48	20	10.0%	Y N A	Y N A	
2	Maria Stellino	\$10,445.08	20	10.0%	Y N A	Y N A	
3	Boltech Pty Ltd	\$20,890.32	40	20.0%	Y N A	Y N A	
4	Celia Chan	\$19,940.32	40	20.0%	Y N A	Y N A	
5	Costa Gianapoulos	\$0.00	20	10.0%	Y N A	Y N A	
6	Costa Gianapoulos	\$0.00	20	10.0%	Y N A	Y N A	
7	Costa Gianapoulos	\$0.00	20	10.0%	Y N A	Y N A	
8	Costa Gianapoulos	\$0.00	20	10.0%	Y N A	Y N A	

Results

Motion #	Description	Resolution Type	Mover	Seconder	Votes ? Option (Number of Lots : Total UOE)	Poll Vote ?	Resolution
1	Accept Minutes of the Previous Meeting	Ordinary Resolution	Lot 1	Lot 3	1 (4:120) M (4:80)		Y
2	Appointment of Strata Managing Agent	Ordinary Resolution	Lot 3	Lot 6	1 (4:120) M (4:80)		Y

Edit Voting

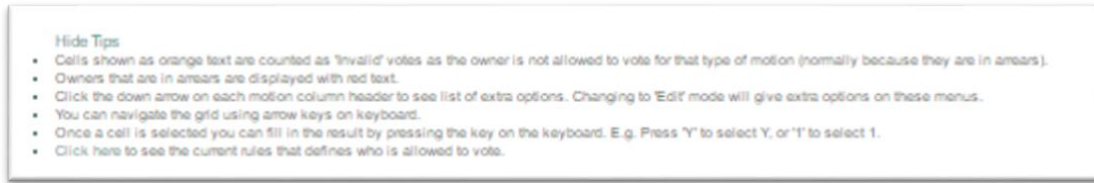
Edit Done

Voting accordion



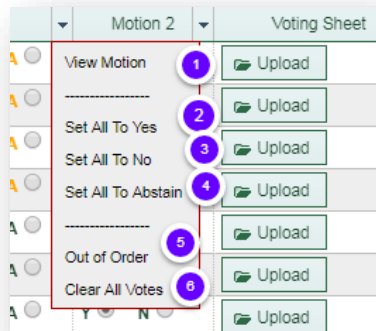
If the voting result is to be calculated by a show of hands, you can skip recording the individual results and go to the results accordion and select the result for each motion. See the “Results Accordion” section below.

1. Click *Show Tips* to see a list of tips on the screen



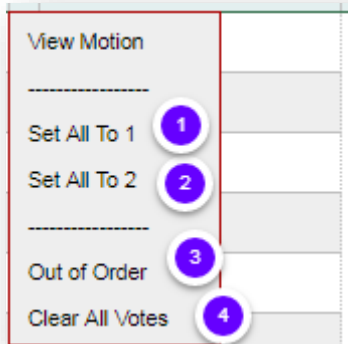
2. The names of each lot owner show in this column. Owners that are in arrears show in red
3. The amount of each lot Owner's arrears shows in this column
4. The lot owner's units of entitlement show in this column
5. The percentage that their units of entitlement equates to shows here
6. Each motion that you previously created will show in its own column. You can click on the circles to indicate the way a lot owner has voted. The votes of lot owners that are not entitled to vote show in orange. (This is usually because they are in arrears) Different states have some different rules in this area. See Appendix II "Who is allowed to vote" for full details.
7. Click on the dropdown list to see more options for each Motion.

If a motion has a *Yes/No* option it will look like this



1. Click *View Motion* to open the Motion
2. Click *Set all to Yes* to record a unanimous Yes Vote
3. Click *Set all to No* to record a unanimous No note
4. Select *All to Abstain* to record that all attendees abstained.
5. Click *Out of order* to record that the motion was out of order
6. Click *Clear All Voting* to clear all


If a motion has alternative clauses it will look like this



1. *View Motion* to open the motion
2. *Set all to 1* to record a unanimous vote for option 1
3. *Set all to 2* to record a unanimous vote for option 2 (Note: There may be up to ten options for each motion)
4. *Out of order* to record a motion that is out of order
5. *Clear All Voting* to clear all recorded results for that motion

8. Use *Upload* to upload a voting sheet



 You can use keyboard shortcuts to navigate the voting screen – arrow keys or Y/N for Yes/No or number keys 1,2,3 etc if an item has alternative clauses.

