

Heathfield Court (Chiswick) Limited

August 2020.

Dear Residents and Leaseholders,

To maintain and enhance the quality of life for all Heathfield Court residents, the Estate Management Board has prepared this document which sets out the Estate Management Policies and Procedures. It is intended to ensure that residents can live harmoniously together and features guidance about car parking, waste recycling and refuse collection, noise, and anti-social behaviour.

SITE REGULATIONS CONTAINED IN THE LEASES

This is a summary of principal covenants and conditions to be observed and performed by all Underlessees (Leaseholders and their sub-tenants).

1. To use and occupy the Flat only as a private residence for the sole occupation of the Underlessee(s) and to ensure that all observe and perform the covenants and conditions summarised below.
2. Not to keep any bird, dog or other animal which may occasion annoyance to any other occupiers of the Building or cause fouling or damage to the Building.
3. To avoid disturbing other occupiers of the Building by excessive noise at any time and to refrain so far as possible from noise of any kind between the hours of 11.00 pm and 8.00 am.
4. To keep the exterior of the Flat tidy and not eg. to hang out washing to dry in the public view.
5. Not to obstruct the common parts of the Building with trolleys, perambulators, cycles, toys, boxes, parcels, refuse or rubbish.
6. Not to obstruct any road, footpath or entrance way within Heathfield Court.
7. To observe Rules and Regulations regarding:
 - a) Rubbish collection, lift doors and work in flats, either diy or with contractors
 - b) Car Parking
 - c) Security

RUBBISH COLLECTION and DISPOSAL

Rubbish is collected by the Porter every Monday to Friday morning, and should be left outside flats by no later than 8.30 am. Lessees and Residents should refrain from putting anything out the night before as it is unsightly and can give rise to unpleasant smells, particularly when the central heating system is in operation.

If Lessees and Residents are disposing of anything themselves, they should use the correct communal refuse and recycling bins in the outside yard. Bins should not be overfilled and the bin lids should be closed after use.

The communal bins are for household refuse and recycling only. Bulky items such as unwanted furniture, packing cases, televisions, etc., should be taken to a local council Re-use and Recycling Centre or arrangements made with Hounslow Council for a special collection.

LIFTS

Care should be taken when using lifts not to push the outer doors too far back as this can damage the springs. When moving heavy and/or bulky items, lessees and residents should ensure that the lift is not overloaded. Any repairs that have to be made because of abuse to the lifts will be charged to the person responsible. It is also the Lessee's responsibility to ensure their delivery contractors do not overload or damage the lift.

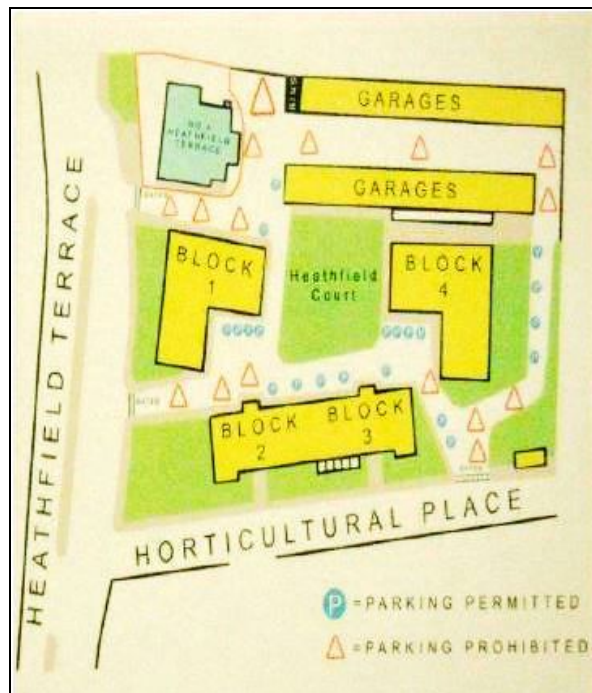
The Lifts are strictly for the transport of people and their belongings. If the transport of building materials or similar is required, this can only be done by prior agreement with the Porter and at the sole discretion of the Lessor. This is so an assessment can be made about safety of the lift and so the interior can be adequately protected. Otherwise, transport of building materials must be made using the back stairs.



CAR PARKING

Parking on the open site requires a permit to be displayed in the vehicle's windscreen and a fob to operate the gate barriers to and from the site. These can be obtained through the on-site Porter. Residents are only allowed to park one vehicle per flat on the site. Cars parked on the site and not moved for more than a month will be regarded as being 'stored', which is not permitted. Residents who have garages should use them to park their cars. Visitors should park off the site. Visiting contractors should contact the Porter about parking arrangements.

Vehicles should only park in the indicated parts of the site and not on the yellow lines or on the pavements. See the Car Parking Map below:



WORK IN FLATS (DIY and CONTRACTORS)

[THIS SECTION IS BEING UPDATED]

For major work that is likely to cause noise and disturbance, one week's notice must be provided by the Lessee to the Lessor with a likely duration so the Lessor can give notice to other residents.

