Dear Residents,

**INTRODUCTION**

We write to provide you with an update with regards to the Property Management office, here at Princess Park Manor. Hopefully our news of various updates, will ensure to give each of you an outline on areas we are managing in the background.

We would like to welcome “Fiona” our new Property Manager, who is currently overseeing Princess Park Manor alongside Helen Eames. Fiona will be your appointed Property Manager at the start of the New Year 2019. She has fitted into the team very well and you can be sure, she will be productively active, covering PPM and other sites which we Manage. You can contact Fiona directly, using her email address shown below:

**fiona@comerpropertymanagement.co.uk**

Caroline Bannon and Verity Sturt, are no longer employees at Comer Property Management. We therefore ask, that you refrain from sending emails, to their email address. This will prevent missed emails to our offices, instead please email either, Helen **helen@comerpropertymanagement.co.uk** or Fiona directly.

**LATEST UPDATES**

**CCTV:** On Monday 12th November, we attended a meeting at our offices held with PPM Residents Association. We discussed the concerns of recent events which have occurred at the Manor, with that said, eight cameras have been placed around the Manor over the last two weeks and we are waiting on a security audit / report to suggest suitable sites for other cameras.

**SECURITY GUARDS:** There has been a restructure with Security, whereby we have addressed their duties with them directly for instance, informed them to monitor vehicles upon entry into the Manor, more proactively bearing in mind, we also need to avoid traffic building up onto the main road.

Some residents have already noticed, the foot patrol that the security take in turns to do regular walks around the Manor. Security will respond to calls from residents to investigate, in relation to security concerns, when there are two guards on shift.
**MAIN GATE:** The main gate has a faulty control panel and this has been actioned for repair as soon as possible. The contractor has ordered the manufactured part, which will be delivered tomorrow and replaced on Thursday 15th 2018.

**WINDOWS:** In relation to the decoration of the window (make Good) areas to bring them back to surface, we have now taken down the scaffolding due to the winter weather period. Low levels windows that require paint remedy, could potentially be carried out, weather permitted.

The next period will begin around March, start of the Spring term.

**PARKING:** We are aware there are a handful of parking issues, with regards to residents parking in bays which are not assigned to them. Please can each resident show consideration to one another and refrain from parking into bays, which have not been allocated to you. All vehicles are required to have Permits, Residents or Visitors permits to be displayed at all times.

Abandoned vehicles have been noted and recorded. If you are a resident whom has taken up a visitor’s bay and abandoned your vehicles, we would advise this is moved elsewhere, as this is not fair on all the other residents.

After investigating we have managed to find the owner of the black range rover and this will be moved shortly.

The Gym have been informed by us to also inform their members, to park where they have been allocated, as previously.

**FIREWORKS:** Can we please remind everyone that fireworks should not be let off in the proximity of the buildings! This is very dangerous and disturbs/distresses your neighbours.

**BINS:** All residents, are required to distribute their rubbish accordingly, all recycled rubbish is for the Green bin **PLEASE DO NOT PUT PLASTIC BAGS IN THIS BIN**, and general waste is for the Orange bin.

Residents should not be leaving rubbish all over the place within the bin hut, again we ask all resident to be considerate, when emptying your household rubbish in a clean tidy fashion.

**COMMUNUAL AREAS:** Please refrain from causing an obstruction by leaving boxes, household items, large rubbish material, etc within the communal areas. This is a Health and Safety Hazard to all residents, staff and public, we cannot permit this to continue at the Manor. Resident are responsible for arranging collection for large items, from an outsourced contractor, for refuse that does not fit inside the bins.

General Office Email: info@comerpropertymanagement.co.uk

Kind Regards,

[Signature]

Comer Property Management