RESULTS ACCORDION

1. The motions number shows here
2. The motion description shows here
3. The resolution type shows here
4. Choose which lot moved that the motion be accepted from the dropdown list
5. Choose which lot seconded that the motion be accepted from the dropdown list
6. The results recorded in the vote tab above show in this column. Valid votes show in black; invalid votes show in orange and A red "M" shows if you have not recorded a result for some attendees
7. Click to tick if this is a poll vote that is based on the units of entitlement of each voter, rather than the number of individuals votes
8. To manually record the resolute of each vote, click on the dropdown list to select the result of the vote

1. Click on the dropdown list to select a resolution for each Motion.
2. If a Yes result, choose Y
3. If a No result, choose N
4. If the motion has alternative clauses, select the number of the option that was resolved.
5. Select Out of Order if the motion was ruled out of order

9. *Calculate* to allow PropertyIQ to calculate the result for each motion
10. Click here to see a list of the rules for automatically calculating each motion (see appendix 1 of this Manual)
11. *Calculate all Results* to allow PropertyIQ to automatically calculate all results
12. *Save Voting Results* when you are ready to save.

MINUTES TAB

Once the meeting's status has been altered from Pending meeting, you can generate your minutes documents from the *Minutes* tab.



It's a good idea to check the minutes tab of each motion at this point to capture any extra information about the results of the motion.

ATTACHMENTS ACCORDION

You can attach any documents you want to send with the minutes here.

1. Click on the little white arrow on the *Attachments* accordion to open it
2. Documents that have already been added to the meeting show here
3. Click to add a document
4. You will see all documents for that building. Type some key letters in any of the empty boxes on the top line to refine your search
5. Click then double click to select document(s) or use the *Select* button at the bottom of the screen
6. You can also upload a document directly from here. For full details about attaching documents, see the manual "Documents"

Meeting

S/Plan: Wayne Tower 3 East Ave
 Meeting Status: Pending Minutes
 Meeting Type: AGM

Venue Selection: Adhoc Existing Find Venue: Macquarie Bank

Venue Details:
 Name: Macquarie Bank
 Address 1: 235 St Georges
 Address 2:
 Address 3:

Attachments

Minutes Documents To Include:

Name
Attendance Report.pdf
Committee Report.pdf
Detailed Attendance Report.pdf
Committee Report.pdf
Attendance Report.pdf
Detailed Attendance Report.pdf

Documents

Date	Name	S/Plan	Building Name	Street Name	Lot	U	Supplier	Document	On P
11/7/...	Insurance Quote Allianz.pdf	5	Wayne Tower	East Avenue				Meeting At...	X
11/7/...	Insurance Quote CBE.pdf	5	Wayne Tower	East Avenue				Meeting At...	X
11/7/...	Lot 1 Notice of AGM - 10/07/2017.pdf	5	Wayne Tower	East Avenue	1	1		Meeting N...	X
11/7/...	Lot 5 Notice of AGM - 10/07/2017.pdf	5	Wayne Tower	East Avenue	5	3		Meeting N...	X
11/7/...	Lot 3 Notice of AGM - 10/07/2017.pdf	5	Wayne Tower	East Avenue	3	3		Meeting N...	X
11/7/...	Lot 4 Notice of AGM - 10/07/2017.pdf	5	Wayne Tower	East Avenue	4	4		Meeting N...	X
11/7/...	File Copy - Notice of AGM - 10/07/2017.pdf	5	Wayne Tower	East Avenue				Meeting N...	X
11/7/...	Detailed Attendance Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Attendance Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Committee Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Quorum Statistics Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Detailed Attendance Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Attendance Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Committee Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
11/7/...	Quorum Statistics Report.pdf	5	Wayne Tower	East Avenue				Meeting R...	X
10/7/...	Motions Agenda Report.pdf	5	Wayne Tower	East Avenue				Motion Re...	X

Buttons: Add Document, Remove Document, Select, Close

Once a document has been added, you can remove it:

1. Click on the document you want to remove, to highlight it
2. Click on *Remove Document*

The screenshot shows the 'Meeting' interface with the 'Attachments' tab selected. A table titled 'Minutes Documents To Include' lists various documents. Callout 1 points to the 'Insurance Quote QBE.pdf' row, and callout 2 points to the 'Detailed Attendance Report.pdf' row. At the bottom of the table are buttons for 'Add Document' and 'Remove Document'.

