



13<sup>th</sup> May 2016

The Owners and Occupiers  
Strata Scheme No. 52948  
1-15 Fontenoy Road  
North Ryde NSW 2113

Dear Sir/Madam,

**RE: STRATA SCHEME NO. 52948 – 1-15 FONTENOY ROAD NORTH RYDE  
REFRAIN FROM SMOKING ON COMMON AREAS AND LITTERING CIGARETTE BUTTS**

We are the Strata Managing Agents for your strata scheme.

Our office has received complaints that occupants of the building are smoking on the balcony and dropping cigarette butts off the balcony onto the ground below.

We write to request that you refrain from smoking on the balcony, as smoke is causing inconvenience to residents.

It would also be appreciated if cigarette butts are disposed of responsibly in your garbage bin. You are reminded of the following by-law under the Strata Schemes Management Act 1996 which applies to your strata scheme:

***'By-Law 9 – Depositing rubbish and other material on common property:***

*An owner or occupier of a lot ;must not deposit or throw on the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.'*

Please be advised that if you are identified in breaching the by-laws of the building, action may be imposed for breaches of the By-Laws under the Strata Schemes Management Act 1996 which allow for fines of up to \$550.00 to be imposed for non-compliance.

Your co-operation in these matters will be appreciated by the Owners Corporation.

Yours faithfully

**BCS Strata Management**

**Gary Mills**