

# 沙田 302 管理有限公司

## S.T. 302 Management Limited

地址：新界沙田安景街 19 至 21 號地下

電話：2646 1859 傳真：2637 6131

本公司檔號: ST302/NTT/294/18/SC

致：碧濤花園第一期各業主

### 通告

#### 有關：聯絡管理處方法

茲通知各業主，為可有效聯絡管理處職員作出溝通，業戶可透過以下聯絡方法：

- 1) 以電話 2646 1859 與本處職員聯絡 (非辦公時間星期一至六下午 6 時至上午 9 時正、星期日及公眾假期將會由保安人員接聽);
- 2) 以電郵 [mo@pg-i.hk](mailto:mo@pg-i.hk) 與本處職員聯絡 (將會收到業戶電郵後七個工作天內以電郵回覆);
- 3) 以信函書面聯絡管理處 (信函可放入各座平台大堂、平台法團會議室門口之信箱、管理處之郵件收集箱或交給管理處當值職員)。

WhatsApp 等手提電話通訊程式只為方便住戶轉送相片給管理處之用，如業戶有投訴或訴求都須以書面或電郵通知管理處，除此溝通渠道外，其餘一概不獲受理。

如各業主對上述事宜有任何疑問，請致電 2646 1859 與本處職員聯絡。

敬希垂注！

碧濤花園第一期管理處

2018 年 11 月 28 日

Date : 28<sup>th</sup> November, 2018

To : All Owners of Pictorial Garden Phase I

#### NOTICE



#### Re: Contact Method for Management office

Please be informed that to enable residents communicate effectively with the staff of the management office, the following contact methods can be used

- 1) Telephone contact to management office staff at 2646 1859 (Non-office hours Monday to Saturday from 6pm to 9am, Sunday and public holidays will be answered by security guard);
- 2) Email to management office email address at [mo@pg-i.hk](mailto:mo@pg-i.hk) (email reply from management office within 7 working days after received the mail of resident)
- 3) Letter to the liaison management office ( letter can be placed into mail boxes in podium lobby at each block, beside the door of the meeting room at podium, collection box in management office or hand on management office)

Mobile phone communication apps such as WhatsApp are only used the photos transfer to the management office. If any residents who have any complaints or requirements must notify management office in writing or by e-mail. Except for aforesaid communication methods, the others will not be accepted.

Should you have any queries, please feel free to contact our staff at 2646 1859.

Thank you for your kind attention

Management Office of Pictorial Garden Phase I

張貼日期至 2019 年 2 月 28 日

Display till 28/2/2019