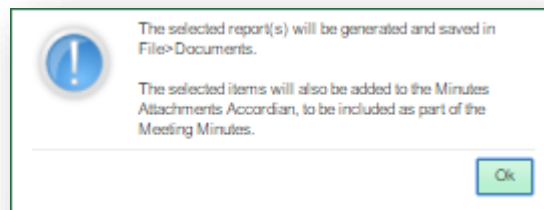
Name	Date	Type
Detailed Attendance Report.pdf	11/7/2017	Meeting Report
Committee Report.pdf	11/7/2017	Meeting Report
Attendance Report.pdf	11/7/2017	Meeting Report
Insurance Quote QBE.pdf	11/7/2017	Meeting Attachment
Attendance Report.pdf	11/7/2017	Meeting Report
Committee Report.pdf	11/7/2017	Meeting Report
Insurance Quote Allianz.pdf	11/7/2017	Meeting Attachment
Insurance Quote QBE.pdf	11/7/2017	Meeting Attachment
Insurance Quote Allianz.pdf	11/7/2017	Meeting Attachment
Detailed Attendance Report.pdf	11/7/2017	Meeting Report

MINUTES MOTIONS REPORT

The *Minutes Motions report* is the body of your minutes. The content depends on the information you entered in each motion in the minutes section and by the results of the voting that you recorded.

1. From the minutes tab, click on *Minutes Motions Report*
2. Select the items you want to include
3. Motions (Minutes) – the result of the motion, base on what was recorded from the voting tab
4. The explanatory information – the original explanatory information you entered when you set up the motion
5. The instructions information – the original instructions information you entered when you set up the motion
6. General business – any items you entered in the general business accordion
7. Click on the *Preview* button to create a PDF preview of the minutes motion report. This opens in a new tab
8. Click on *Generate and Save* to create the minutes motion report. This adds the report to the meeting documents and also adds it to the minutes attachment accordion, and will be included as part of the meeting minutes.

The screenshot shows the 'Meeting' interface with the 'Minutes' tab selected. A 'Motions Report' dialog box is open, showing checkboxes for 'Motions (Minutes)', 'Explanatory', 'Instructions', 'General Business', and 'Motion Attachments'. Callouts 1 through 8 point to various elements: 1 points to the 'Attachments' tab, 2 points to the 'Motions Report' dialog, 3 points to 'Motions (Minutes)', 4 points to 'Explanatory', 5 points to 'Instructions', 6 points to 'General Business', 7 points to the 'Preview' button, and 8 points to the 'Generate & Save' button. Below the dialog, the 'Attachments' accordion is visible with a 'Minutes Motion Report' button.



The minutes motion report will look something like this.

Minutes for the Annual General Meeting

CTS 270976 Moorings on Cavill 63 Cavill Avenue

24/07/2018 02:30 pm

1. **Accept Minutes the Previous Meeting**

The minutes were accepted as read.

2. **Appointment of Strata Managing Agent**

RESOLVED

That the Owners Corporation, 270976 pursuant to clause 49 of the Act, appoint My Strata Co, ABN 75 343 634 as the managing agent for the period of one year and delegate the following duties to the Strata Managing Agent.

1. The Powers, Duties, Authorities and Functions of the Owners Corporation according to the terms of the Strata Management Agreement attached to this notice

