

To All Owners

SP 11761

2 Artarmon Road,
WILLOUGHBY NSW 2068

Dear Sir/Madam,

**RE: SP 11761 – CASTLEVALE – 2 ARTARMON ROAD, WILLOUGHBY
SPECIAL BY-LAW 10 - ELECTRONIC DELIVERY OF NOTICES**

We write to all owners as the Strata Managing Agent for the above building under instruction from the Owners Corporation, regarding sending correspondence via email.

As per the recent resolutions past at your Annual General Meeting to have a by-law to allow the Owners Corporation to serve owners via email, please see the following:

Special By-Law No.10 - Electronic Delivery of Notices

1. *A document or notice may be served by the Owners Corporation, its secretary or any member of the executive committee on the owner of a lot by electronic mean if the person has given the Owners Corporation an email address for the service of notices and the document is sent to that address.*
2. *A notice or document served on an owner by email in accordance with this by-law is deemed to have been served when transmitted by the sender, provided that the sender does not receive and an electronic notification of unsuccessful transmission (i.e. bounce back or undelivered message) within 24 hours.*
3. *The owner is responsible for keeping the Strata Manager informed of their current email address.*
4. *An owner who provides an email address will no longer receive mailed copies of a document or notice, unless required pursuant to the Strata Schemes Management Act 1996.*

I/We, _____, being the owner(s) of lot _____ /a member of the executive committee for strata scheme 11761 hereby consent to receiving notices, minutes of meeting and documents from the owners' corporation by electronic means.

Dated:

Email Address:	
----------------	--

Please sign the above consent section and return to our office ASAP. We thank you for your cooperation with this matter and if you have any further queries please contact the office.

Yours sincerely,
BRIGHT & DUGGAN PTY LTD.



Kate Maclachlan
Senior Strata Manager

powered by

supporting
your
world

esquire
group