

22 February 2012

«Owner\_Name\_1» **L«Lot»**  
«Notice\_address\_1»  
«Notice\_address\_2»  
«Notice\_suburb» «Notice\_state» «Notice\_post\_code»

Dear «Salutation»,

**Re: Digital TV Upgrade, The Mews  
147-159 Charles Street, West Perth– Strata Plan 5629**

We wish to advise you that the Digital TV upgrade is scheduled to take place in the coming months.

While the upgrade is taking place, we require someone to be at the unit to let the contractor in to do the internal work. If this is not possible, you can arrange for a key to be given to the Strata Council, by phoning Exclusive Strata, so the work can commence.

The Strata Council will be in contact with individual owners a minimum of 2 weeks prior to requiring internal access.

Your co-operation is appreciated.

***\*Please note - if the contractor is unable to gain access to the unit on the day of installation, additional charges will apply for the contractor to complete the connection at a later date.***

If you have any queries please do not hesitate to contact me on 9362 1166 or email [laura@exclusivestrata.com.au](mailto:laura@exclusivestrata.com.au).

Yours faithfully,

Laura Chapman  
**Exclusive Strata Management**