Toowoomba STRATA

# fact sheet

## motion preparation tips

### 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 one 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**

Two parking inside the complex gates

**Improved Motion –** Sample only not a real 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**

**Improved Motion –** Sample only not a real 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 a 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**

**Improved Motion –** Sample only not a real 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.*