



NOTICE TO RESIDENTS – ESTATE OFFICE – ESTATE MANAGER ON ANNUAL LEAVE

The Estate Manager is on Annual Leave **from Monday 24th August until Monday 31st August.** Estate Manager returns leave on Tuesday 1st September at 9am and will be back in the Estate Office on Wednesday 2nd September at 9am.

In my absence, Caroline Kok (GH Accounts Manager), will be covering my leave. Caroline will be in the Estate Office on Monday 24th August and Friday 28th August, Caroline will be working remotely on Tuesday 25th, Wednesday 26th & Thursday 27th August.

Please email Caroline at accounts@gouldenhouse.org and the office phones (0207 924 5213) are call-forwarded to Caroline's Mobile (My Out of Office reflects these contact details).

In the event of an emergency (outside of Estate Office Operating Hours 9 am until 5 pm), please call Wandsworth Emergency Out of Hours Patrol on 0208 871 7490

For and on behalf of Goulden House Co-Operative Ltd

Annie Gleeson MSc
Estate Manage