

Version 1.4.1

# PELHAM COURT (BRANKSOME PARK) LTD

## Welcome to Pelham

We wish you every happiness living at Pelham and please be assured that we will do everything we can to help you settle in. Most aspects of living at Pelham should be included within this Welcome Letter but do not hesitate to contact HMS Ltd or the Board should you have any queries. The following regulations reflect the terms of the lease and apply to all residents at Pelham and the Board respectfully confirms they must be followed at all times.

Kindest regards  
Roger Allen (Chairman)  
Pelham Court (Branksome Park) Ltd

All leaseholders must ensure that they read and fully understand the terms of their Lease. The regulations of the Lease must also be communicated to any tenants. Owners are responsible for their tenants and any costs incurred by a tenant may be recharged to the owner. Should owners or tenants require guidance as to these regulations or the terms of the lease then please, in the first instance, contact the Managing Agents.

### Parking –

1. The turning circle at the front of the property is to be used as a drop off facility only. A 20 minute grace period is allowed for loading and unloading.
2. There are two visitor spaces to the side of the Burton Road rear entrance and these spaces are specifically for visitors only
3. Parking for up to one hour in any given day is permitted outside of your own garage
4. Resident parking permits can be obtained for Zone K which includes Burton Road at a cost of £55.00 per annum
5. If a resident is having work done that necessitates trade vehicles being on site for periods longer than 20 minutes at the front or more than one hour outside an owner's garage, permission should be sought from the Managing Agent and a sign placed on the vehicle's dashboard to that effect
6. It is desirable that all vehicles using the drop off arrangement at the front park with care so as not to cause an obstruction and put a note on the windscreen to identify which flat the vehicle is attached to
7. Unfortunately, only personal motor vehicles are able to park overnight at Pelham.

### Communal Areas

1. All residents, whether owners or tenants, are reminded to act in courteous and respectful manner at all times.
2. Please do not leave rubbish bags on the landings
3. Please do not park bikes on the landings
4. Please do not leave any other personal items including clothing, footwear, prams, building materials, sports equipment or any other items in the communal areas.
5. Please ensure that access to the dry riser points is not blocked at any time and no items are placed in the dry riser housing.
6. Do not store any flammable items in the cupboards. Cupboards must be kept locked shut.
7. Try to avoid at all times marking the walls and ceilings on the staircase. If you do make a mark please wash it off.

### Undertaking works in flats (Trade Work)

We understand that residents may want to make alterations and improvements to their properties. If so you will need to complete and return a form to HMS Ltd to ascertain if consent is required and if so if it is granted. The managing agent will also require details of your proposed contractors and clarification that they are competent, insured and qualified to carry out the proposed works.

1. In consideration to your neighbours, all works which may cause disruption must be carried out between the hours of 9am to 5pm Monday to Friday.
2. It is the responsibility of the flat owner to ensure that any tradesmen working at their property ensure that any mess in communal areas is cleared at the end of each day and no damage is caused to any communal area. Any costs incurred by the company for cleaning or repairing may be charge to the flat owner.
3. Please instruct any tradesmen working in your property that they must not under any circumstances deposit any trade waste in the Pelham rubbish bins. Including any furniture, appliances or building materials. All costs to the company of removal may be recharged to the flat owner responsible.
4. Smoking is prohibited throughout the communal parts of the building and is a criminal offence which may result in a fine.
5. Contractors should make every effort to maintain a tidy environment, with waste material being removed from the building and grounds regularly. Under no circumstances should any combustible material be stored in any communal areas.
6. Exit routes should not be obstructed. Any personal items causing obstruction may be removed without further warning.

### Recycling and Refuse

1. The bin area is located at the rear of the property. The bin men will not take away refuse which has not been placed within a bin or into the wrong bin. Please do not place any rubbish on top of the bins or on the floor adjacent to the bins. Anyone found abandoning items or materials improperly in this area or any other communal area may be charged for their removal.
2. Please ensure that only correct materials are put into the recycling bin. Please also break down large items to avoid bins becoming overfilled.
3. Items such as old cookers, furniture, mattresses and electrical appliances can be taken to the Council Dump - Household Waste Recycling Centre. 92-98 Nuffield Road, Poole, BH17 0RS
4. Please do not dump any unwanted items behind the garages

### Garages

1. The garages are for family use only and should not be used for any purpose other than as a private residential garage. Sub-letting of garages is not allowed, they must be only let to the same occupant as the flat.
2. It is prohibited to keep any offensive or combustive items or materials in the garage which may cause damage to any part of Pelham or may affect the buildings insurance in anyway

### General Rules

1. Do not do or allow anything to be done on the property which is illegal or immoral or will cause nuisance to any other resident or flat owner
2. Pets/ Animals are not permitted to reside or visit the building or grounds.
3. Please ensure that no noise is audible outside of the flat between the hours of 11pm to 8am including televisions or washing machines etc
4. Without prejudice to the generality of the preceding clause not to permit any singing or instrumental music or the operation of radio or television sets in the demised premises so as to be audible outside the demised premises between the hours of 11 pm to 8am
5. The terms of the lease do not allow washing to be hung out on the balconies. Please do not under any circumstances hang towels and similar items over the balustrade on the balconies.