

**Highland Court
(Woodford) Limited**

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13 August 2018

Dear Owners at Highland Court,

The current CCTV in Highland Court has stopped working. It was rather a dated system and not worth repairing; the Directors have decided to both replace the system and significantly upgrade it.

The Directors have had concerns over security at the site and we believe that the upgrade is a necessary precaution.

In November last year a break-in was attempted at a property at Highland Court and prior to this a motorcycle was stolen from the car park. Additionally, residents have frequently dumped furniture etc on the site. We also have reason to believe that parking spaces, including garages, are being rented out – a blatant breach of the Lease.

To assist in obtaining evidence for all these types of crimes and breaches, Highland Court (Woodford) Limited needs a CCTV system that is robust, will provide worthwhile imagery for evidence, is accessible and easy to use and comes with a reliable support service. We therefore approached a local company, Basson & Co Limited, based in South Woodford. They have provided a quote that has been agreed in principle by the directors. The proposal is to supply and fit 15 cameras that will be positioned around the site. The cameras are HDMI with an IR capability. They follow a tripwire concept thereby meaning the recordings can go back for a further period of time.

The package also means that additional cameras can be added at a later date if deemed necessary. However, the actual hope is that they serve more as a deterrent than anything else.

The cost of the package, including labour, is £7,882.44.

If you wish to have a copy of the quote or have any queries, please let us know. We intend to progress this work within the next few weeks and hope that it will improve both the security and appearance of the site.

Many thanks

Highland Court (Woodford) Limited