

## Highland Court (Woodford) Limited

Company Number: 01266382

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2137087922986537](https://www.facebook.com/Highland-Court-Woodford-Limited-2137087922986537)

### **\*\*Important notice regarding the storeroom\*\***

Dear Owners,

The storeroom at Highland Court has become unmanageable having been clogged up with a number of bikes and other items. At the last count there were over 40 bikes being stored (that's more bikes than properties) along with scooters, garden chairs, cabinets, cots and even a washing machine and rower.

Recently an attempt was made by the builders to store ironwork for the newly built walls in the storeroom but were unable to do so because of all the other things in the room. This should have been an easy undertaking.

It is therefore the intension of the directors that the storeroom is returned to purpose. The maintenance team should not have to clamber over something of a junkyard assault course to reach the things they need – the lawn mower, garden tools, ladders, paints, cleaning utensils, ground salt, spare parts etc, all of which should all be easily accessible.

**A clear-out of the storeroom will take place.** We recognise that Highland Court has permitted the use of the storeroom and so we will allow each property to store up to two bikes. Any other bikes must be stored in the property and NOT in the hallways.

**ANY other product must be stored away in the property or disposed of.**

The bikes MUST be labelled up as follows: 'Flat XX 2019'.

Where there is more than one bike with the following:

'FLAT XX 2019 – Bike 1 of 2' and for a second bike 'FLAT XX 2019 – Bike 2 of 2'

Obviously XX denotes the flat number.

**Anything else, labelled or not, will be disposed of. This will also apply to bikes stored in the hallways.** Please notify your tenants. If your tenants complain that their things have been thrown away we will simply direct them to their landlord.

Going forward, the bikes must continue to be labelled as regular checks will be made. Anything that should not be in there or not correctly labelled will be disposed of.

**The cut-off date is close of play 15<sup>th</sup> November.**

Kind Regards

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