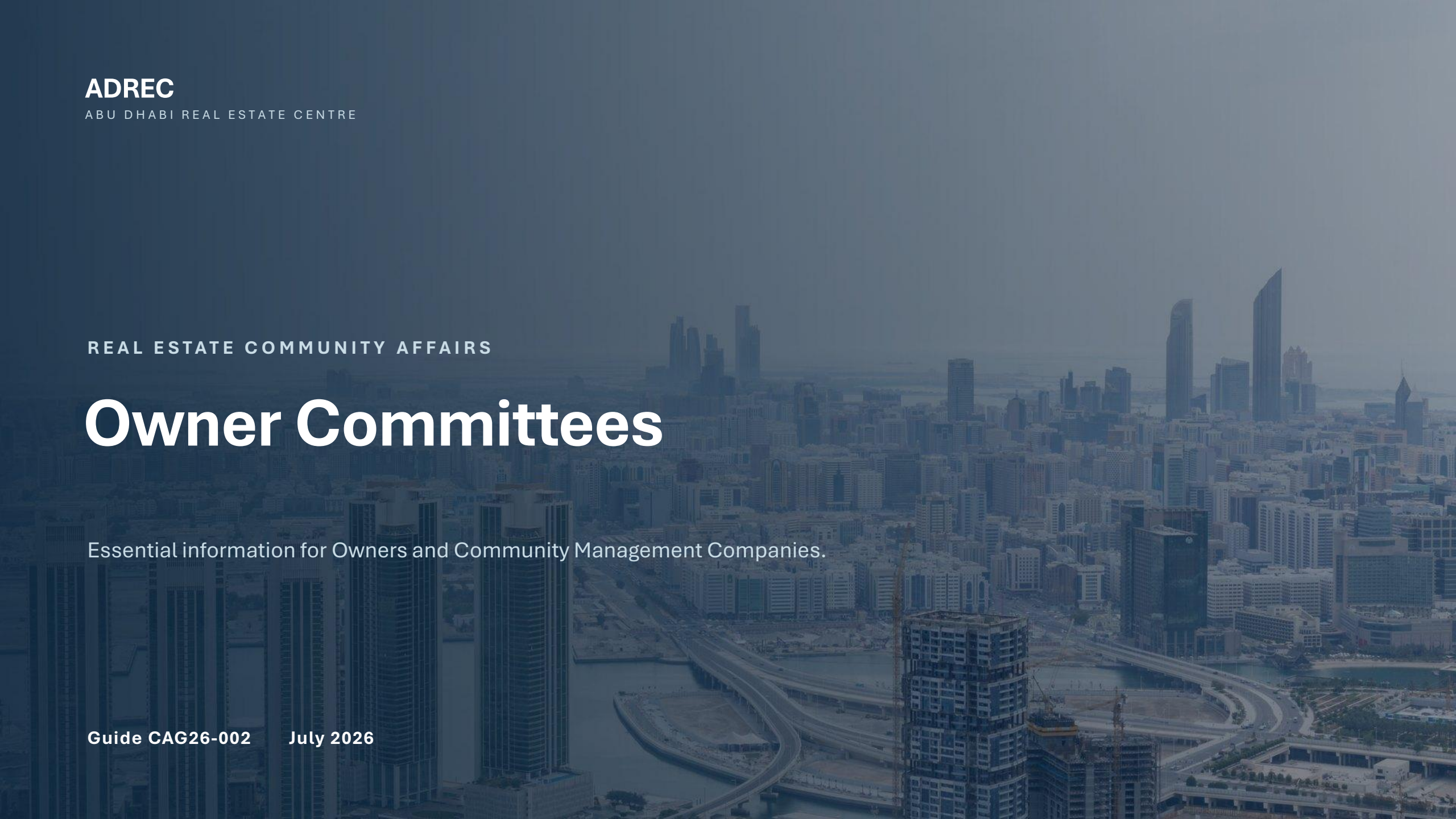




ADREC

ABU DHABI REAL ESTATE CENTRE

REAL ESTATE COMMUNITY AFFAIRS

Owner Committees

Essential information for Owners and Community Management Companies.

Guide CAG26-002

July 2026

What this guide covers

01

Roles, Responsibilities & Accountabilities

What the Owner Committee does — and the accountabilities it holds.

02

Structure

How the Committee is composed, led and run.

03

Voting & Elections

How members are nominated, elected and recognised — and owners' responsibilities.

Roles, Responsibilities & Accountabilities

Key duties: Owner Representation · Community Planning, Future Proofing and Fiscal Oversight

● Role & Purpose

Voted in by and representing owners, the Owner Committee (**OC**) works with the Community Management Company (**CMC**) to strategize on, and update the Community Management Plan.

The **OC** focuses on budgeting, cash flow management, collections of outstanding service charges and common-property upkeep and long-term planning.

