

# 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's elect run management company, responsible for the day to day running of Portland Mews. Unlike most Management companies, we do not make a profit from our work and keep charges to cost. With this comes an understanding that all shareholders and residents have an obligation to contribute towards the upkeep of the site.

#### **Residents Meetings**

Every 12 months the Management Company arrange and facilitate a residents/ shareholders meeting 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 raised at the resident's meetings. Matters of an urgent nature should be brought to the attention of the management immediately.

#### **Management Company Contact Point**

Correspondences are to be addressed to: -

E-mail: [portlandmews@yahoo.co.uk](mailto:portlandmews@yahoo.co.uk)

#### **■ Site Arrangements**

#### **Garden Maintenance**

A contractor is employed by the Management Company to maintain the shrubbery and lawns. Should you require any work to be carried out, please contact the Management Company directly.

#### **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**

All apartment blocks have now been upgraded with a digital aerial. Should you have any difficulty with the signal, please do not hesitate to contact the management company. Additional aerials are not permitted; satellite dishes are not permitted without consultation.

## **Pets**

As outlined in the lease agreement, pets are not permitted on site without prior written agreement from the Management Company. Should a pet be permitted, it is imperative that fouling is removed immediately and dogs are not allowed roam without a lead. Unfortunately upstairs apartments are not suitable for dogs and we do not allow residents who rent their property to keep a pet.

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

Smoking is not permitted inside any apartment as smoke does filter into adjacent apartments and increases the risk of fire. Supplementary insurance excesses may also apply. In addition, smoking is not permitted outside the front door or patio doors.

## **Site Services**

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

### **■ Car Parking Arrangements**

## **Private Vehicles**

**There is only one parking space per apartment.**

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

When a resident has two vehicle, the second should be parked on the visitors carpark. On occasions their maybe a resident who does not own a car, in this situation, a second car is permitted with prior agreement from the management company.

- Vans are not permitted and should not be left on the Mews over night without 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.

## **Unauthorised Parking**

Regularly we suffer a shortage of car parking spaces due to people from neighbouring streets parking their cars on the Mews. We have also had vehicles that have been abandoned. The Mews does not form part of the public highway and therefore should be regarded as a private property. Should you see this practice occurring, please contact the management company.

## **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.

## ■ 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, payable to Watlands Management Company Ltd is set in December and can be paid in full at the beginning of the year or by setting up a standing order, monthly or quarterly in January, April, July and October.

### **Windows and Doors**

The external maintenance of properties on Portland Mews is the responsibility of the Management Company; this includes the doors and windows for each apartment. Should you wish to replace your doors or windows, this can be done through the Management Companies 50/50 scheme, whereby by the management company will contribute 50% of the cost.

In all cases written permission should be sought prior to replacing or ordering new units. A copy of the door and window specification can be obtained from the Management Company.

### **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 tenants lease contract.

*Please note it is currently the policy of Watlands Management Company not to support applications from residents to sublet properties on Portland Mews outside the additional terms and conditions set out in Appendix 'C' found at <https://www.portlandmews.co.uk/newtenant>*

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