

**BODY CORPORATE FOR
EMERALD LAKES - THE QUAYS
CTS 33891**

Doc-Ref 500L

28th April 2023

The Boulevard
CARRARA QLD 4211

**MEMORANDUM TO OWNER
EMERALD LAKES - THE QUAYS CTS 33891**

Dear Owner

Please disregard our previous email as the cover page of the email was incorrect.

Please find attached a Notice of Committee Meeting scheduled to be held on **Tuesday, 9 May 2023 at 5.30pm** for the abovementioned complex for your information only.

We apologise for any inconvenience caused in this regard.

Assuring you of our best attentions at all times.

Yours faithfully

Dilini Maheswaran

on behalf of your Strata Management Team

Tania Moore & Andrew McGregor

Our ref: SC/DM

Enc: Committee Meeting Notice

Brisbane Offices:
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ABN: 83 084 149 413 ACN: 084 149 413

BODY CORPORATE FOR EMERALD LAKES - THE QUAYS CTS 33891

NOTICE OF COMMITTEE MEETING “EMERALD LAKES - THE QUAYS” CTS 33891

OWNERS COPY

Date: Tuesday, 9 May 2023 **Time:** 5.30pm

Venue: Emerald Lakes Community Room,
3030 The Boulevard, Carrara

AGENDA

1. Attendance Record
2. Apologies
3. Minutes of previous meeting –
Type: CM Date: 13 October 2022 - correction
Type: VOCM Date: 8 November 2022
Type: CM Date: 12 December 2022
4. Financial Report & Budgets
5. Caretaking Agreement – Deed of Variation
6. Administration Agreements
7. Ratification of Approvals
8. Caretaker's Report
9. General Business

By Order of the Body Corporate Secretary
“Emerald Lakes - The Quays” CTS 33891

Dated: 26 April 2023

PLEASE NOTE: The Body Corporate and Community Management Act 1997 requires that a copy of Notices of Committee Meetings are to be distributed to all owners for their information. This is not an invitation to attend the Committee meeting. If you wish to attend, please advise the Committee twenty four hours prior to the meeting. Please also note that Owners may not address the meeting unless permission has been granted by the Chairperson.

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