

PARK GATE

Residents' Society Ltd.

Companies House Reg: 05221532

March 2014

Dear New Tenants or Owner/ Occupiers

Welcome to Park Gate! This is a great place to live, and we hope you are feeling at home already. If you aren't already reading this online, don't forget to check out our very own website: www.parkgate-hove.com

The people who live here want the place to have a community feel, and not just be like any old block of flats. Whether you're a new owner or a tenant, you're welcome to join us for social events and at our Residents' group meetings. There are no paid posts, even on our board - please bear this in mind when you make demands on our time and feel free to contact the managing agent on day-to-day matters.

Here are some basic details for your reference, most of which you'll also find elsewhere on the site and the notice boards.

Managing Agent

The managing agent for Park Gate is Austin Rees: 01273 207501
Austin Rees contacts as of March 2014 are:

Day-to-day management of the buildings and gardens:

Kate Duffell

01273 260730

k.duffell@austinrees.com

Accounts:

Janet Folkes

01273 260 706

j.folkes@austinrees.com

Major works (Surveyor):

Darren Wheeler

01273 260 711

D.wheeler@austinrees.com

Directors: R P Schofield, P Zara, M Thompson

Secretary A J Austin

Registered office: 85 Church Rd, Hove, East Sussex BN3 2BB

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There are emergency numbers for the lift company and other services on the notice boards for out of hour's incidents.

Gardens and Courtyard

These are the areas that make Park Gate special. They are there for everyone to enjoy and all outside areas are owned in common by the Residents' society, who pay a team of crack gardeners to keep them looking great so we can all enjoy them. Please be considerate about noise and supervise small children. Please also note that the roof areas are not open to residents and are kept locked and alarmed.

Parking and unloading

A charge is levied for the limited parking places available on-site, which are all at present allocated; Austin Rees keep a waiting list. Please contact them to get your name on it. You must display your parking permit if you have one of these spaces. Spaces can't be transferred to friends or the next owner. If you give up your space it will go to the next person on the list.

There is no waiting list at present for a council parking permit in zone O, which covers Somerhill Road. Finding a nearby parking space in the road is rarely a problem, except at school drop off and collection times. These times are worth avoiding!

Each flat has a permit allowing a vehicle to unload on site for 20 minutes. Every time you return to your vehicle, this 20-minute period is renewed. Please display your permit on your dashboard while unloading, with a note of your flat number and a contact telephone number in case emergency access is required. Clamping is no longer legal but our contractors will impose penalty notices on vehicles that are in breach of these conditions, regardless of the reason. We have to enforce this for Insurance purposes and gates need to be kept accessible for Fire appliances. Please respect this for all our sakes.

Recycling and rubbish

This has been an issue across the city for the past year, and Park Gate is no exception. Please do your bit to make things better!

Communal recycling bins are situated just inside the street entrance to the garages. Please use this facility at times that will not cause disturbance to those

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living nearby. Bottles, cardboard & paper, tin and plastic bottles can all be recycled here.

For other waste, the bins stores are on the ground floor of blocks 2 and 4: collection day is Thursday but from time to time this changes.

See: www.brighton-hove.gov.uk/content/environment/recycling-rubbish-and-street-cleaning

Cityclean have a key for the bin store doors. Please don't leave them open unless you are going in and out through the bin store yourself for loading reasons.

All rubbish must be properly sealed in strong bin liners and placed in the bins. Failure to do so will result in the dustmen refusing to collect it. If you don't respect this, you or your landlord will be hearing from us.

Please don't overfill the bins so that the lids won't shut. This attracts vermin and makes the common ways smell, especially in warm weather. Over the Christmas/ New Year period in particular, when there is more rubbish than usual and fewer collections, please keep an eye on the stores and dispose of your rubbish and recycling elsewhere IF you are able to. You can use communal street bins or the dedicated recycling sites - see council site for locations.

The collection of large items of refuse may be arranged through Brighton and Hove City Council by ringing 01273 608142. Fly tipping is a serious offence that can carry a penalty of up to £50,000. If you fly tip on site, you are effectively asking every other tenant and leaseholder to pay a share of your expenses.

Common ways and lights

Cleaning of the floors of the common ways takes place every week. Please fill in the sheet on the ground floor notice boards in each block with details of blown light bulbs.

Please keep the common ways free of all obstructions, including bicycles, pushchairs and rubbish bags. As well as getting in the way of the cleaners, these are regarded by fire regulations as a trip hazard, and are therefore prohibited. Such obstructions also therefore invalidate the buildings insurance.

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Regular inspections of the common ways take place every couple of months. Any obstructions will be tagged and may be removed if they remain unclaimed.

Noise

Please keep noise to a minimum between the hours of 11pm and 7am. This requirement is stipulated in every flat's lease, which is a legally enforceable document.

Mail

There is a daily Royal Mail collection from the box just inside the main entrance. Mail is delivered to your door. The postman has a key so should not need buzzing in. Please use common sense about letting people in who are delivering things. They should buzz the flat concerned if they can't get in.

Insurance

The flats are covered by buildings insurance, the cost of which is included in the maintenance charge. Flat occupiers are responsible for contents insurance, which should include accidental damage cover to protect yourself and your neighbours from mishaps such as water leaks.

Pets

Dogs and cats may only be kept at Park Gate with the written permission of the Directors, as per the conditions in the lease.

Sub-letting

Park Gate was designed and intended for owner-occupation. However, the sub-letting of flats at Park Gate is allowed with the written permission of the Directors, under certain conditions. We will enforce all other aspects of the lease, so if you are a landlord you need to make this clear to your tenants, and expect to hear from us if they do not respect it.

Please note that holiday lets are not allowed under any circumstances.

To contact the directors, please use the enquiry form on the public part of the website. We look forward to meeting you.

Kind regards
Park Gate Residents' Society.

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