

Strata Committee – Annual Notice

Dear Owners and Residents,

We hope this message finds you well. As part of our ongoing commitment to transparent communication and community management, the Strata Committee would like to provide the following updates:

1. Annual General Meeting (AGM)

The upcoming AGM is scheduled for **[insert date]** at **[insert time and location or online platform]**. This meeting is an important opportunity for all owners to participate in decision-making, review the annual budget, and elect committee members.

2. Building Maintenance and Improvements

Over the past year, we have completed several key projects including **[e.g., repainting, elevator servicing, garden upgrades]**. Planned upgrades for the coming year include **[e.g., CCTV installation, lighting upgrades, pest control, etc.]**.

3. Financial Summary

Our financials remain stable. The most recent budget and levy information will be circulated with the AGM notice. Please review the attached summary for a breakdown of income and expenditures.

4. Community Reminders

To ensure a harmonious living environment, we remind all residents to:

- Observe noise restrictions
- Dispose of waste correctly
- Follow parking guidelines

We appreciate everyone's cooperation in keeping our community safe and pleasant.

Should you have any questions or wish to raise a motion for the AGM, please contact the Strata Manager at zenepezh@example.com by **6 Aug 2025**

Thank you for your continued support.

Warm regards,

The Strata Committee

21 June 2025