

# WATLANDS

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## MANAGEMENT CO LTD

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*Maintaining and Managing Portland Mews*

### **Portland Mews Additional Regulations and Information**

#### **Watlands Management Company**

Watlands Management Company Limited is a resident-run management company responsible for the daily operations of Portland Mews. Distinct from most management companies, we operate on a not-for-profit basis and maintain charges at cost. Accordingly, all shareholders and residents are expected to contribute to the maintenance and upkeep of the site.

#### **Residents Meetings**

Every January the Management Company hold a resident meeting / AGM, providing residents the opportunity to meet neighbours, raise concerns and discuss any management decisions.

#### **Building Insurance**

The Management Company is responsible for the site insurance, this including building insurance which you do not have to provide. Please contact us should you require a copy of your certificate. Vehicles parked on the Mews are not covered by any insurance held by Watlands Management Company and are therefore parked at the owner's risk.

#### **Complaints and Concerns**

Any concerns or complaints relating to the maintenance of the building or estate should be brought to the attention of the management immediately. You can make an online report by visiting [www.portlandmews.co.uk](http://www.portlandmews.co.uk) or e-mailing us at [portlandmews@yahoo.co.uk](mailto:portlandmews@yahoo.co.uk)

#### **Site Arrangements**

#### **Garden Maintenance**

A contractor is employed by the Management Company to maintain the trees, shrubbery and lawns. Should you require any work to be carried out, please contact the Management Company directly. Their weekly attendance varies throughout the season.

#### **Window cleaning**

A contractor is employed to clean apartment windows on blocks A, B, C, D and E (excluding skylights) every four weeks. As part of their contract, they will also change any external light bulbs that maybe defective.

#### **Digital Aerials & Dishes**

All apartment blocks have access to a digital aerial. Should you have any difficulty with the signal, please do not hesitate to contact the management company. Additional aerials or satellite dishes require permission before being erected.

## **Pets**

In accordance with the lease agreement, pets are not permitted on the premises without prior written consent from the Management Company. If permission is granted for a pet, owners must promptly clean up after their animals, and all dogs must remain leashed at all times while outside.

Please note we do not allow dogs to be kept in upstairs apartments due the transfer of noise. It is also our position that residents renting their apartment are not permitted to keep a pet.

## **Smoking inside your apartment or on a patio or balcony**

Residents and visitors must not smoke in front of resident's windows or front doors, on patio areas or from balconies due to the transfer of smoke. The designated smoking area is located near the bin storage area.

## **Site Services**

A communal water tap situated in front of Block E near to the wall and an electric socket fixed to the garage in front of Block C. These services are provided for low level use by the management Company for your convenience.

### **Car Parking Arrangements**

## **Private Vehicles**

**One parking space available for each apartment.**

(There are 40 apartments and only 40 car parking spaces available on the Mews).

**No person has their own space.**

If a resident owns two vehicles, the second one should be parked in the visitor's car park. Occasionally, there are residents without a car; in such cases, a second vehicle is allowed

- Vans and lettered vehicles should not be left over night without obtaining permission.
- Storage of vehicles for more than 14 days is not permitted on Portland Mews.

## **Visitors Parking**

Due to the limited bays available, visitors to the site are asked to park in the visitor's car park between the hours of 6pm and 8am. The visitor's car park is situated under the archway against the backwall. Parking for visitors outside these hours is permitted.

## **No Parking**

Under no circumstances are vehicles allowed to park on the main driveway or on the footpath in front of the bin area. This is to allow access for EMERGENCY vehicles. Parking is also not permitted in front of the electric boxes at the end of each block.

## **EV Charging and the storage of Electric bikes and Scooters**

Under no circumstances should an electric vehicle or bike be charged using a domestic electricity supply fed to the vehicle or bike without first obtaining permission from the management company. E-bikes and scooters should not be stored inside an apartment due the associated fire risk.

## ■ Recycling

Portland Mews participates in Newcastle Borough Councils recycling scheme and as such residents are expected to recycle house waste. General waste and recycled items are collected each **Thursday** on alternate weeks.

Points of Note:

- It is the responsibility of each resident to keep the recycling area clean & tidy.
- Recycling is not a choice but a condition within the additional rules and regulations.
- Large items should not be left on the floor or forced into the green bins – please dispose of large objects at the Borough recycling centre.
- The management company will charge a fee to sort waste not disposed of correctly or left on the floor.

## ■ Management Company

### **Service Charge**

The service charge is payable in full on the 1<sup>st</sup> January and is currently set at **£750**. We do however provide shareholders the option to spread the cost over year with 12 monthly payments of **£62.50** through a monthly standing order, payable to Watlands Management Company Ltd.

The service charge is reviewed each year by shareholders at the AGM and can be subject to change.

Watlands Management Company Ltd

Lloyds Bank

Account: 01652764

Sort Code: 30-93-83

### **Windows and Doors**

The Management Company is responsible for the external maintenance of properties at Portland Mews, including the doors and windows of each apartment. Residents who wish to replace doors or windows due to deterioration may do so under the Management Company's 50/50 scheme, whereby we will cover 50% of the associated costs. Written approval from the Management Company **must** be obtained prior to initiating any replacements and will be replaced using our appointed contractor to ensure the units replaced are in keeping with the site.

### **Sub-letting of your Property**

As outlined in the lease agreement, sub-letting of property is not permitted without the written approval of the management company.

Should sub-letting be approved, it is a condition set by the Management Company that Part one, points one to sixteen of the sixth Schedule of the lease agreement and the additional rules and regulation set by the Watlands Management Company (Appendix C) are written into the tenant's lease contract.

**Breaches of the lease agreement may place your property at risk**