



“Getting the job done”

South Coast Property Specialists

Phone: 02 4471 2283

5/534 George Bass Dr Malua Bay

southcoastps.com.au

Strata Scheme Management Act 1996 [clause 4(1) (b) Schedule 3]

**NOTICE VACATING COMMITTEE MEMBER’S OFFICE**

**To:**

The Secretary

The Owners Corporation

Strata Plan:.....

Pursuant to clause 4(1)(b), Schedule 3 of the Strata Schemes Management Act 1996 (NSW)

I,..... being the owner who nominated  
..... for election to the executive committee as a non-owner  
committee member hereby notify you that the office is vacated from this day.

Yours faithfully,

..... / ..... / .....  
[Signature] [Date]

.....  
[Name] [Lot/Unit Number]

**STRATA SCHEMES MANAGEMENT ACT 1996 - SCHEDULE 3**

**SCHEDULE 3 – Constitution of executive committee of the owners corporation and meetings of executive committee**

**Part 1 - Provisions relating to constitution of executive committee**

**4 Vacation of office of member of executive committee**

- (1) A person elected as a member of an executive committee vacates office as a member:
  - (a) if the person was an owner at the time of election and the person ceases to be an owner, or
  - (b) if the person was not an owner at the time of election or was a company nominee and the individual who nominated the person for election or the corporation for which the person is a company nominee ceases to be an owner or notifies the owners corporation in writing that the person’s office is vacated, or
  - (c) on the receipt by the owners corporation from the person of notice in writing of the person’s resignation as a member, or
  - (d) at the end of the next meeting at which a new executive committee is elected by the owners corporation, or
  - (e) if the owners corporation, in accordance with a special resolution, determines that the person’s office as a member is vacated.