

## Highland Court (Woodford) Limited

Company Number: 01266382

**Registered Address:**

22 Wycombe End, Beaconsfield,  
Buckinghamshire, HP9 1NB

**Email:**

[highlandcourtdirectors@hotmail.co.uk](mailto:highlandcourtdirectors@hotmail.co.uk)

**Website:**

[www.highland-court-limited.co.uk](http://www.highland-court-limited.co.uk)

**Facebook:**

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



### WINTER UPDATE 2024/25

#### Annual Accounts and AGM

The annual accounts for the year 1st July 2023 to 30th June 2024 have recently been completed by Evelyn Partners, approved and distributed. We therefore intend to hold the AGM in the coming months and will be in touch with a date. We are also hoping to be able to give you an update on progress with the roof quite soon.

Unfortunately, last year's AGM was poorly attended which was disappointing as time and effort are put into organising it. Even if you have never been before, please try to attend this year's meeting to find out what is going on, make suggestions and meet your neighbours. We will once again be seeking people who would like to become a director and take a more active role at Highland Court.

During the year we have tried to keep expenditure down so as to build up our reserve fund. We now have a healthier balance for the larger one-off items of expenditure that are increasingly becoming needed. During the year, a few repairs to the gates and intercom have been necessary and we have also added an additional CCTV camera for a better view of the pedestrian gate and recycling area. We have just had some more major repairs carried out to the front doors of the blocks to make sure these are both secure and safe for users, and the tree surgeon has been this week to do some work on various trees before the birds start nesting.

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#### Evelyn Partners

Just over a year ago Harwood Hutton were rebranded as Evelyn Partners, following a merger. They continue to undertake the same role for us and will be sending out invoices and AGM notifications, and preparing accounts. They are your first port of call for information you may need if selling or re-mortgaging your property. Please also let them know if there have been any changes to your contact details. They can be contacted as follows:

Evelyn Partners

22 Wycombe End , Beaconsfield , Buckinghamshire, HP9 1NB

T: +44 1494 739500

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### **Selective Licencing scheme for landlords**

Those owners renting out their properties should be aware that Highland Court falls within Redbridge council's Selective Licensing Scheme 4, and should now have obtained a licence by visiting [Redbridge - Selective Licensing](#) . To obtain this you will also need an Electrical Installation Condition Report which is less than 5 years' old and an Energy Performance Certificate (grade A – E).

Note: There is a significant fine for those landlords found to be renting out properties without a licence.

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### **Website**

The website is kept up-to-date by Lara, and you may notice some real improvements – owner and resident notices have been added as well as a link to Companies House and useful local information. The site should be the first port of call for initial questions. If you have any suggestions for the site please get in touch.

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### **Rubbish**

This year we have continued to have incidents where unwanted bulky items have been left on site or in the bin sheds, without arrangements having been made for proper disposal. Owners and/or tenants must arrange collection with Redbridge Council, (See [Redbridge - Book a bulky waste collection](#) ) and the items not put out until the night before collection is due. Redbridge Council will make one collection per annum of up to three large items for free. Any more than that and it will either need to be paid for (Redbridge charge £13 per item), collected by an alternative licensed firm or taken to the Chigwell Road Reuse and Recycling Centre – located at the end of Maybank Road. Don't forget to take a recent copy of your Council Tax bill with you. If your items are in good condition the British Heart Foundation may be able to arrange collection [Book a free furniture and electrical goods collection near me - BHF](#) or why not try [Freecycle: Redbridge Group](#) .

With the additional CCTV we are able to identify those responsible for dumping rubbish and Highland Court will take action and pass on any related costs. And for the normal rubbish – PLEASE tie up the bags! We seem to repeatedly ask this, yet it goes ignored. The reason we ask this is that when the skips are emptied the rubbish can end up going everywhere, and the bin lorry crews will not stop to clear it up. It also encourages vermin. And finally, when parking please leave space for

the refuse lorries to gain access.

## Donate for reuse at Chigwell Road RRC:



Bikes



Books



Empty Gas  
Bottles



Furniture



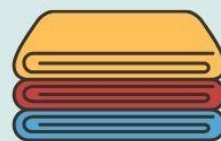
Paint



Printer  
Cartridges



Shoes



Textiles

**OUR STREETS**

Help us create great streets and neighbourhoods

London Borough of  
**Redbridge**



## Take to recycle at Chigwell Road RRC:



Used, clean,  
aluminum  
foil



Used  
Batteries



Broken  
Ceramics



Cartons &  
Coffee Cups



Used  
cooking oil



Electrical  
Goods



Fluorescent Tubes &  
Light bulbs



Hard Plastics &  
Broken Toys



Scrap Metal



Old Tyres



Used Engine Oil



White Goods



Wood & Timber

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## Water Leaks and Meters

Flat owners need to be aware that water damage arising from leaks or mishaps within flats, even when damage is caused to a neighbouring flat, are not covered by the Highland Court insurance policy, details of which can be found on the website. Everyone should :

- Regularly check for signs of leaks or moisture.
- Check under sinks, baths and around toilets.
- Avoid flushing anything other than toilet paper down the toilet, or pouring fat down the sink.
- Check around dish washers and washing machines, inspecting the hoses and connections.
- Know where their stopcock is located and how to turn it off.

Signs that water is escaping that should be looked out for include water stains, a musty smell, dripping sounds and higher than expected water bills.

If there is any sign of a leak in your flat or there is water coming from the flat above, immediate action needs to be taken (please ensure that if you have tenants they are aware of this and know what to do):

- Turn off water supply (and if necessary the electricity), place buckets to catch water, dry the area with towels etc.
- If water is coming from a neighbouring flat contact the occupants (and/or landlord) ask them to take urgent action.
- If a tenant, notify your landlord.
- Call a plumber if needed.
- Check your insurance policy and contact your insurer.

Issues with water meter readings occasionally arise – the meters are rather jumbled around the site and this can cause issues should there be a leak, as it's difficult to establish which meter and tap belongs to the property with the leak. If you happen to know which meter is yours, **please mark it up now**, before there is an emergency. Or let us know and we can mark it for you. Then, should there be an issue, if your property is unaffected it can be left on when other taps are turned off in a process of elimination. As a reminder, if you do need to turn off several taps when trying to stop a leak please remember to turn the taps back on for the unaffected properties once you've established which tap is the one that belongs to the property with the leak.

**With very best wishes for a happy and successful 2025,**

**Clinton, Tony and Lara**

**The Directors of Highland Court (Woodford) Ltd**