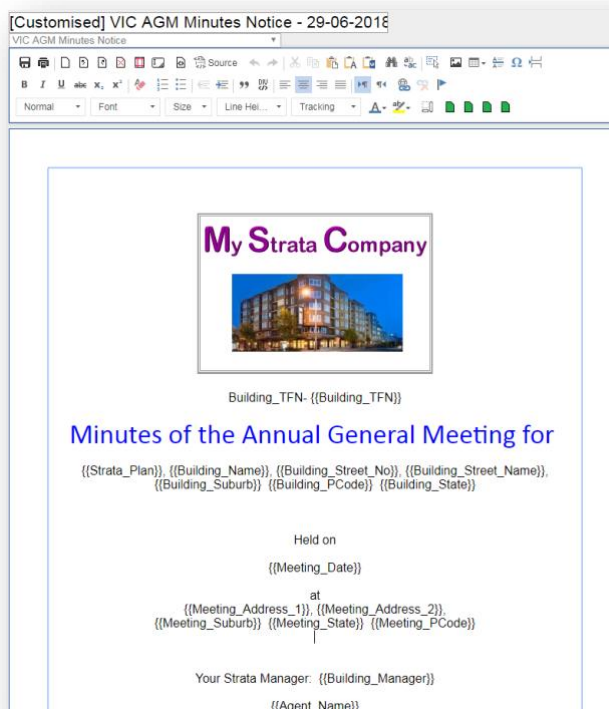
2. Authorises the execution of the Strata Management Agreement to affix the Common Seal of the Owners Corporation under signature of the secretary and chairperson, or in their absence, any two lots of owners in the Strata Scheme.

PropertyIQ
Meetings
03.09.2019
49

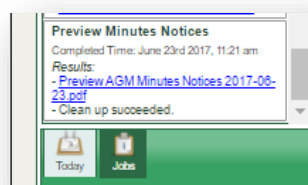
GENERATE MINUTES

When you have attached the documents you want to send with your minutes, you can generate the minutes. The minutes cover sheet is a standard merge template that you need to set up from the Templates menu. For detailed information, please see the manual “How to create and edit document and email templates” You will have the opportunity to customise this document before sending out the minutes.

1. Click on the *Generate Minutes* button to get started
2. This is the standard template that will form the cover of your minutes documents.
3. This shows the meeting the minutes will be generated for
4. Click *Customise* to view and customise the document for the current meeting only.

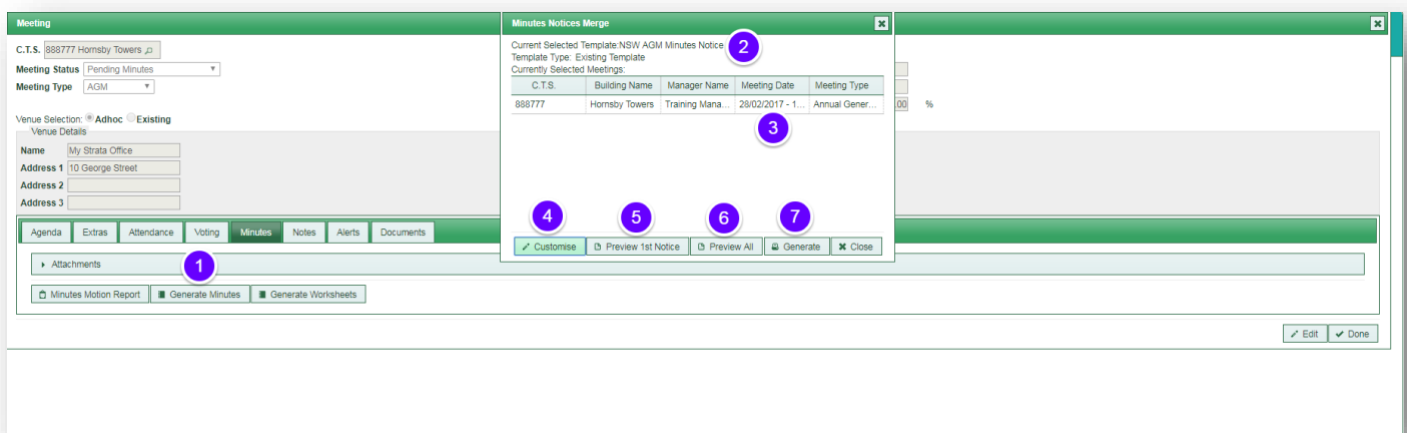
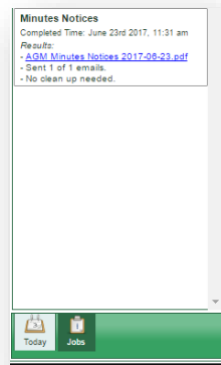


5. Click here to preview just the first notice. This is a fast way to check that your meeting minutes look correct, without having to wait for previews of all notices to generate
6. *Preview* to preview the minutes documents for all lot owners. This will create a job in your job centre. You can click on the document to preview it. It is recommended that you generate a preview before generating the minutes.



