



GOULDEN
HOUSE
CO - OPERATIVE

Estate Office
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NOTICE TO RESIDENTS – ESTATE MANAGER – ANNUAL LEAVE – ESTATE OFFICE COVER

THE ESTATE MANAGER WILL BE ON ANNUAL LEAVE ON **FRIDAY 22 MAY UNTIL FRIDAY 29TH MAY**. ESTATE MANAGER WILL RETURN TO THE OFFICE ON MONDAY 1ST JUNE AT 9AM.

IN MY ABSENCE, CAROLINE (ACCOUNT MANAGER) WILL BE COVERING FOR ME. **CAROLINE WILL BE IN THE OFFICE ON TUESDAY 26TH MAY AND FRIDAY 29TH MAY, ON WEDNESDAY 27TH MAY AND THURSDAY 28TH MAY, CAROLINE WILL BE WORKING REMOTELY, YOU CAN EMAIL CAROLINE AT ACCOUNTS@GOULDENHOUSE.ORG** AND OFFICE PHONES WILL BE CALL FORWARDED TO CAROLINE'S MOBILE.

IN THE EVENT OF AN EMERGENCY (OUTSIDE OF ESTATE OFFICE OPENING HOURS), PLEASE CALL WANDSWORTH BOROUGH COUNCIL ON 0208 871 7490

For and on behalf of Goulden House Co-Operative Ltd

Annie Gleeson MSc
Estate Manager