

Strata Committee Announcement

Annual General Meeting (AGM) Notification

Subject: Notice of Annual General Meeting for the Owners Corporation

Date Issued: 3 April 2025

Dear Residents,

You are hereby invited to attend the Annual General Meeting (AGM) of the Owners Corporation for Strata Plan No. 123456.

Agenda:

- Presentation of financial statements
- Election of the new Strata Committee
- Discussion of capital works
- Special levy proposal for facade maintenance
- General business

All owners are encouraged to attend or submit a proxy form if unavailable. Meeting papers and proxy forms will be available via the website or upon request from the secretary.

Best regards,

Taskin Saadman

Secretary, Strata Committee