7. *Generate* to generate the meeting minutes documents and all attachments. These will be emailed to any recipients that receive their minutes by email and will create PDF documents for those that receive theirs by post. If the lot owner has

an owner's portal account, the minutes will be sent to their portal account. If you use Bing Mailing House a job will be sent to Bing. The minutes documents will also be stored in the building card – documents tab.



All documents now show in the building card – documents tab.

Settings	Dates	Charges	Info	Financials	Budget	Notes	Documents	Registers	Alerts	Work Orders	Log of Changes
From To Filter: All											
	Created Time	Date	User	Name	Type	Details	On Portal				
<input type="checkbox"/>	23/06/2017 - 11:25 am	23/6/2017	ams	File Copy - AGM Minutes Notice - 21/06/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	23/06/2017 - 11:25 am	23/6/2017	ams	Lot 4 AGM Minutes Notice - 21/06/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: 1 Beverley Hills owner address 2 owner add...	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	23/06/2017 - 11:25 am	23/6/2017	ams	Lot 5 AGM Minutes Notice - 21/06/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: Gotham Police Station 254 Main Street GOT...	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	23/06/2017 - 11:25 am	23/6/2017	ams	Lot 3 AGM Minutes Notice - 21/06/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: Level 5 GOTHAM QLD 4000	<input checked="" type="checkbox"/>				

NOTES TAB

The notes tab allows you to record notes and create reminders that relate to the meeting.

1. To create a new note, go to the *Notes* tab in the meeting card
2. **+Add Note**
3. Enter a description for the note. This is what you will see when the note appears in your diary
4. Enter the details of the note. You will see this when you open the note
5. The status of the note will default to pending but you can choose *Completed* from the dropdown list if you just want to record an item that has already taken place. If you selected pending, click in the reminder box to open the calendar. You will then be able to select a date from the calendar and a time, by using the slider.
6. **Done** to save the time and date
7. **Save** to save your note.

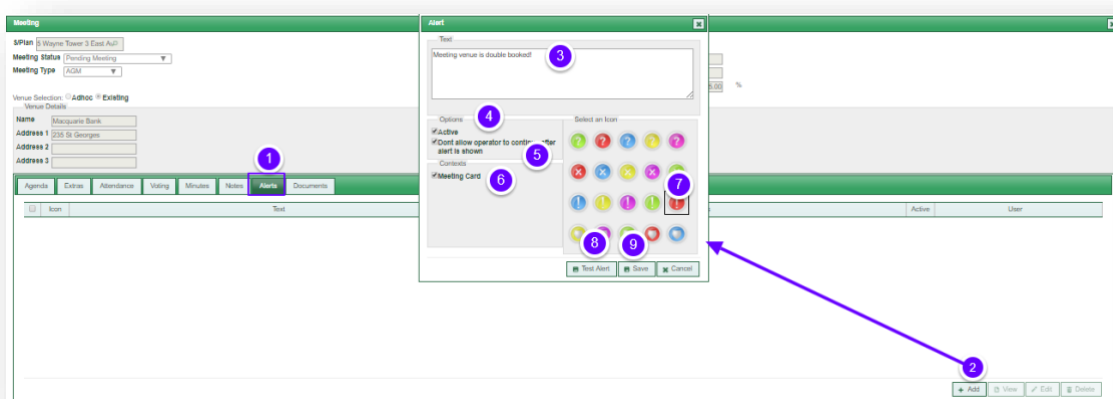
Once your notes have been created you can:

1. Click on a note to highlight it
2. **View Note** to view it in full
3. Use the **Print** button to print a list of all notes

