

Highland Court (Woodford) Limited

Company Number: 01266382

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1 September 2018

Dear owners,

As agreed in the 2017 AGM, the Directors of Highland Court (Woodford) Limited reviewed the condition of the six blocks and determined that five could be made good through extensive cleaning. This work was carried out and involved the cleaning of the walls, skirting boards and doorframes, doors, cupboards, bannisters, ironwork and steps. This has saved a considerable sum from the overall redecorating bill.

However, the first block (Flats 1 – 7) was clearly in need of both repair of water damage and redecorating and a local company has been appointed to redecorate this block.

In addition to Block One, other works were deemed needing to be redecorated, notably:

1. The pedestrian and vehicle gates,
2. The door and window frames of the store room,
3. The walls and ceiling around the pedestrian entrance,
4. The doors to both bin sheds,
5. The window frames to the two remaining properties with wooden frames,
6. Garage doors and frames.

The local company chosen is Penton Property Services, based in Epping. They are well-rated on Trust-A-Trader. The quote to do the works above is £7,780.

By only needing to redecorate a single block we have significantly reduced the cost of the decorating, which in previous years has cost around £20,000. Other companies were invited, some of whom failed to even provide a quote after a site visit. Penton proved competitive, reliable and had good feedback.

For the decorating of the garages they need to access them so that they can make good the frames and also paint them. It would be appreciated if you could arrange for the garage to be accessible. Please email as soon as possible highlandcourtdirectors@hotmail.co.uk so that we can arrange with

you access to the garage. It would be helpful if you could include a phone number where you can easily be reached.

Yours sincerely

Highland Court (Woodford) Limited