

CONTENTS

I Notices calling meetings

- 1.1 Notice calling ordinary meeting by the president
- 1.2 Notice calling ordinary meeting by some of the owners
- 1.3 Notice calling extraordinary meeting by the president
- 1.4 Notice calling extraordinary meeting by some of the owners
- 1.5 Request to include business in the agenda made by an owner

II Commonhold unit information certificate

- 2.1 Application
- 2.2 Certificate

III Notices

- 3.1 Notice of transfer of unit
- 3.2 Notice of address for service
- 3.3 Notice of unanimous resolutions adopted at the meeting
- 3.4 Sending meeting's minutes out

IV Default Notice

- 4.1 To a unit holder or tenant for being in default of any rule

V Owners' committee minutes

- 5.1 Approving the Articles in extraordinary meeting
- 5.2 Amending the Articles in extraordinary meeting
- 5.3 Approval or amendment of the internal rules
- 5.4 Approving lift's repair
- 5.5 Permission to glazing in of flats' balconies
- 5.6 Resolution against setting up a business forbidden by the Articles
- 5.7 Approving annual accounts (financial statements)
- 5.8 Approving the budget of foreseeable expenses of the next financial year
- 5.9 Approving the creation of a reserve fund
- 5.10 Approving the endowment of the reserve fund
- 5.11 Approving extraordinary estimate
- 5.12 Approving new facilities
- 5.13 Approving alterations to physical features in order to facilitate access to disabled

VI Officers appointment

- 6.1 Appointing a president
- 6.2 Application court for resignation of the office of president
- 6.3 Appointing a secretary- administrator

VII Arrears recovery

- 7.1 Owners' Committee decision approving the debt settlement due to the commonhold taking debtors to Court
- 7.2 Notice to defaulting owner