



PREMIER STRATA MANAGEMENT PTY LIMITED

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5 November 2004

The Representatives
D.P. 270051
"Phillips Landing"
247 Burwood Road
CONCORD NSW 2137

Dear Sir or Madam

**RE: DP 270051 - 247 BURWOOD ROAD CONCORD
ANNUAL GENERAL MEETING**

We attach a notice regarding the Annual General Meeting which is to be held in the Captains Club on Monday 22nd November 2004 commencing 7.00 p.m.

We take this opportunity to remind all representatives of their duties under the PLCA Management Statement in respect of Annual General Meeting Notices.

The agenda must be circulated to all representatives mentioned on community roll at least 14 days before the meeting. The representative must then place the agenda on the notice board of the individual strata plan at least 14 days prior to the meeting. Could you therefore have it displayed on the notice board no later than 8th November 2004.

We advise that as your previous community manager Judy Layt is on extended sick leave, Anthony Votano will chair the meeting and will introduce your new community manager, David Tuskan.

Should you wish to discuss this matter further the writer can be contacted during normal business hours.

Yours faithfully

A Votano

Anthony Votano
Premier Strata Management
on behalf of Community Association DP 270051