

## Form A

### Letter enclosing a copy of by-laws

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[Return address and contact details]

Dear Resident,

#### Notification of new by-laws

The body corporate recently adopted a new set of by-laws for [**building**]. A copy is attached for your information.

Please read this copy carefully and make any adjustments to the use of your unit or the common property which may be required by the new by-laws. This is most important, because the body corporate committee has put in place a strict monitoring and enforcement process for these by-laws involving (in order):

- An initial warning.
- Service of a By-law Contravention Notice (breach of which attracts a maximum penalty of \$2,5611.00).
- 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. By-laws are an important contributor to an orderly and harmonious communal environment. They ensure that everyone can peacefully enjoy their unit without unreasonable disturbance from other residents. They also preserve the appearance and reputation of the building and contribute to the enhancement of its attractiveness and value.

If you have any questions or concerns, please contact me or the body corporate manager. Otherwise, thank you for your understanding and co-operation.

Yours faithfully,

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[Name]

Secretary  
Body corporate for [Name] CTS [Number]