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 **Nau Mai Haere Mai**

**Meeting of Owners
Block Name**

**Date and time**

[insert name of venue]

[insert address]

[insert address]

[insert address]

 **Agenda:**

 • Meeting Opens / Karakia

 • Whakawhanaungatanga

 • Apologies

 • Minutes of Last Meeting

 • Matters Arising from the Minutes

 • Owners Report

 • Financial Statements

 • Trust Review

 • General Business

 • Meeting Closure

 **Enquiries to: [**name]

[contact phone number]