

Form B

By-law reminder letter

[Return address and contact details]

Dear Resident,

Reminder about by-law compliance

As you know, [*building*] is regulated by a comprehensive set of by-laws. For convenience, a further copy of the by-laws is enclosed with this letter.

It is most important that these by-laws are complied with by all residents and their visitors. There are 2 reasons for this:

1. The by-laws are an important contributor to an orderly and harmonious communal environment in that they ensure everyone can peacefully enjoy their unit without unreasonable disturbance from other residents.
2. There is a process in place for enforcement of the by-laws.

This enforcement process involves (in order):

- An initial warning.
- Service of a By-law Contravention Notice (breach of which attracts a maximum penalty of \$2,611.00).
- Adjudication proceedings under the *Body Corporate and Community Management Act 1997* (where a breach of an order requiring compliance with a by-law attracts a maximum penalty of \$52,220.00).

Your co-operation in ensuring that the new by-laws are complied with would be appreciated.

Yours faithfully,

.....
[Name]

Secretary
Body corporate for [Name] CTS [Number]