

HANDBOOK

FOURNIER HOUSE, 8 TENBY STREET, BIRMINGHAM



Welcome to Fournier House located in the centre of the vibrant Jewellery Quarter. The property comprises of self-contained contemporary units fronted by an attractive period facade.

The aim of this manual is to supply you with information you may need regarding management, maintenance, service charges, insurance and lease regulations.

You can find additional information on the Fournier House development page at www.compass-bm.com/project/fournier-house.

This manual is intended as a guide. If you have any further queries please contact the Property Manager.

MANAGEMENT STRUCTURE

Albion Square Commercial Management Company Limited

On purchasing a unit at Fournier House the Leaseholder / Freeholder becomes a shareholder in Albion Square Commercial Management Co Limited.

The principal objective of the company is to ensure that Fournier House is managed to high standards, in accordance with the terms of leases and all other relevant statutes or regulations.

Compass Block Management is appointed to manage the units, the estate and to provide advice on all matters relating to the management and administration of the estate.

General Communications

General notices are posted on the noticeboard in the ground floor lobby, and maintenance updates are posted on the Fournier House development page at www.compass-bm.com/project/fournier-house. Please subscribe to the website to receive the latest updates and alerts.

For anything else, the Property Manager and Accounts Manager can be contacted at our head office.

Head Office: 0121 236 5757

Out of Hours (Emergencies Only): 0345 606 7660

MANAGING AGENT DUTIES

The duties of the Managing Agent include:-

- **FINANCIAL:** Accounting and service charge administration.
- **STAFF:** Recruitment; employment; payroll and administration.
- **INSURANCE:** Liaising with insurance providers.
- **ADMINISTRATION:** Maintaining leaseholder and site records.
- **ESTATE MANAGEMENT:** Repairs and renewals, monitoring health and safety at work and maintenance of sub-contracts where appropriate.

- LEGAL:** Acting as Company Secretary for Albion Square Commercial Management Co Ltd, liaising with solicitors regarding the transfers of units.
- ANNUAL BUDGET:** Preparation of the annual budget, including reserve provisions.
- MAINTENANCE:** Maintenance of the communal areas of the units and the estate where appropriate.
- INSPECTIONS:** Site inspections to ensure that works are carried out to appropriate standards and that repairs and defects are logged and dealt with in a timely manner.
- CONTRACTORS:** Liaise with contractors and monitor their services.

COMMUNAL FACILITIES

Property Overview

Fournier House is a commercial property with 6 office spaces. Each office has its own entrance. This is where the fire alarm panel is located. This system is supplemented with emergency lighting, dry riser and fire extinguishers. The underground car park area has automatic gates. The car park is accessed with an electronic fob via The ORB.

The properties are constructed with brick and block materials and partition wall materials. Walls, floors and fire doors should delay the spread of fire and smoke. If there is a fire elsewhere in the buildings, it is usually safer to stay within your unit.

Providing the integrity of the entrance door to each property is maintained and not compromised in any way, a fire within a property will be contained. The fire doors and concrete walls should resist the spread of fire into the common parts of the block for up to 60 minutes.

Fire Detection & Warning Systems

The property is fitted with mains supplied fire detection and warning systems. In the event of a fire, the alarm will sound giving early warning to all tenants. Smoke detection systems should not be covered. The alarm and associated detection units are tested regularly in accordance with the current guidelines.

Manual Call Points (Break Glass)

There are manual call points fitted within this property.

Fire Alarm Testing

The fire alarms are tested to British Standards. Testing is carried out once a week by the cleaning contractor. Periodic testing and maintenance is carried out on a quarterly basis.

Logging a Maintenance Issue

All communal maintenance issues must be reported to us via our online reporting system. This is monitored between 9.00am and 5.30pm from Monday to Thursday and 5.00pm Friday.

To access the online reporting system, please go to www.compass-bm.com/project/fournier-house and click 'Report a problem in your development'

For all URGENT block communal maintenance issues occurring out of hours (i.e. after 5.30pm Monday-Friday, at weekends and on bank holidays), please contact our emergency service on 0345 606 7660.

Waste Collection

Birmingham City Council collects your refuse and recycling, the bin stores are located in the car park.

