

The Botanica

Owners Corporation 348427V
400 St Kilda Road, Melbourne

Intercom Upgrade Work Starting - Important

22nd August 2017

Dear Owners/Residents,

Thank you for your patience for this outstanding upgrade work to the current intercom system. New units (as shown in the pictures below depending on the owner's choice) will be installed in each apartment in the upcoming weeks at the Owners Corporation's expense.

The Owners Corporation requests each tenancy to provide access to the installation and the consequential repair works to the wall by a painter after those new intercom units are installed. The installation will probably only take 10-15 minutes in each apartment and the technician can only provide limited time slots to suit residents who want to be present. The time slots will be arranged on the "first come first serve" basis. Alternatively, you can leave your keys to the on-site building manager who will coordinate with the contractor to complete the works.

The time slots have been provided by the contractor - Epsilon Security are as follows:

| | | |
|----------|------------|----------------|
| Wed 30th | 7am-12noon | (MAX 25 units) |
| Wed 30th | 1pm-4pm | (MAX 15 units) |
| Fri 1st | 7am-12noon | (MAX 20 units) |
| Fri 1st | 1pm-3pm | (MAX 10 units) |



If you failed to make a reservation or access arrangement, the new unit in your apartment will not be installed and your existing intercom will not work with the new advanced system. To have the contractors return and service your apartment only will attract a fee which has to be paid by the owner or the tenant.

Notice will be sent out to all the occupiers and the owners who have an alternative mailing address. Please ensure your tenants and the agents are aware of this upgrade works and their responsibility to provide access to this upgrade.

To book a reservation time or arrange a key with the building manager, please contact Paul on 0467 444 074 or e-mail: botanica400@tpg.com.au .

We thank you for your understanding and cooperation in advance.

If you have any further questions to the above, please contact our office on 9696 4855.

Kind Regards,

A handwritten signature in black ink, appearing to be 'William Chen', written in a cursive style.

William Chen

Owners Corporation Manager
Bencorp OCM Pty Ltd

On behalf of the Owners Corporation Committee