A calm first move, before anything needs to reach the committee.

Noise & Neighbour Dispute | First Message Script

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

Most neighbour friction resolves faster - and stays friendlier - with one direct, non-confrontational message before it becomes a committee matter. Use or adapt the template below.

Template message

> *Hi [neighbour's name], hope you're doing well. Just a quick note - we've been noticing [noise/issue] around [time/pattern], and it's been a bit disruptive on our end. No stress if it's a one-off, just wanted to flag it directly before it became A Thing. Happy to chat if useful - thanks for hearing me out!*

Why this works

- Assumes good faith - most noise issues aren't deliberate
- Specific detail (time/pattern) makes it easy to act on, not just vent
- Keeps it between neighbours first, which is faster and less formal than a complaint
- Leaves the door open without demanding an outcome

If it doesn't improve

- ☐ Wait a reasonable period (1–2 weeks) before following up
- ☐ Keep a simple record: dates, times, nature of the issue
- ☐ If raising it with the committee, lead with the record, not the frustration
- ☐ Ask the committee what your scheme's formal by-law dispute process actually is

> *The goal of the first message is always resolution, not documentation for later. Most disputes never need to go further than this.*