We kindly request that all occupiers follow these basic rules: -

- All rubbish must be properly sealed in plastic bags, preferably bin liners.
- Please do not leave waste outside your front door during the day or overnight, but take it straight to the estate refuse bins.
- Rubbish must not be left in communal areas.
- Items such as cardboard boxes should be collapsed before being put in a paladin.

Arranging a Bulky Waste Collection

If you wish to dispose of bulky waste items such as furniture, white goods and garden waste, you must organise this. Please contact Birmingham City council for further information about charges.

When you arrange a collection you will be asked to make sure the items are presented properly, so please make sure that:

- Small articles are put in a sealed bag; otherwise they may get left behind.
- Sofas, beds and carpets are covered.
- Branches and wood are tied and there are no sharp items (i.e. nails) remaining.
- Glass items are taped (including TV screens).
- The items you would want taken are clearly separated from any other items on your property.

To book a bulky waste collection with Birmingham City Council, please go to www.birmingham.gov.uk/info/20009/waste_and_recycling. Please do not leave bulky waste items in and around the bins store, or anywhere else on site, as they will not be collected.

Cleaning

Internal cleaning is carried out once a week, and your windows are cleaned on a quarterly basis using the Reach & Wash Pole Method.

SECURITY

Front Doors

Access to the property is via a key code system. If you experience a problem with the door not locking, or the intercom system not working, please contact the Property Manager immediately.

Meter Cupboards

Access to the meter room is by using a combination door key by entering **C2468Y**. *(Please note: some locks you need to turn left or right)*. We kindly request that all occupiers ensure the door is locked closed behind you when leaving this room. If you experience a problem with any meter door not locking, please contact the Property Manager immediately.

PARKING

- Only park in your designated car park space.
- Do not use the said parking space allocated to the Premises for any purpose other than the parking of a currently insured and roadworthy private motor vehicle or motor cycle and not to park or allow to be parked any other form of transport on the said parking space nor to work on or service such vehicle so parked and for the avoidance of doubt no commercial vehicle over 30 cwt or caravan shall be parked on the said parking space.
- Please do not obstruct the entrance to the car park.
- Please do not store petrol or other inflammable materials in your parking space or garage (other than the petrol in your vehicle).

- Children must not play in car parking areas.
- Please do not use your parking space or garage for storage and keep it clean and tidy.
- Please do not park or leave your vehicle on any part of the estate not designated as a parking.

Visitor Parking

Please ensure that your guests are aware that there are no visitor parking areas within the estate and that all parking spaces on the estate are the private property of other residents and not to be used.

If you have contractor or trade visitors then, for the purpose of loading and unloading only, short term parking at the entrance to your block or house is permitted.

RULES & REGULATIONS

Common Areas of the Property

Furniture is not permitted in the common areas on safety grounds. These areas should at no time be used for storage of items. Flammable material must never be placed in common areas.

Noise

Generally the units are well insulated for sound. However, slamming doors can cause inconvenience to your neighbours and your consideration is requested in this matter.

In general please avoid high levels of noise which can be disruptive to other occupiers.

The volume of TVs and other sound equipment should also be controlled to avoid nuisance to other occupiers.

Smoking

In line with legislation, smoking is not permitted within any of the common areas of any building on the estate.

Do not throw cigarette ends out of any windows.

Private Works

From time to time you may want to instruct contractors to undertake some type of refurbishment to your property.

There is the potential for nuisance if you allow your contractors to damage or create a mess in the communal areas, if they impede access, or from excessive noise. Consequently, contractors must be properly supervised to ensure any disruption is kept to an absolute minimum.

Contractors are required to work only on weekdays and during normal working hours.

Occupiers are responsible for disposal of any and all waste material generated by themselves and their contractors.

Lease Regulations

These are summarised below as a guide. If you have any queries, you may always contact the Property Manager for further advice.

The Units

- Do not obstruct the entrances, landings, staircases and fire escapes at any time.
- Please close all entrance doors securely after entry/exit.
- Do not grant access to persons not known to you. This includes entrances and external gates.
- Please do not allow children to play in the common parts of the building or grounds.

- Access to meter cupboards to read your electric meter is by using the Combination Lock.
- Do not to keep any animal in the unit (other than a guide dog) without the Landlord's prior written approval.
- Do not to allow any noise or music in the Unit so as to be audible outside the Unit between 11.00 pm and 8.00 am or so as to be audible outside the Unit at other times if any of the other occupiers object.
- Do not to cause a nuisance, damage, annoyance or inconvenience to the Landlord, the Management Company or the other occupiers.

