



8 September 2021

Body Corporate for Emerald Lakes - The Quays Community Titles Scheme 33891

Notice of a Committee Meeting

NOTICE IS HEREBY GIVEN of a meeting of the Committee of the abovenamed Body Corporate to be held in the Community Room, Emerald Lakes, on 21 September 2021 at 5.00pm.

AGENDA

1. Confirmation of the Minutes of the Previous Committee Meeting
2. PBC Business
3. Business Arising
4. Caretakers Report
5. Inward & Outward Correspondence
6. Consideration of Statement of Accounts
7. General Business

Note: A full agenda inclusive of accompanying documents will be sent to each committee member prior to the meeting.

Nick Jones
Body Corporate Manager

PLEASE NOTE. It is a requirement of the Body Corporate and Community Management Act 1997, that advice of proposed committee meetings must be given to each lot owner individually who have not advised that they do not wish to receive such notices. If you are not a duly elected member of the committee you must notify the Body Corporate Secretary, in writing, no less than 24 hours prior to the meeting if you wish to attend.