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**Our Ref: Cir/ Proper Storage of Food Delivery and Courier parcel /382**

03 January 2024

To: All Residents  
One Devonshire



Dear Residents,

**Subject: Proper Storage of Food Delivery and Courier Parcels**

We hope this circular finds you well. In our efforts to maintain a clean and organized living environment, we would like to address a concern related to the storage of food delivery and courier parcels at the letterbox area.

It has come to our attention that there have been instances of inappropriate storage, leading to inconvenience for fellow residents. To ensure the smooth functioning of our community, we kindly request your cooperation in adhering to the following guidelines:

1. **Storage Areas:** Please make arrangement for storage areas provided for food deliveries and courier parcels at the unit doorstep. These areas are designed to accommodate such items without causing obstruction or inconvenience to others.
2. **Timely Retrieval:** We understand that everyone has different schedules, but we request residents to promptly retrieve their deliveries upon receipt. Leaving items in common areas for an extended period not only affects the aesthetics but can also cause inconvenience to your neighbors.
3. **Proper Disposal of Packaging:** After collecting your parcels, please ensure that any packaging materials are disposed of responsibly. Help us maintain a clean and clutter-free environment by recycling or properly disposing of packaging in designated bins.
4. **Consideration for Others:** Remember that shared spaces are used by all residents. Be considerate of your neighbors when receiving deliveries, ensuring that your actions do not disrupt the peaceful coexistence of the community.

We appreciate your cooperation in maintaining a pleasant living environment for everyone. Let's work together to create a harmonious community.

Thank you for your attention to this matter.

Sincerely,

**Andy Goh**  
**Condominium Manager**  
For and on behalf of MCST 3882  
Edmund Tie & Company Property Management Services Pte Ltd (as Managing Agent)



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