



# Strata Title Management

Ballina (No 1) Pty Ltd

## Professional Owners Corporation Managers

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Dear Owner,

28<sup>th</sup> May 2003

### OFFICE RELOCATION

As of 2 June 2003, our office will be relocating to a freshly renovated premises at 239-241 River Street Ballina, opposite the Ballina RSL Club. You will readily see our prominent sign work from either the roadway or footpath.

The new, larger premises has its own air conditioned meeting room and plenty of safe car parking nearby. All of our telephone numbers, email and PO Box details will remain the same. Convenience for our clients is uppermost in our minds

I also take this opportunity to introduce myself to you, if I have not already had the opportunity. My name is Paul Curtis, and since February I have been the Area Manager and Licensee at Strata Title Management's Ballina office. I have over eight years experience as a Strata Manager, starting my career in Sydney and moving to Ballina over four years ago. I am assisted by Laura Horne who handles our day to day administration. Strata Title Management is a major professional firm with offices also in Surfers Paradise, Tweed Heads and Sydney. Our offices are all linked by state of the art computer resources.

We also wish to advise all owners that for your convenience you will receive a levy notice from us about 4 weeks before every levy is due. Your levy contributions can be paid at any Post Office, by B-Pay over the phone or internet, direct debit from your bank account, by sending a cheque or visiting our office.

We look forward to meeting with you at our comfortable new location in the near future. Please call in and meet us.

Yours faithfully

Paul Curtis  
Strata Manager