

26th June 2025

Dear Owner,

Add: 84 Cutter Street, Richmond 3121

Re: Upcoming Painting Works

We write to advise all residents that the Owners Corporation will be carrying out painting works to the building this coming week. Work will include common areas, apartment front doors and balcony wooden balustrades.

Painting will commence on **Tuesday, July 1st, 2025**, starting with the ground floor and common areas. The company completing the work is Paint Melbourne.

Residents/Occupants must provide assistance with the following works:

1. Resident Door Painting

Paint Melbourne will be available throughout the building, and residents will have the opportunity to discuss convenient times for their front door painting. Please note that doors will need to remain open for a few hours during this process.

2. Balcony Access

For sanding and repainting wooden balcony elements, anchor points will be used to access each level. This work won't require residents to be present at specific times. We'll provide 3 days' notice via notes under doors, though timing may be weather-dependent.

The contractor will endeavour to work around your timing wherever possible, and we trust that you will assist the contractors where necessary.

To ensure smooth coordination and communication, each level will have a designated coordinator who will be available to provide residents with schedule updates, notices, and support throughout the works. Regular updates will also be posted in the lifts, and **we ask that all owners and tenants ensure their contact details are up to date with our office so we can keep everyone informed regarding the progress and timing of the works.**

Contractors will be onsite several weeks as they complete the work. If there are any issues, please contact our office to discuss.

Yours faithfully,

Horizon Strata Management Group

Owners Corporation Manager

