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CONSTRUCTION + SECURITY UPDATE FROM TRUSTEES

Ref: N204

12 January 2018

Dear Resident/Owner

On behalf of the Board of Trustees and Estate Management, we forward the following for your urgent attention:

Residents and tenants will have noticed the arrival of the containerized office which signals the start of our guardhouse upgrade. This note is an attempt to answer some questions and to inform you of the way in which we will handle access control and risk during this building period. We expect the project to take approximately 5 months.

1. *How many gates will be working?* The usual residents access gate will work as normal and will be used for guests and residents, the visitors gate will be closed throughout the construction process. The exit gate will work as normal.
2. *How do my guests sign into the estate?* There will be demarcated guest parking in front of the container where they will sign in and residents will be notified of their arrival. Suitable signs will be in place to guide guests appropriately.
3. *Will the bar-coded access control system still work?* Yes, but please still notify Barry if any tenants leave or if vehicles are sold.
4. *Will the biometric system still be working and where will my domestic staff sign in when they arrive?* The system will not be working during the building process, all contractors and permanent staff will be required to sign in and out manually at the new container office.

5. *Will existing security measures continue to work?* All cameras, beams and the electric fence will continue to work as normal and as discussed at the AGM the gates will be closed 24/7 from the 15th January and this condition will continue after the upgrade.
6. *Are any additional security measures being implemented?* The exit gates are very high off the ground when in the closed position so an extension is going to be made to prevent people crawling under the gate. Additional cameras are in place to manage the entry and exit gates, the beam at the entrance will be moved so that guards are notified of pedestrian traffic while they are still in front of the container. We have 2 guards on duty every day and 3 every evening as standard, if needs be we will put additional guards on the gate, this will be assessed on an ongoing basis throughout the upgrade.

Some general information: The Gate area will be a construction site, we urge residents to use the pedestrian gate on the left of the vehicle entry gate when arriving and departing on foot and to be cautious in the general area, we ask that you exercise patience when entering the estate as the access gate area may be congested from time to time.

Yours sincerely



Yvonne Green

Service Provider: Dune Ridge Estate Home Owners Association on behalf of Estate Management and the Board of Trustees