



# STRATA BASE

OWNERS CORPORATION MANAGERS

## Sample owners corporation ballot paper – special resolution

Ballot paper no.	
Date/Time sent	
Date/Time received	
Owners corporation plan number	

**Note: this example is for a special levy for maintenance work where the amount involved is more than twice the total amount of the current annual fees.**

To enable the owners corporation to replace the fence, your owners corporation needs to do a number of things:

- a) Consider the alternatives for replacing the fence.
- b) Options to raise the funds to replace the fence.
- c) Selecting a builder to replace the fence.

Members of the owners corporation with at least 75% of lot entitlements will need to vote for all the motions below to achieve this.

**I/we who are members of owners corporation plan No 12345 hereby vote:**

	Motion		
<b>A</b>	<b>Alternatives for replacing the fence</b>		
		<b>For</b>	<b>Against</b>
	Wooden fence at a cost of \$X		
	Colourbond fence at a cost of \$X		
	Brick fence at a cost of \$X		
	<b>Motion</b>		
<b>B</b>	<b>Raise the funds to replace the fence</b>		
		<b>For</b>	<b>Against</b>

	That the owners corporation borrows the amount of up to \$X to replace the fence immediately		
	That the owners corporation levies special fees of up to \$ X to replace the fence immediately		
	That the owners corporation establishes a maintenance plan and fund to budget for the replacement of the fence in 2 years		
	<b>Motion</b>		
<b>C</b>	<b>That the owners corporation enters into a contract with a builder to replace the fence.</b>		
		<b>For</b>	<b>Against</b>
	That the ABC Builders are engaged to carry out the works		
	That the XYZ Builders are engaged to carry out the works		
	That the owners corporation attaches the common seal to the contract for works		

Signature of lot owner	
Print name (block letters)	
Owner or proxy for lot number	
Dated	

Note: If voting as a proxy or power of attorney please attach a copy of the proxy or power of attorney.

More information is available in the [Owners corporations section of the Consumer Affairs Victoria website](http://consumer.vic.gov.au/ownerscorp) (consumer.vic.gov.au/ownerscorp).