The Estate and Grounds

For the convenience of your fellow occupiers, we would respectfully ask you to observe the following guidelines:

- Please accompany children under the age of eight years.
- Please do not obstruct footpaths.
- Please do not cause a nuisance to other occupiers.

Sub-Letting of Units

- For fuller details of the lease restrictions related to sub-letting, please refer to your Lease.
- Please inform the Property Manager of any new letting.
- You are reminded that a valid gas safety certificate is required by law for rented properties with gas.

Remember, as the property owner you are responsible for your tenant's actions, so careful selection is highly recommended to minimise the risk of potential liability.

Vacant Units

If your unit is likely to be left empty for more than seven days, please make arrangements for the property to be monitored for security and maintenance purposes.

You may well find that this is a requirement of your insurance policy.

Modification to Units

To ensure that no modifications to the plumbing, or internal alteration to units are implemented that may compromise other units, such modifications or alterations may only be undertaken with the prior written consent of the Managing Agent.

Please note that no work should be done to the balcony, doors or windows without consulting the Managing Agent in order to maintain the architectural integrity of the buildings.

No reasonable request will be refused, but failure to comply with any requirements may require that the property be reinstated to its original condition.

Digital TV

Owners have a choice of Sky TV (**NOT** including SKY Plus and HDTV), Freeview Digital TV or equivalent via an owners personal Sky or Digital TV box.

EMERGENCIES

Please note fire procedures differ between properties, please take the time to familiarise yourself with the procedures for your individual property. The following information is a guide to general fire safety but may not be pertinent to your situation.

IF FIRE BREAKS OUT IN YOUR PROPERTY

Inform others present.

If possible close doors and windows to contain the fire.

DO NOT attempt to try to put out the fire.

All occupants of the property where the fire started should make their way out of the building in an orderly fashion, via the nearest emergency escape route.

Where disabled or elderly persons are in the property, they may need help to escape.

DO NOT use a balcony, unless it is a designated escape route from the building.

Call Fire Services: dial **999** and ask for the Fire Service.

Give the operator the telephone number you are calling from and state clearly that a fire exists at: **8 Tenby Street, Birmingham, B1 3AJ**

DO NOT end the call until the address has been repeated by the Fire Service.

Once safely out of the building, **DO NOT** re-enter.

IF FIRE BREAKS OUT IN THE COMMUNAL AREAS

DO NOT attempt to try to put out the fire.

Call the Fire Services: dial 999 and ask for the Fire Service.

Give the operator the telephone number you are calling from and state clearly that a fire exists at: **8 Tenby Street, Birmingham, B1 3AJ**

DO NOT end the call until the address has been repeated by the Fire Service

Stay in your unit, unless it is affected by smoke or heat, or until the Fire Services have instructed you to evacuate.

If possible, close all doors and windows to limit the spread of fire.

If the Fire Services have instructed you to evacuate leave the building via the nearest emergency escape route.

DO NOT use a balcony, unless it is a designated escape route from the building.

Once safely out **DO NOT** re-enter the building.

IF YOU ARE CUT OFF BY FIRE

Try to remain calm.

Close the door nearest to the fire and use towels, sheets, or other suitable material to block any gaps around the door. This will help stop smoke from entering the room. If possible, go to the window, open it and shout for help. If the room becomes smoke filled, go down to floor level. It will be easier to breathe as the smoke will rise upwards.

If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury provided you get out of the window feet first and lower yourself to the full extent of your arms before dropping. Soft furnishings dropped first from the window will break your fall and limit the danger of injury.

Fire Alarm Faults

If you notice any fault relating to the fire alarm, please report this to us using the online reporting system which can be accessed at www.compass-bm.com.

To report a fault out of hours, please contact our emergency service on 0345 606 7660.

ABOUT THE MANAGING AGENT

Compass Block Management is a division of York Laurent, dealing specifically with residential and commercial block management.

York Laurent was established in 1997 as a wholly independent residential management, lettings and sales consultancy.

The principal aim of Compass Block Management is to offer a professional service to meet the challenges and day-to-day needs of landlords, tenants and developers.

