



Boyd & Lloyd Pension Scheme,
C/o Pension Practitioner,
48 Chorley New Road,
Bolton,
BL1 4AP.

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Mangotsfield, Bristol BS16 9LF
Telephone: 0117 956 6650 Fax: 0117 904 0034

30th July 2018

Dear Sirs,

**REF : UNIT 5 DOUGLAS ROAD IND. PK.
DOUGLAS ROAD MANAGEMENT COMPANY MEETING.**

An Annual General Meeting has been set up for unit-owners and tenants (if a unit is let out) to attend and discuss any concerns and future management of the estate.

The meeting details are as follows :

Date : Monday 20th August 2018

Time : 4pm.

Venue : The offices of Universal Balancing / Equilibrium – Unit 12.

We would urge you to participate and take an active role in how your estate is managed for the benefit of all occupiers.

I would appreciate it if you would confirm by e-mail whether you can attend and if your unit is tenanted please advise your tenant of the meeting,

Yours sincerely,

Rae A. Elson.

'rae_commercial@hotmail.com'