

**Highland Court
(Woodford) Limited**

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18 September 2019

Dear owners,

You will remember that at the 2018 AGM, it was decided that although “the front doors to the flats were acceptable and met current fire regulation standards any that were replaced would need to be brought up to the latest standard (FD30S). The current doors should have self-closing devices and intumescent strips and cold smoke seals fitted”. These safety improvements were the responsibility of owners.

The Directors would like to keep track of how this work is progressing and would be grateful if the owner of each flat could respond by the end of September stating which of following applies to their flat:

- (a) New door complying with FD30S fitted on (date)
- (b) Existing door upgraded with self-closing device, intumescent strips and cold smoke seals on (date)
- (c) No action taken.

Yours sincerely

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