



Form B

Checklist

Item	Task	Comments
1	Receive and acknowledge top-up request	
2	Letter in response to manager (Form A)	
3	Resolution or VOC to appoint lawyer	
4	Compile documents and appoint lawyer (Form C)	
5	Consider need for financial analysis and advice	
6	Consider need for facilities management assessment	
7	Compile all information and hold committee meeting	
8	Committee chooses support, opposition or neutrality	
9	Committee circular to Owners with supporting material	
10	General meeting held and decision made by secret ballot without the use of proxies	