● Communication & Coordination

A unified bridge between owners, the **CMC** and the authorities — and the owners' representative when dealing with developers and other third parties.

The **OC** also supports the CMC in ensuring that all Owners are up to date with their Community Service Charges, and no outstanding payments are pending.

● Governance & Accountability

Reviews budgets, monitors management and service provider performance, shares feedback and escalates issues with the **CMC**, to keep the community well-informed of changes and key decision to be made.

The **OC** safeguards the Community by listening and meeting with owners and makes sure the **CMC** is fulfilling its duty toward the community.

● Community Engagement

The **OC** Encourages owner participation through meetings, voting and clear procedures — fostering a safe and harmonious living environment.

Owner Committees are a cornerstone in ensuring continuity in executing the long-term vision of owners, being the custodians of the Community Management Plan (**CMP**).

Roles, Responsibilities & Accountabilities

● Developer Relationship

Part of the advisory process with developers on selecting the Community Management Company (**CMC**).

● Budget Review

Reviews and comments on asset and operational line items set out in the Budget Submission Package (**BSP**).

● Performance Monitoring

Monitors and reviews the performance of all service providers in the community, and shares feedback with the **CMC**.

● Issue Escalation & Representation

Escalates unresolved issues per the prescribed procedures, and represents owners when coordinating with the **CMC** and government entities.

Legal reference Administrative Decision No. 26 of 2025 — Bylaws for Owners' Committees in the Emirate of Abu Dhabi · Chapter 3, Article (10): Committee Duties and Powers.

Committee Structure

COMMITTEE COMPOSITION

5 · 7 · 9

Elected Members

Sized to the community to ensure balanced representation and sound, collective decision-making.

LEADERSHIP ROLES — elected from within the Committee

Chair

Presides over the Committee and its meetings.

Vice-Chair

Maintains continuity and supports the Chair.

Rapporteur

Manages documentation and records.

● Meeting Procedures

Quarterly or as required, via secure online platforms. Majority attendance and voting rules keep decisions valid and inclusive.

● Governance & Accountability

A structured and transparent framework with a clear governance layer that protects owners’ interests.

Owner Responsibilities

● Active Participation

Stay informed, vote and support initiatives that improve community living standards.

● Timely Payments

Paying service and community charges on time keeps operations and asset services running without deficiencies — and protects community and property values.

● Ethical Conduct

Avoid influencing decisions for personal gain; respect collective outcomes with transparency and fairness.

● Collaborative Environment

Fulfilling responsibilities builds a stable, cooperative community that benefits current and future owners and residents.

Candidate Eligibility & Nomination



Candidate Eligibility

Registered unit owners residing in the community throughout the year, up to date on service-charge payments, with good conduct and a valid residency.



Nomination Submission

Nominees apply via a digital platform, submitting their applications and the required documents.



Fair Process Rules

Campaigning is prohibited during the nomination period to keep the process fair and neutral.

