

## **How to Contact the Prince Henry Community Association Executive Committee**

	<b>Type of owner</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Note</b>
<b>1</b>	Owner of a lot within the <u>Community Association</u> (who is not either 2 & 3 below)	Email the CA CM directly	CA CM will forward the matter onto the CA EC	CA EC will consider the matter and if necessary include in its next meeting agenda	CA EC will advise the CA CM of the outcome and ask that they respond to the Lot owner	CA CM will advise the Lot owner the outcome of the CA EC consideration.			
<b>2</b>	Owner of a Lot within a <u>Strata Scheme</u>	Contact your SM and ask your SC to consider putting the matter to the CA	SC are to instruct their CA Representative or SM to write to the CA CM on behalf of the SS.	CA CM will forward the matter onto the CA EC.	CA EC will consider the matter and if necessary include in its next meeting agenda	CA EC will advise the CA CM of the outcome and ask that they respond to the SM or CA Representative.	CA CM will advise the SM or CA Representative the outcome of the CA EC consideration.	SM or CA Representative to advise back to their SS SC.	Any matter raised must be supported by the Strata Scheme (which is the CA Lot owner)
<b>3</b>	Owner of a lot within a <u>Neighbourhood Association</u>	Contact your NM and ask your NA EC to consider putting the matter to the CA	NA EC are to instruct their CA Representative or NM to write to the CA CM on behalf of the NA	CA CM will forward the matter onto the CA EC.	CA EC will consider the matter and if necessary include in its next meeting agenda	CA EC will advise the CA CM of the outcome and ask that they respond to the NM or CA Representative.	CA CM will advise the NM or CA Representative the outcome of the CA EC consideration.	NM or CA Representative to advise back to their NA EC	Any matter raised must be supported by the NA (which is the CA Lot owner)

Key of Abbreviations	SS = Strata Scheme	SC = Strata Committee	SM = Strata Manager
	CA = Community Association	EC = Executive Committee	CM = Community Manager
	NA = Neighbourhood Association	CMS = Community Management Statement	NM = Neighbourhood Manager