ALERTS TAB

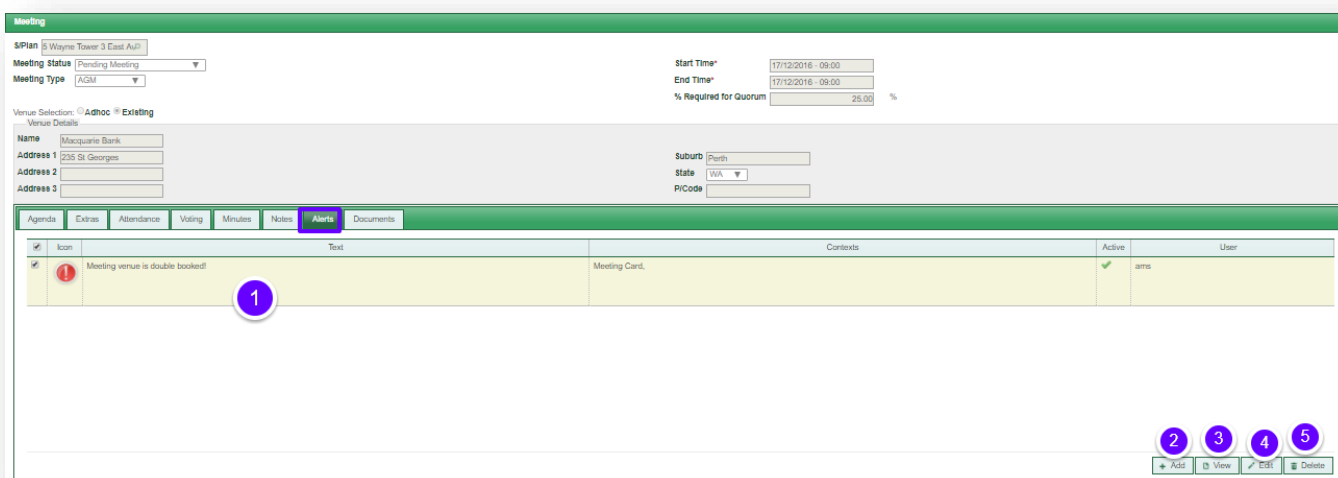
You can add alerts that will pop up when specified actions are performed.

1. Go to the *Alerts* tab in the meeting card
2. *+Add* to start adding a new alert
3. Enter the text you want to appear when the alert is triggered
4. The *Active* box will be ticked by default
5. Click here if you want to stop the operator from continuing once the alert is activated
6. Click here to trigger the alert whenever the operator opens the meeting card
7. Select the icon you want to appear whenever the alert is triggered
8. Click here to test the appearance of the alert
9. *Save*



Once an alert has been added, you can view, edit or delete it.

1. Click on an item to highlight it
2. *+Add* to add a new alert
3. *View* button to view an alert that is highlighted on the screen
4. *Edit* to edit an alert that is highlighted on the screen
5. *Delete* to delete an alert that is highlighted on the screen



DOCUMENTS TAB

The Documents tab shows all documents that have been attached to the meeting. This includes any motion attachments, meeting notices or minutes.

1. From the meeting card, go to the documents tab
2. You can select a date range by clicking on the boxes to open the calendar
3. Click on the dropdown list to filter your view by document type
4. Click on a document to highlight it on the screen
5. Click *View Doc* to view a document that you have highlighted on the screen. This opens a PDF in a new tab. This document is the file copy of a meeting notice and contains all the pages of the meeting notice. The lot copies only include the front page.
6. *Email* to email a document that you have highlighted on the screen, (see details below)
7. *Print* to print a document that you have highlighted on the screen
8. *Download* to download a document that you have highlighted on the screen
9. *Delete* to delete a document that you have highlighted on the screen

Meeting

C.T.S. 888777 Hornsby Towers pt

Meeting Status: Pending Minutes

Meeting Type: AGM

Venue Selection: ☒ Adhoc ☐ Existing

Venue Details:

Name: My Strata Office

Address 1: 10 George Street

Address 2:

Address 3:

Suburb: SYDNEY

State: NSW

PCode: 2000

Start Time: 28/02/2017 - 00:00

End Time: 28/03/2017 - 00:00

% Required for Quorum: 25.00 %

Agenda Extras Attendance Voting Minutes Notes Alerts **Documents**

From: 01/07/2017 To: 11/08/2017

Filter: All

Created Time	Date	User	Name	Type	Details
11/08/2017 - 12:29 pm	11/8/2017	Faye Goodman	File Copy - AGM Minutes Notice - 27/02/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator
11/08/2017 - 12:29 pm	11/8/2017	Faye Goodman	Lot 13 AGM Minutes Notice - 27/02/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: Unit 13, 15 Florence Avenue HORNSBY NSW 2077
11/08/2017 - 12:29 pm	11/8/2017	Faye Goodman	Lot 12 AGM Minutes Notice - 27/02/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: Unit 12/15 Florence St
11/08/2017 - 12:29 pm	11/8/2017	Faye Goodman	Lot 11 AGM Minutes Notice - 27/02/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator Posted to: PO Box 2 LEICHHARDT NSW 2001
11/08/2017 - 12:29 pm	11/8/2017	Faye Goodman	Lot 9 AGM Minutes Notice - 27/02/2017.pdf	Meeting Minutes	Generated by Minutes Notice Generator

1 document selected



So that your meeting notices don't take up too much space, when you generate meeting notices or meeting minutes, the copy that is retained for each lot is only the cover page. If you need to send a full set of documents later, you can send the file copy, along with the lot specific cover page.