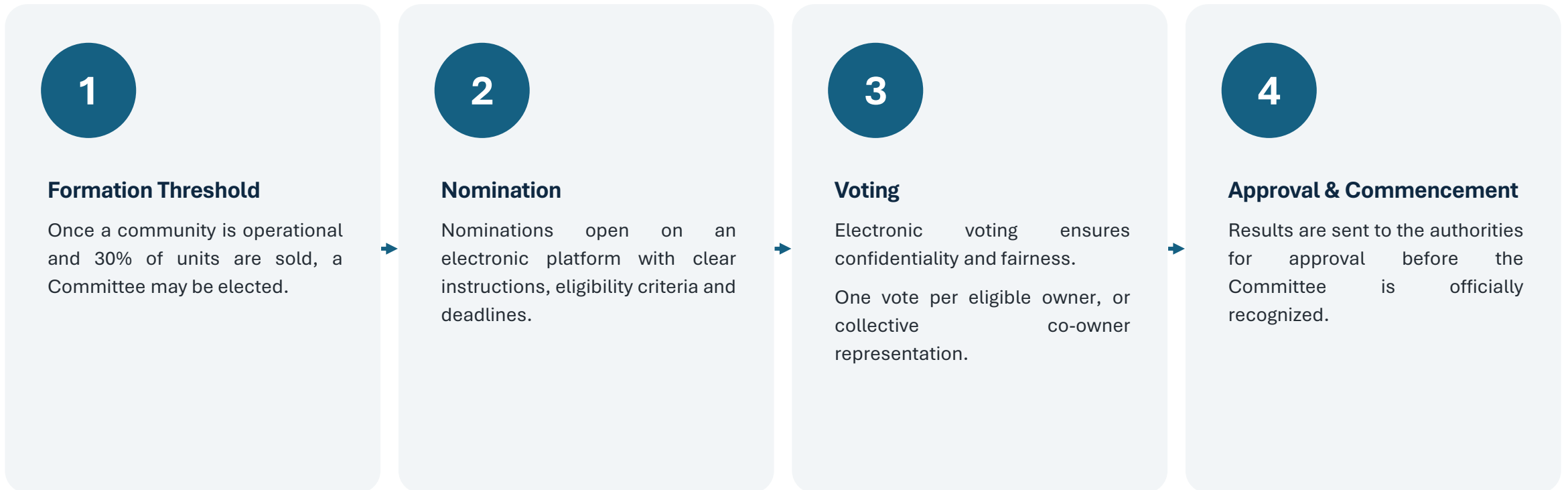


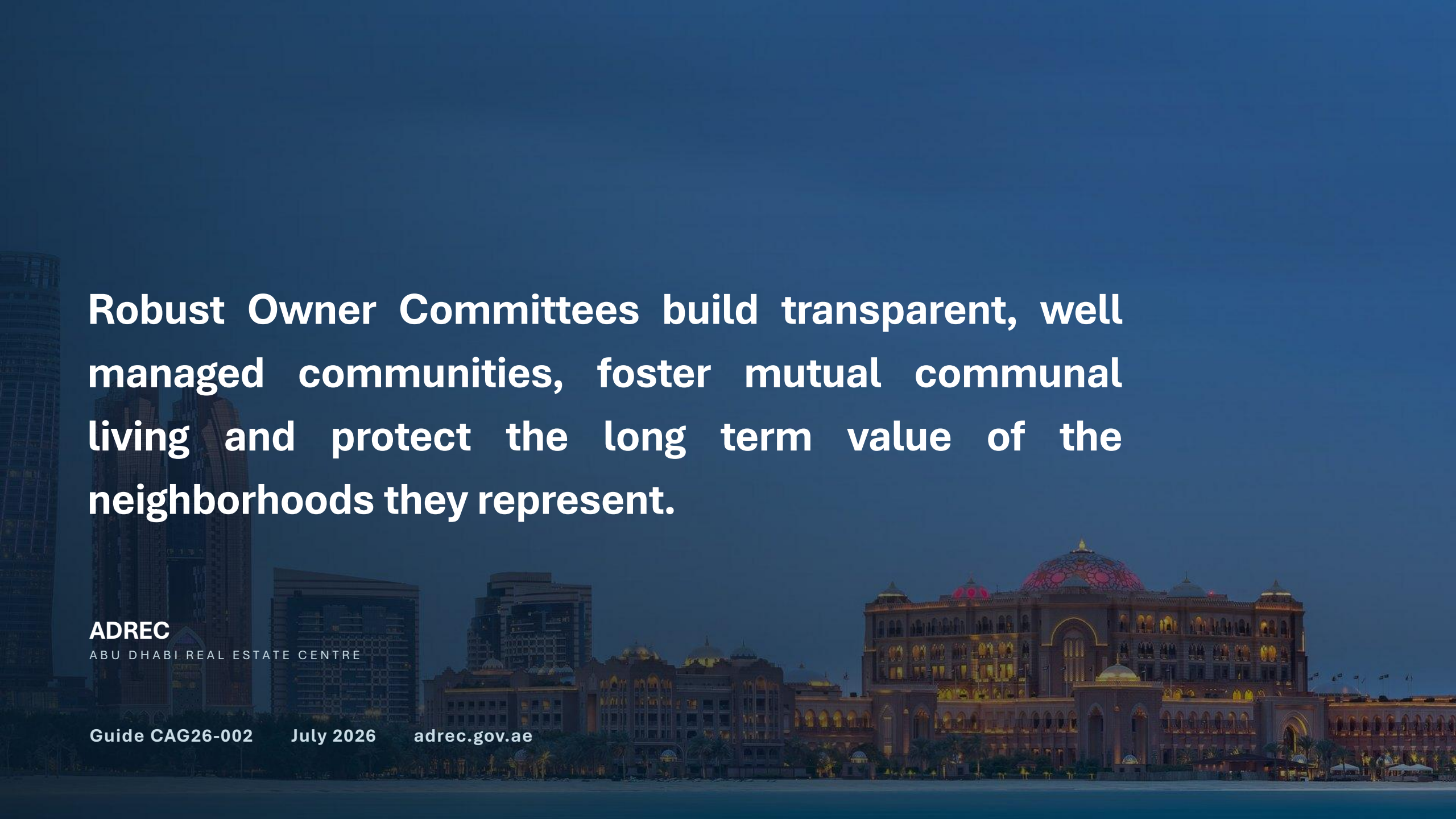
Nominee Publication

Qualified nominee names and experience are published after nominations — and 10 days before voting opens.

Voting & Elections

From formation to a recognized Committee





Robust Owner Committees build transparent, well managed communities, foster mutual communal living and protect the long term value of the neighborhoods they represent.

ADREC

ABU DHABI REAL ESTATE CENTRE

Guide CAG26-002

July 2026

adrec.gov.ae