



The Management Corporation Strata Title Plan No. 3798
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Ref: NOT/003/22022022

Date: 25th February 2022

Attention: Subsidiary Proprietors (SPs) of Livia Condominium

Dear Sir / Mdm

OPERATIONS OF FUNCTION ROOM 2 for AD-HOC WALK-IN USAGE WITH EFFECT 25 FEB 2022

The management refers to the above caption.

We would like to draw your attention to new procedure for ad-hoc walk-in usage of Function Room 2. We have implemented a logbook system for all users of the function room under the advice of BCA.

Users are to register in the logbook at the table set at the corner of the gym nearer to the function room. This is to facilitate the tracking of users that have come into close contact with any future identified positive covid cases. All users are required to wear mask at all time and refrain from drinking and eating in the room while using the room.

Thank you for your patience and cooperation on the above matter while we continue to strive to making Livia a more conducive living environment.



Yours faithfully

Tay Tai Chung

Tay Tai Chung

Condominium Manager
Ocean IFM Pte Ltd
Managing Agent
For and on behalf of MCST 3798

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