



Marite Property Managers
Burgundy Estate Sport Club
Viridian Street
Burgundy Estate

June 2020

Dear Owner / Resident,

Hereby we wish to inform you that effective 1 June 2020, the Marite Property Administrators offices are open. We would like to confirm that currently the offices are not open to the public, however, all staff are back behind their desks.

Please take note of our office hours:

Monday – Thursday, 09:00 – 16:00

Friday – All staff to work remotely and will be available on e-mail or telephone, whilst our offices are sanitized.

Client Meetings/Appointments:

Marite Property Administrators have the well-being of their staff at heart and have therefore taken the decision not to open the office to the public, currently. Please note that meetings will only be held by appointment and under strict procedures. We request, should an Owner have an urgent matter for discussion that requires a face-to-face meeting, the relevant Portfolio Manager is contacted and in turn, your Portfolio Manager will confirm the appointment and procedures for access to the offices.

We would like to assure all Owners and Residents that Marite Property Administrators have a strict COVID-19 Office Policy in place to which all staff adhere stringently.

We trust that you would find the above in order and we thank you for your understanding and co-operation.

Kind regards,

Marite Property Administrators