

How to prepare a motion

Golden Rules for Submitting a Motion

Submit your motions now ... it is too late to submit them from the floor of the meeting.

Call for action ... there must be a clear call for action not discussion ... because discussion will mean the matter will generally not progress and will go nowhere.

Who will do the work ... it must be clearly noted who is to do the work!

How much will it cost ... attach quotations don't just think others will do all the running around – particularly if they are unsure about what you actually want.

How is it being paid for ... is there enough money in the Sinking Fund or is a special levy needed. Check the sinking fund balance first.

Why So Much Detail

Without this extra detail you are really asking other owners to “guess” what you want. For example, if you don't include an amount ... the other owners are left guessing how much the proposal will cost.

How Many Quotes are Needed?

If the proposed expenditure is more than:-

- \$1,000 x number of lots in the scheme; or
- \$10,000

Two quotations are needed.

If expenditure is less than these amounts only quote is needed.

Need Help!

Talk to us ... we want your motion to be successful! We can even help you source quotes – but we need these quotations to form the motion properly.

Spend a little more time writing a good motion – that will help everybody.

Some Examples!

Real Life Poor Motion

No parking inside the complex gates

Improved Motion

That the body corporate manager writes to all owners reminding occupants of the by-laws that parking in the driveway or in manoeuvring areas is **not** permitted.

Real Life Poor Motion

SINKING OF SURFACE IN THE COMMON AREA - CRACKING

Improved Motion

That the common property driveway be resurfaced. And that the contractor and quotation indicated below be accepted to perform the specified works.

- ABC Bitumen \$22,000 (see attached)
- XYZ Bitumen \$21,500 (see attached)

And the quoted amount be drawn from the Sinking Fund. And that special Sinking Fund levy contribution be raised against each owner based on their Contribution Schedule Lot Entitlement with a due date of 30 days from the date of the meeting.

Real Life Poor Motion

PAILING FENCE - DRIVE EXTERIOR CLEAN

Improved Motion

That the common property buildings be externally cleaned. And that the quotation (see attached) of "Us for cleaning" in the amount of \$550 be accepted to perform the specified works. And the quoted amount be drawn from the Sinking Fund.