

## AGM Annual General Meeting

Monday 19th January 2026,  
6pm @ BRADWELL LODGE PORTHILL

Calling all shareholders of Watlands Management Company Ltd, you are kindly invited to the companies AGM, which will take place on Monday 19th January 2026 at 6pm.

During the meeting the company accounts will be presented allowing you to see how your monthly £62.50 is being spent. It will also be an opportunity for you to find out what has been happening over the last 12 months and discuss any issues that you feel need to be raised.

### Site Maintenance

Over the past two years, more than £35,000 has been invested in essential roof repairs across the site to address natural wear and deterioration. With these repairs now complete, our attention has shifted to painting. Low-level areas have already been painted, and work on higher sections will commence next year, weather permitting. As part of this process, select wooden beams and structures will also be replaced.

Additionally, repairs to the garage have now been finalised. Please note, this building is not owned or managed by our company, and we do not oversee its maintenance.

### How to contact the Management Company

If you notice any maintenance issues on Portland Mews, please inform us by filling out our online reporting form at [www.portlandmews.co.uk](http://www.portlandmews.co.uk) This helps us to keep a record of required work and reduces the work place on our volunteer directors who receive no payment for their work.

### Parking

Parking can be at a premium when all 40 apartments are occupied. Residents are reminded that there is only space for one car per apartment and additional cars and visiting cars should be parked in the visitor's car park located under the archway, against the backwall.



Vans and large vehicles should not be left overnight without management approval. If permitted, they should be parked in the visitors' car park.

### CCTV

Portland Mews is covered by 24/7 CCTV for your reassurance and protection. The nine cameras located around the site have been upgraded to HD quality and footage can be made available to the Police upon request.



### Have you changed your smoke alarm recently?

Smoke alarms have a life span of ten years before they require changing. As you are living in a complex of flats, it is essential they are checked once a week and replaced every 5-10 year.

Install at least  
one smoke alarm  
on every level of  
your home.



Test them  
weekly.

## Recycling and Household Waste

- ◆ **SORT YOUR RUBBISH** please do not place black bags of unsorted rubbish in the bin.
- ◆ Recycling is the responsibility of everyone not just a few.
- ◆ **DON'T PLACE ANY LARGE ITEMS ON THE FLOOR OR NEXT TO THE BINS.** They will simply be returned to you or we will charge you for its removal.
- ◆ Cardboard boxes should be ripped up and flattened not placed in the bin as a whole.
- ◆ **SQUEEZE THE AIR OUT OF YOUR PLASTIC BOTTLES**, 50% of our plastic recycling is air which is taking up your bin space.
- ◆ Don't be inconsiderate, **dispose of large household items and cardboard packaging by taking it to a recycling centre**. The bins are to be used for household waste only.



## Looking after the area outside your property

We would like to remind residents that maintaining the area outside your front door and patios is your responsibility. The management company does not provide cleaning services for doors or steps. We appreciate your cooperation in keeping these areas tidy, updating door mats as needed, and removing any old pots or baskets to help maintain the overall appearance of the site.



## E-bikes & Electric Scooters

Recent news reports have highlighted that storing e-bikes and electric scooters inside residential properties has led to several serious fires.

As such, it is important to recognise the potential risks this poses to both residents and their neighbours within an apartment building.

Consequently, storing an e-bike or scooter inside your apartment or near the front door is strictly prohibited.



## Information for Landlords

If you plan to rent out your apartment, you must request approval from the Management Company before doing so and EACH TIME there is a change of tenant.

*Does your property have an Electrical Installation Condition Report (EICR)?*

This report is now a legal necessity when renting out your property and is also a requirement of our building insurance policy.



## Common Complaints

### Noise

There are strict noise restrictions within your lease agreement between 11pm and 7am.

Please be respectful to your neighbours particularly in the summer when windows are left open at night.



### Smoking

The fire service has identified smoking near a front door as a safety risk, so it is strictly prohibited.

A designated smoking area with a bin is available next to the garage.



### Hanging Washing

The lease prohibits hanging laundry on your balcony, patio, or in any communal area.

We do recognise this can be one of the downsides of living in an apartment, so we ask you to be discreet.

