**[Name of Village]**

**Notice to residents**

**All residents are notified of**

**and**

**invited to participate**

**in**

**discussions and decisions relating to matters**

**for**

**establishing a residents committee**

**Venue**…………………………………………………………………………………………….…

**On** ………………………………………………**…………………………………………………………… at** …………………………..

*(day and date) (time)*

**Purpose**  – to discuss and decide at least the following matters with a view to establishing a residents committee.

* **Composition of residents committee**
* **Timeline for the election process**
* **How the election is to be conducted**
* **How nominations are to be made**
* **Allocation of tasks relating to the election**

We, the undersigned residents consider it beneficial that our village **establish a residents committee** to represent village residents in dealings with the scheme operator, as provided for under the *Retirement Villages Act 1999*.

This meeting is called with the express purpose of deciding matters relating to **establishing a residents committee** under the *Retirement Villages Act 1999* . It is not about deciding whether we want a residents committee.

**Resident 1**…………………………………………………………………………………………….…. **Unit** ………………………………..

**Resident 2** ………………………………………...…………………………………………………... **Unit** ………………………………..

*Additional residents details as required.*