EMAILING A DOCUMENT

1. *Lot Owner Email* to email to the lot owner
2. *Manual Email* and then type an email address to email manually
3. *Manual Bcc Email* and then type an email address send a Bcc manually
4. Enter a subject for the email
5. Enter the body of the email
6. *Email Documents* to send the document

The screenshot shows the 'Emailing Documents' dialog box. It has a green title bar and a close button. The main content area is divided into sections. The first section, 'Documents To Be Emailed:', shows 'Access Item important information.pdf (150.35 KB)' and 'Total Attachments Size: 150.35 KB'. The second section, 'Delivery Options', has two sub-sections: 'Lot Access Delivery Options' with a checked 'Lot Owner Email' button (callout 1), and 'Manual Delivery' with 'Manual Email' (callout 2) and 'Manual Bcc Email' (callout 3) buttons. Below these are input fields for email addresses: 'joe@jgs.com.au' and 'reginabrown@mystrataoo.com.au'. The third section, 'Email Settings', has an 'Email Subject:*' field with 'Swipe Card' (callout 4) and an 'Email Body:*' text area with 'Hello, here are the documents.' (callout 5). At the bottom is a large 'Email Document(s)' button (callout 6) and a 'Cancel' button.

ALTERING THE MEETING STATUS TO COMPLETE

When all tasks are complete you can alter the meeting status to complete. If the meeting is an AGM, this will update the *Last AGM* field on the building card.

1. *Edit*

The screenshot shows the 'Meeting' form. It has a green title bar and a close button. The form is divided into sections. The top section has 'Meeting Status' (set to 'Pending Minutes') and 'Meeting Type' (set to 'AGM'). Below this is a 'Venue Details' section with fields for 'Name', 'Address 1', 'Address 2', and 'Address 3'. To the right are fields for 'Start Time', 'End Time', 'Suburb', 'State', and 'Postcode'. Below these is an 'Agenda' section with a list of items: 'Minutes', 'General Business', 'Resolutions', and 'Ballot'. At the bottom right is a blue 'Edit' button (callout 1) and a 'Save' button.

1. Choose the status from the dropdown list
2. *Save*

NOTE ABOUT DOCUMENT DISTRIBUTION - STRATA COMMITTEE MEETINGS NSW AND EXECUTIVE COMMITTEE MEETINGS QLD

Strata committee meetings for NSW buildings and Executive committee meetings for QLD buildings have specific requirements for the distribution of meeting notices and minutes.

When you select *Generate* for the meeting notice/agenda:

- The cover page, motions report and all attachments are sent to the committee
- The cover page and motions report are sent to all lot owners
- The cover page only is sent to tenants ticked as formal tenants on the lot owner card

When you select *Generate* for the meeting minutes:

- The cover page, minutes motions report and all attachments are sent to the committee
- The cover page and minutes motion report are sent to all lot owners
- No documents are sent to tenants ticked as formal tenant on the lot owner card

Resolution Type Calculation Rules

NOTES:

- Invalid votes (votes by Non-financial lots) won't be considered in the calculations
- Any motion that has Alternative Clauses will ALWAYS calculate its resolution by calculating the majority of votes (the clause with the most votes wins). If 2 options are chosen with equal highest votes, then the resolution will not be calculated automatically and will need to be determined manually.
- We allow any motion to be recounted as a Poll vote, which will use the UOE amounts instead of the number of votes for the calculations

