



**ECCLESTON SQUARE GARDEN LIMITED**  
[www.ecclestonsquaregardens.com](http://www.ecclestonsquaregardens.com)

High Park Farm  
Kirkbymoorside  
York YO62 7HS

T: 01751 431212

Tuesday, 26 January 2016

Dear Fob holder,

The directors of Eccleston Square Gardens are updating the fob system because there are now not enough fobs for the number of users. There are more flats than there were originally around the square and the current system does not allow us to extend. The directors have identified a new system which will address these issues and will have the benefit of a more speedy security turn off if the fobs get lost.

I will be distributing the new fobs in the first two weeks of February.

The Fob instillation company will install the software and then gradually start to migrate the gates of the Square over to the new system. This should be completed by the middle of March. During the changeover period, you will need to have both fobs to enter in the Square.

If you are a flat management company, or you pay the bill for a number of flats, please ensure that your flats know about this as we do not necessarily have all the up to date information on residents, as fobs often just get passed on from tenant to tenant.

Further dates for distribution of fobs after these dates will be only occasionally available so I suggest that you are encouraged to do the fob swap immediately. I enclose a fob form for completion and will have some available at the locations.

We have been very kindly offered two venues for you to visit, to fill in or check all the forms and receive your new fob. It means we will be able to be warm and dry while dealing with it and we are very grateful for their support. The first is the Third Sector building 11 Belgrave Road SW1V 1RB and the second is Douglas and Gordon 106 Wilton Rd, London SW1V 1DZ. I have therefore taken the liberty of popping in one of Douglas and Gordon's flyers for anyone renting or selling!

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Registered Office: High Park Farm, Kirkbymoorside, York. YO62 7HS

I will be at certain places to distribute the key fobs during the first two weeks in February. I am trying to accommodate those that work so we will have different times on different days. The times and places will be added to the website and put on the garden doors.

Here are the times and places:

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Address</b>
Monday 1st Feb	4pm to 7pm	Douglas and Gordon	106 Wilton Rd, London SW1V 1DZ
Tuesday 2nd Feb	8am to 4pm	Third Sector	11 Belgrave Road, London SW1V 1RB
Wednesday 3rd Feb	noon to 4pm	Third Sector	11 Belgrave Road, London SW1V 1RB
Thursday 4th Feb	3pm to 7pm	Douglas and Gordon	106 Wilton Rd, London SW1V 1DZ
Friday 5th Feb	8am to 3pm	Third Sector	11 Belgrave Road, London SW1V 1RB
Saturday 6th Feb	10am to 2pm	Douglas and Gordon	106 Wilton Rd, London SW1V 1DZ
Monday 8th Feb	9am to 1pm	Third Sector	11 Belgrave Road, London SW1V 1RB
Monday 8th Feb	4pm to 7pm	Douglas and Gordon	106 Wilton Rd, London SW1V 1DZ
Tuesday 9th Feb	8am to NOON	Third Sector	11 Belgrave Road, London SW1V 1RB
Wednesday 10th Feb	10am to 4 pm	Third Sector	11 Belgrave Road, London SW1V 1RB

Please bring your filled in sheet with a photo ID and a utility bill for the property. Without these, we cannot issue new fobs.

If you have any queries please contact me [jane.harper@virgin.net](mailto:jane.harper@virgin.net).

Yours sincerely

**Jane Harper**  
On behalf of the Eccleston Square Garden Limited

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