

Highland Court (Woodford) Limited

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3 February 2021

Dear owner/resident,

UPDATING OF INTERCOM AT HIGHLAND COURT

We are pleased to let you know that Beta Security Limited will be starting work on replacing the intercom system at Highland Court very shortly. This is the same company who are maintaining the car and pedestrian gates. If you rent out your flat please pass the information below, on to your tenants:

- the work starts on 13th February and is expected to take 5 – 6 working days,
- Beta will be starting work on the main gates, then moving on to the blocks,
- fobs will continue to work and do not need to be changed,
- we ask that everyone keeps away from the workmen and, if you need to pass close by, a face covering must be worn,
- flats will need to be accessed, so please let us know if you/your tenant are away or the flat is empty,
- let us know if during the period the work is being carried out you/your tenant are quarantining due to being infected with Covid-19, self-isolating as a contact, or shielding, and would have a problem with allowing access.

We will keep you up-to-date if there are any changes to the plans.

Yours sincerely

Directors of Highland Court (Woodford) Limited