Compass Block Management has a strong reputation for proactive management of residential apartment schemes and currently manages schemes in Birmingham, Coventry, Leicester, Derby, Nottingham, Mansfield and Bristol. We principally act for Residential Management Companies, but we also act, or have acted for clients such as Bellway Homes, Kings Oak, Miller Homes, Taylor Woodrow, Hammersons and KPMG.

COMPLAINT HANDLING

Customer Complaints Handling Procedure

Compass Block Management as a division of York Laurent Limited is a member of ARMA, Association of Residential Managing Agents and accordingly adheres to their code of practice.

We endeavour to provide the highest standards of service to all our Leaseholders and to ensure your interests are safeguarded, we offer the following complaint procedure: -

- If you believe you have a complaint, please put your complaint in writing and write in the first instance to the “The Office Manager” at the address below with your corresponding return address:

Compass Block Management
13 Frederick Street
Jewellery Quarter
Birmingham
B1 3HE

- ARMA members have 8 weeks to resolve the complaint.
- The complaint will be acknowledged in writing within 3 working days of date stamp receipt.

- If we require further clarification of any point of your written complaint we will request this from you by telephone and confirm in writing.
- The complaint will be fully and thoroughly investigated by a designated individual in the Management Department in accordance with established in-house procedures.
- A formal written outcome of the investigation will be sent to you within 15 working days of our written acknowledgement.
- If you feel the outcome of the investigation has failed to address or resolve part or all of your complaint, you may request a further review, which will be dealt with in writing by the Director in charge of the Management Department.
- If you remain dissatisfied by the end of the 8 week period you then have the opportunity at any time over the following 12 months to refer the complaint to our members ombudsman at the following address: -

The Property Ombudsman Limited
Milford House
43-55 Milford Street
Salisbury
SP1 2BP

Before you submit your complaint please check out the complaint guidance notes in the regulation area of the ARMA website www.arma.org.uk

ADMINISTRATION

Service Charges

The Service charge year runs from 28th February. Your interim service charge contribution is payable in two equal instalments due on 1st March and 1st September.

The Service Charge comprises the costs and expenses incurred by the Management Company in providing services to the general estate including the buildings, grounds and staff.

An estimate of this expenditure is prepared prior to the start of each service charge year, from which your interim charge is calculated. Owners & Leaseholders then pay a percentage contribution of the estimate on account, half-yearly in advance.

A Sinking Fund has been established to contribute to future expenditure on major items.

Payments

Applications for payment are issued by the Managing Agent, usually slightly in advance of due dates to enable prompt payment. Interest and charges may be incurred if payments are not received within 14 days of the due date.

The applications will show the available methods of payment.

We would request that if possible, all shareholders please pay their service charge by electronic transfer to help minimise costs.

Insurance

Important: Please remember that your furnishings, carpets and personal belongings are not covered by any buildings insurance policy and we would recommend that you arrange personal contents cover. Also, vehicles and other personal property left on the estate are not covered.

In the event you need to make a claim, please contact your Property Manager who will provide advice and guidance for each claim.

Rights as a Lessee

Please refer to the provided 6 page advisory leaflet which will explain the following: -

- Right to challenge the reasonableness of service charges.
- To be consulted prior to major works and long term agreements.
- To be sent Annual Statement of Accounts for service charges within 6 months of the Year End.

- Service charge demands to be accompanied by a summary of rights and obligations.
- Entitlement to know who the freeholder is.
- Entitlement to “quiet enjoyment” – see Lease.

Responsibilities as a Lessee

As a Leaseholders and Freeholders under the terms of your Lease/Deed you are required to take responsibility and abide to certain conditions such as:

- To abide by the terms of the Lease e.g. alterations, subletting, assignments, etc.
- To take a responsible attitude towards security, health and safety, etc.
- To be a considerate neighbour.
- To take responsibility for repairs, maintenance, contents insurance, etc. in your property.
- To report any other problems to the managing agent.
- If there is any doubt as to who is responsible for any particular matter, to check the lease and then if still not sure, consult the managing agent for guidance.

Useful Numbers

Emergency Services, Fire/Ambulance/Police: 999 Emergencies Only

Police - ALL non-emergency calls: 101

City Hospital – Casualty: 0121 554 3801

Transco Gas Emergency Service: 0800 111 999

Severn Trent: 0800 783 4444

Out of Hours

Out of Hours and weekend call out details for Emergency:

0345 606 7660

Please provide name and the following details:

Development Name: **Fournier House, B1 3AJ**