

**Highland Court
(Woodford) Limited**

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Dear owners,

Residents were recently informed that we would be sorting out and cleaning the bike store; the deadline for labelling all cycles is this Thursday 1st May. Please make sure your bikes are labelled with your flat number. The preferred format is "Flat XX 2025". If you have more than one bike please add "bike 1 of 2" or "bike 2 of 2" as appropriate. We intend to have periodic clear outs, so please keep your bikes labelled in future.

Any cycles that have not been labelled by the deadline will be taken to the recycling centre. Landlords must be sure that their tenants are aware that this will be happening. Anyone who is away and cannot meet the deadline should respond to this e-mail to let the Directors know.

Many thanks for your co-operation,
Directors of Highland Court (Woodford) Ltd