

15<sup>th</sup> December 2021

To: Shareholders, Leaseholders & Residents

Dear Shareholder, Leaseholder & Resident

**ESTATE OFFICE MANAGEMENT AND ADMIN TEAM**

In line with Government guidance, the office management and admin team are now working from home. They will continue to receive emails as before and the telephone lines will be routed through to the team.

Osman Ceesay our Security Guard and James Hurren and Joe Evinson our Groundsmen will continue to work in and around the Estate Grounds but please be respectful of covid arrangements and wear a mask, should you wish to discuss any matter with them.

In the event of an emergency please refer to the list of emergency contacts on the website [www.stpaulscourt.co.uk](http://www.stpaulscourt.co.uk).

Thank you for your co-operation.  
St Paul's Court Ltd