On the Notice Boards in each block, there is a special Notice entitled 'PERMISSION TO WORK ON SITE' which explains in detail the rules and regulations and statutory law for Contractors. It should be stressed, that it is the Lessees who are responsible for their Contractors and who are liable for any damage they might cause to the property.

The Porter is fully empowered by the Lessor to supervise and direct all contract staff on site, whether working in individual flats or the common areas, in accordance with covenants in the leases. In the event of any contractor not complying with these guidelines, the Porter is empowered to suspend all work.

All contract staff and their agents must have full insurance cover, including public liability insurance. Leaseholders should make this clear to the contract staff they employ.

Health & Safety

All contractors/sub-contractors must conform with Health & Safety legislation including COSHH (Control of Substances Hazardous to Health). All Contractors are required to register at the Porter's Office every day on site.

Permission to Work on Site

Permission to work on site must be sought for any work which involves the interruption of common services e.g. gas, electricity and water. For planned works that will cause noise, one weeks' notice must be provided by the Lessee to the Lessor with likely duration; the Lessor will advise other Lessees by a Notice. In addition, any work involving any modification to or attachment to, the fabric of the building must have the prior consent of the Lessor.

Skip & Building Materials

All building materials must be brought onto site or removed by the rear service stairs. **No** materials are to be left in the common areas or anywhere else whereby they cause a safety or health hazard. All surplus materials must be removed off site. This includes fixtures & fittings, rubble, pipes, carpeting, old appliances, packaging materials. Items must not be placed in the communal paladin bins which the Council have designated specifically for 'Household Waste only'

Use of Lifts

The Lifts are for the transport of people only. They must not be used to transport building materials, appliances, fixtures & fittings, etc. If the use of lifts is required for these purposes, prior agreement of the Lessor must be sought to ensure that adequate protection measures are in place and that the lift safety can be maintained.

Damage & Cleanliness

There is **No Smoking** inside the building's Common Parts. All Contractors must take steps to protect all floors and surfaces in the common areas from dirt or damage. Any mess made must be cleaned up before leaving the premises. No external doors are to be propped open without the agreement of the Porter and any accidental damage caused must be reported to the Porter immediately. The Lessor requires Contractors to make good any damage caused to the Lessor's satisfaction or the right is reserved, to make good the damage by their own servants and recover the cost of rectification from the Contractor or the Leaseholder employing the Contractor.

Common Area/External Works

No work is permitted in the common areas under any circumstances without the prior agreement of the Lessor. It is absolutely forbidden to alter the appearance of any common area, internally or externally, by any modification whatsoever without the prior agreement of the Lessor.

NOTICE BOARDS

Details about the Directors of Heathfield Court (Chiswick) Ltd, who are in charge of the daily running of Heathfield Court, are given on the Notice Board in each block within the estate. Details of the Agent, the Porter/Caretaker together with Fire Safety and other helpful information are also posted.

HEATHFIELD COURT SECURITY

Attention is drawn to all residents to be very security minded for the safety of all, not to mention for the avoidance of robberies. In the past strangers have been found using the fire escape stairs at night. Therefore, you are requested to ensure that the doors from the interior common parts to the fire escape stairs are kept properly closed at all times. These doors are not designed, and should not be used, for everyday use.

The ground floor rear Fire Exits are used by some residents for convenience, so please make sure the doors close behind you. Your neglect to do so will present an 'open' invitation for intruders to gain easy access to the interior of the building. Please remember it is your security and that of your neighbours.

The main doors to each block open and close automatically. Do not push the doors open or closed or it might damage the mechanism. In the interests of security, check that the main door has closed behind you before you move on or intruders might be able to 'tail-gate' you into the building.

Entry-phones.

Never let anybody in unless you are certain who they are. Regrettably, Chiswick is no exception to bogus callers claiming to be delivering something, or to read meters. If you are in any doubt, don't let them in. When you let a visitor in from your flat, press the button on your entry-phone for one second only, the electronic lock on the ground floor entrance door will open instantly and the doors will automatically open. Some residents keep pressing the 'buzzer' even after their visitors have entered the building and the door has closed. This ensures the lock remains open, and anybody can get in to the building!

If you see anybody acting suspiciously, please contact the Porter or the Police.

The following is crime prevention advice from the Metropolitan Police:

STOP BEFORE YOU ANSWER THE DOOR

- IS THE CHAIN ON ?
- WHO IS IT ?
- WHAT DO THEY WANT ?
- CHECK THE IDENTIFICATION CAREFULLY
- IF IN DOUBT KEEP THEM OUT !

If you have any questions about any of the above, contact Peter Collier at Faraday at peter.collier@faraday-property.com