

 27th of March 2020

Dear Resident,

**CORONAVIRUS COVID - 19**

This unprecedented situation will continue to have a large impact on all of our lives during the forthcoming months. To keep you all informed to the best of our ability we have undertaken the following.

* A new COVID – 19 page will be placed on the portal for relevant updates.
* **WhatsApp Groups**, two new temporary groups have been set up, all our groups are open to all.

COVID- 19: Aim of group is to support and answer questions that are COVID-19 specific.

VOLUNTEERS: Aim is to help and support residents who need additional help at this time.

We also have our regular groups

EMERGENCY: Only to be used for emergencies like no heating or hot water.

INFORMATION: Aim is to share local information, presently being used for things like “which shops are open, where can you buy milk etc”.

***With all these groups, please remember not everyone is on the group, please keep your comments polite and to the point, please do not use for private conversations.***

Block, WhatsApp groups, suggestions have been made that some residents might like a group for their own block, to check on their neighbours etc, please feel free to set these up as you wish.

**Taking care of yourselves and others**

**Social Distancing** – Follow government advice at all times and stay 2 meters away from non-family members, this includes our contractors, in all our communal areas, passing on stairs etc.

Whilst the majority of residents will be confined to their homes, please can you be considerate to your neighbours in respect of everyday noise, such as from a TV, dog barking or families playing outside. Please play in designated areas where possible.

Whilst we are going through this pandemic, we are receiving requests from leaseholders that would like to help others with volunteering this also includes assisting any **key workers** who are travelling into work and may not find the time to undertake normal day functions like food shopping.

Please contact treehouse@brenleypark.co.uk if you need assistance with things like collecting medication, shopping, if you are unsure if we can help please just ask.

**Taking care of the estate.**

A quick reminder of small everyday things you can do that will assist with the health & safety and smooth running of the estate.

* Recycling of your boxes, please flatten them first and then place inside the recycling bin.
* If the bin you were going to use is full, please find another bin on the estate.
* Keeping Communal areas clear of all personal possessions, including shoes.

**METER READING DETAILS**

Please follow the guidelines and submit your meter reading between 9am on Saturday the 28th of March and by 5pm on Tuesday the 31st of March. Due to the governments advice on social distancing, any meter readings that have not been submitted by this date will have an estimated reading, on this occasion.

Many Thanks

Management Team, Brenley Park Management Limited

On behalf of Directors, Brenley Park Management Limited