

ATTLEE AGENCY PTY (Ltd)

Property Management Specialists

Suite 1, Corals on Campbell
7 Campbell Drive
P.O. Box 233
Umhlanga Rocks 4320
Phone: 031- 561 1371
Fax: 031 - 561 5484
Email: admin@attlee.co.za
Website: www.attlee.co.za



24th March 2020

Dear Owner

On the 23rd of March 2020 the President of South Africa declared a national lock down from Midnight 26th of March 2020 until Midnight the 16th of April 2020. All citizens except those relating to essential services are to remain at home during this period. As we are classified non-essential services, our offices will be closed, **however our staff will continue working remotely from home**. It will be business as usual except that it will be conducted remotely.

All phone calls to our offices (**031 – 561 1371**) will be diverted to our receptionist based at home, who will in turn convey your message to the relevant Attlee staff member.

All of our staff will also be contactable on their current email addresses.

Our emergency whatsapp number is **074 156 1137** should you experience difficulties getting through on the land line.

All levy statements for April will be circulated by close of business on Thursday the 26th of March. Monthly Body Corporate payments will continue to be paid as normal.

In case of emergencies, the following contractors have made themselves available to assist:

1. **Plumbing:** - ROOTS PLUMBERS (Travis) 079 499 3883
- JPH PLUMBERS (Jeremy) 083 540 3257
- YELLOW CAP PLUMBERS (Ashley) 072 348 9796
2. **Electrical** - Schmeyer Electrical (Heini) 084 634 3395
- New Era (Theo) 084 523 2392
- Aver Electrical (Godfrey) 082 457 8540

I would like to re-iterate that the above numbers are to be used only in the case of emergencies.

Considering the address made by the President, we urge owners and residents to adhere to the following requests:

1. **Swimming pools:** all communal pools should be closed until further notice.
2. **Visitors:** no owner should be entertaining visitors at their homes during this lock down period.
3. **Maintenance:** All non- essential maintenance will be put on hold during this lock down period. Only emergency repairs/maintenance will be attended to.

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4. **Good neighbourliness:** During this period of isolation we urge all owners to exercise patience and consideration towards one another and in particular excessive noise levels and rowdiness.

I can be contacted on **stevep@attlee.co.za** , should any owner encounter any service delivery relating to the Attlee Agency team during this lock down period.

On behalf of myself and the Attlee Agency team we wish owners all the best during this lockdown period – stay safe and healthy.

Best regards

A handwritten signature in black ink, appearing to read 'Steve Pool', enclosed in a thin black rectangular border.

Steve Pool
DIRECTOR

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