

Iluka Home Owners Association Inc.
General Committee Meeting

AGENDA

The following agenda applies to all monthly meetings.

1. Meeting Open and Welcome (*Chairman*)
 - Attendance and apologies to be recorded in attendance book
 - Quorum to be declared
2. Acceptance of Minutes from previous General Meeting (*all*)
 - Minutes of previous meeting need to be approved
 - Business arising from previous minutes (re: General Business)
3. Correspondence (*Chairman & Secretary*)
 - Inward correspondence
 - Outward correspondence
 - Caveats lifted and/or re-lodged
 - Correspondence to be approved
4. Financial Report (*Treasurer*)
 - Presentation of financial report
 - Invoices received to be approved for payment
 - Proposals for allocation of funds
 - Financial report to be approved
5. Maintenance Report (*Maintenance Liaison*)
 - Maintenance completed since last meeting
 - Maintenance still in progress
 - Proposed maintenance for next three (3) months
 - Maintenance report to be approved
6. General Business (*all*)
 - Covenant breach update
 - Developers update
 - Website update
 - Council update (matters for/from City of Joondalup)
 - Constitutional update
 - Any other business
7. Meeting Close (*Chairman*)