



**GOULDEN
HOUSE**
CO-OPERATIVE

Estate Office
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NOTICE TO RESIDENTS

The Estate Manager will be on leave on the following dates:

Friday 14th November (Time Off In Lieu of working on Saturday 8th November for Inspection of Flat Doors)

Monday 17th November (Annual Leave)

Tuesday 18th November (Annual Leave)

In my absence, Caroline Kok (GH Accounts Manager), will be covering, you can still email Caroline at accounts@gouldenhouse.org
And the Office Phones are call forwarded to Caroline's Mobile (My Out of Office reflects these contact details, in my absence).

For and on behalf of Goulden House Co-Operative Ltd

**Annie Gleeson MSc
Estate Manager**