Resolution Type	State(s)	Rules for Calculations
Ordinary Resolution	All States	<p>This requires over 50% majority “Yes” of the votes that have been received. (I.e. requires more Yes votes than No votes). Abstain votes (if allowed) are ignored. Examples: - 5 Yes votes, 4 No votes, 2 Missing votes and 1 Abstain. The motion will pass. - 5 Yes votes, 5 No votes. The motion will not pass</p>
Majority Resolution	All States	Same Rules as Ordinary Resolution
General Resolution	All States	Same Rules as Ordinary Resolution
Interim Ordinary Resolution	All States	Same Rules as Ordinary Resolution
Ordinary Resolution Without Proxies	All States	Same Rules as Ordinary Resolution but does not allow the use of proxies
Special Resolution	QLD	<p>Must have at least two thirds of the received votes as “Yes” Votes. Cannot have more than 25% of the total number of lots in the Strata Plan (CTS) be a “No” Vote. The total UOE of the No votes cannot be more than 25% of the total UOE for all lots in the Strata Plan (CTS). “Abstain” votes are not included as a vote. Examples: - 7 Yes Votes (UOE 70), 2 No votes (UOE 20), 1 Abstain (UOE 10), Total lots = 10, Total UOE = 100. Motion will pass - 8 Yes Votes (UOE 20), 2 No votes (UOE 80), Total lots = 10, Total UOE = 100. Motion will NOT pass</p>
	VIC	Same Rules as Special Resolution below but votes by non-financial lots are counted
	All Other States	<p>Requires over 75% of received votes to Vote "Yes" Abstain votes (if allowed) are ignored Examples: - 7 Yes votes, 3 No vote. The motion will NOT pass - 8 Yes votes, 2 No vote, 1 Missing vote. The motion will pass - 8 Yes votes, 2 No vote, 1 Abstain vote. The motion will pass</p>

Unanimous Resolution	All States	<p>If there are any missing votes, PropertyIQ will not calculate a result (i.e. requires all attended lots to vote)</p> <p>Votes by non-financial lots are counted</p> <p>Abstain votes (if allowed) are ignored</p> <p>Cannot have a single “No” Vote.</p> <p>Examples:</p> <ul style="list-style-type: none"> - 5 Yes votes, 1 No vote. The motion will NOT pass. - 5 Yes votes, 1 No vote, 1 Missing vote. The result will NOT be calculated. - 5 Yes votes, 1 Abstain vote. The motion will pass.
Resolution without Dissent	WA	Same Rules as Resolution without Dissent below but votes by non-financial lots are counted
	All Other States	<p>Cannot have a single “No” Vote</p> <p>Invalid votes are ignored</p> <p>Abstain votes (if allowed) are ignored</p> <p>Examples:</p> <ul style="list-style-type: none"> - 5 Yes votes, 1 No vote. The motion will NOT pass - 5 Yes votes, 1 Missing vote. The motion will pass - 5 Yes votes, 1 Abstain vote. The motion will pass
Interim Special Resolution	All States	<p>Requires at least 50% of total “Yes” Votes and No more than 25% as “No” Votes</p> <p>Abstain votes (if allowed) are included in total.</p> <p>Examples:-</p> <ul style="list-style-type: none"> - 5 Yes votes, 5 No votes. The motion will NOT pass - 5 Yes votes, 2 No vote, 3 Abstain vote. The motion will pass - 5 Yes votes, 2 No vote, 4 Abstain vote. The motion will NOT pass

Who Is Allowed To Vote On A Motion

State	Resolution Type	Criteria
ALL	Unanimous Resolution	Everyone can vote (financial and unfinancial owners)
	Ordinary Without Proxies	Owners that are financial AND not a proxy
QLD	Resolution Without Dissent	Everyone can vote (financial and unfinancial owners)
	Majority Resolution	Owners that are financial AND not a proxy
	ALL OTHER RESOLUTION TYPES	Owners that are financial
VIC	Interim Special Resolutions	Owners that are financial AND not a proxy
	Special Resolution	Everyone can vote (financial and unfinancial owners)
	ALL OTHER RESOLUTION TYPES	Owners that are financial
NSW	ALL RESOLUTION TYPES	Owners that are financial
WA	Resolution Without Dissent	Everyone can vote (financial and unfinancial owners)
	ALL RESOLUTION TYPES	Owners that are financial
TAS	ALL RESOLUTION TYPES	Owners that are financial
SA	ALL RESOLUTION TYPES	Owners that are financial
NT	ALL RESOLUTION TYPES	Owners that are financial
ACT	ALL RESOLUTION TYPES	Owners that are financial