Our Ref: RC:ZM:234230

 Contact: Zuey Miciano

 Principal: Rochelle Castro

 Phone: 1 300 072 626

 Email: law@rccolawyers.com

14 September 2023

Abraham Kamara

Unit 19/3 Austin Place

MELTON SOUTH VIC 3338 abrahamkamara2571@gmail.com

Dear Sir/Madam

**Owners Corporation Plan No. PS632542M**

**Lot 19, 3 Austin Place, Melton South**

**Outstanding Levies**

We act for the Owners Corporation (**OC**).

**Outstanding Levies**

The OC instructs us that levies are due and payable resulting in a Fee Notice being recently issued to you which remains unpaid.

You are also liable for interest on unpaid levies from the due date until the date of payment pursuant to a resolution passed by the OC.

You are now also required to pay the costs incurred by the OC in respect of this communication as tabled below pursuant to a resolution passed by the OC.

**Demand**

The OC requires immediate payment of **$3,039.25** as detailed below. Payment details are **attached**.

|  |  |
| --- | --- |
| **Amount $** | **Description** |
| 2,649.01 | Fee notice dated 31.08.2023 |
| 15.24 | Interest |
| 375.00 | Costs |
| **$3,039.25** | **Settlement Sum** |

We are instructed that if the full payment does not clear in our trust account by **4pm, 21 September 2023**, without further notice the OC will sue you for the money owed, further interest incurred plus further legal costs, without further notice.

To discuss, please contact Zuey Miciano on 1300 072 626 or clerk6@rccolawyers.com.

Yours faithfully

RC & Co Lawyers

**RC & CO LAWYERS**