

Saxons Block & Estate Management

Dear Homeowner,

Monkton Heathfield Estate

We would like to take this opportunity to welcome you to Saxons Block & Estate Management. As you may be aware we have been instructed to act as agents for the Monkton Heathfield Estate.

We are a friendly and professional team who have the knowledge and expertise to manage the day to day running of your development.

In our capacity as Managing Agents we undertake the following areas of responsibility:

- Communal Grounds Maintenance
- Communal Area General Repairs
- Communal Play area – inspect and repair
- Pond Management
- Communal Litter Bin collection
- Communal Tree Surveys
- Accounting and Service Charge Collection

We will be holding a Welcome Meeting at the Brittons Ash Community Hall on the 16th of June from 2pm until 4pm, this will include an informal Question and Answer session with Saxons and our Grounds Maintenance partners, which we hope you will be able to attend.

We have also enclosed an Owner form to complete; this will enable us to correct any contact details that may need updating. Our aim is to be as eco-friendly as possible, therefore, if you have an email address this would be greatly appreciated.

If you need to report an issue, please call our office on 01934 411832 during office hours (Monday – Friday 9am-5pm) or email blockadmin@saxonswsm.co.uk

We will update you with the Bank Client Account details shortly, this will allow you to move your Standing Order payments or BACs to the new client account set up.

We look forward to working with you.

The Saxons Block & Estates Management Team
Nick@saxonswsm.co.uk