[Owners committee letterhead, or the name of the project]
Date: [__/__/____]

To: the Real Estate Regulatory Agency (RERA), Dubai Land Department
From: the Owners Committee of [project], registered with RERA on [__/__/____]

Subject: Notice of an extraordinary meeting of the Owners Committee (Law No. (6) of 2019, Article 23(b))

We notify RERA, in advance, of an extraordinary meeting of the Owners Committee.
Date of the meeting: [__/__/____] Time: [__:__]
Place designated by the Management Entity: [____]
Reasons for convening the meeting: [____]
The Management Entity was informed on: [__/__/____]

For the Owners Committee:
Chairman: [name] Signature: _____

MINUTES OF A MEETING OF THE OWNERS COMMITTEE
[General model. Check it against your own documents and your adviser before you
  rely on it, and delete this line.]

Project or community: [_____]
Category of the project: [major project / project that is neither a major
                         project nor a hotel project]
Committee registered with RERA on: [__/__/_____]   Number of members: [__] (at most nine)
Meeting: [regular, every three months / first meeting after the committee was
         constituted / extraordinary]
Date: [__/__/_____]   Time: [__:__]
Place designated by the Management Entity: [_____]
Notice to RERA given in advance (extraordinary meetings):
  [yes, on __/__/_____ / not applicable]

Attendance
Members present: [names, one per line]
Members absent: [names]
The majority of the members are present: [yes / no]
The chairman or the vice chairman is present:
  [chairman / vice chairman / neither]
Valid under Article 23(a) (a majority present, and the chairman or the vice
  chairman present): [yes / no]
Chair of the meeting: [name]
Rapporteur appointed by the Management Entity: [name, company]

Agenda
1. Verification that the Management Entity manages, operates, maintains and
   repairs the common parts
   Discussion: [_____]   Findings: [_____]
2. Annual budget: review and recommendations (RERA approves the budget)
   Financial reports requested on: [__/__/_____]   Received on: [__/__/_____]
   Recommendations: [_____]
   Votes: for [__] against [__] abstaining [__]   Result: [_____]
3. Obstacles and difficulties in the management, operation, maintenance and
   repair of the common parts
   Discussion: [_____]   Recommendation submitted to: [Management Entity / RERA]
4. Complaints and suggestions from owners and occupants
   Complaint: [_____]   Management Entity notified on: [__/__/_____]
   Addressed by the Management Entity within fourteen days of being notified:
     [yes / no]
   Submitted to RERA on: [__/__/_____ / not applicable]
5. Replacement of the Management Entity (a project that is neither a major
   project nor a hotel project only)
   [not on the agenda / request to RERA]   Votes: for [__] against [__] abstaining [__]   Result: [_____]
6. Defects in the structural parts, or damage to the common parts needing urgent
   repair
   Notified to: [Management Entity / RERA]   On: [__/__/_____]
7. Coordination with RERA, the Management Entity or the Competent Authority on
   safety, environment, security or other matters
   [_____]
8. Proposals to the Management Entity on the use of the common parts, or on
   amending the Building Management Regulation (an amendment must be approved by
   RERA)
   [_____]
9. Other business: [_____]

One vote per member, whether he owns one unit or several. A tie: the chair of
  the meeting has a casting vote.
The meeting closed at: [__:__]   Next regular meeting: [__/__/_____] (every three months)

Minutes prepared by the rapporteur: [name]   Signature: _____
Chair of the meeting: [name]   Signature: _____