

31 October 2025

RE: Upcoming relocation of administration office

Dear residents and loved ones,

On **Monday 3 November**, from **9am until early afternoon**, our team will be relocating furniture and equipment from the existing administration office to our new space in Lota House.

During this time, team members may not be consistently available in the current administration office. We kindly ask that you avoid visiting the office, if possible, as the team will be busily setting up the new space.

We will still have team members available to take your phone call if you need assistance.

Our new administration office will be fully operational by **Monday 10 November** and we look forward to welcoming you here.

Thank you for your understanding as we make this exciting transition.

Please do not hesitate to contact reception should you have any questions in regards.

Kind regards,



Suzette Scriven

Facility Manager