

Important Update: Communal Transport Service Policy

Dear Tenants,

We hope this message finds you well. We would like to inform you of some important updates to the communal transport service policy that will take effect starting **March 1, 2024**.

Key Policy Updates:

- **New Operating Hours:** The communal transport service will now operate from **6:30 AM to 10:00 PM**.
- **Booking Procedure:** All trips must now be booked via the online portal at least **24 hours in advance**.
- **Cancellation Policy:** Cancellations must be made at least **12 hours prior** to the scheduled trip to avoid a penalty fee.

We encourage all tenants to familiarize themselves with these updates to ensure a smooth experience with our communal transport services.

If you have any questions or require further clarification, please feel free to reach out to the management office.

Thank you for your understanding and cooperation.

Sincerely,

The Management Team