

18 Legge Lane, Birmingham

Welcome to Gwenda Works. A unique Grade II listed building within the Jewellery Quarter. Gwenda is an exclusive and individual development in an increasingly popular part of Birmingham City Centre. The property is within easy access to New Street and Snow Hill Station.

The aim of this manual is to supply you with information you may need regarding the Management, Repairs, Maintenance, Service Charges, Insurance and Lease Regulations.

You can find additional information on the Gwenda Works development page at www.compass-bm.com/project/gwenda-works.

This manual is intended as a guide and it is possible that not all of your queries will be answered. In this instance, please contact the Property Manager.

MANAGEMENT STRUCTURE

Gwenda Works Limited

On purchasing an apartment at Gwenda Works the Leaseholder / Freeholder becomes a shareholder in Gwenda Works Limited.

The principal objective of the company is to ensure that Gwenda Works 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 apartments and the estate and to provide advice on all matters relating to 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 Gwenda Works development page at www.compass-bm.com/project/gwenda-works. From time to time, residents and leaseholders may also receive a circular in the post or through their letter box. You should find all the information you need at www.compass-bm.com/project/gwenda-works.

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 & STAFF

The duties of the Managing Agent include:-

- **FINANCIAL:** Accounting and service charge administration.
- **STAFF:** Recruitment; employment; payroll and administration.
- **INSURANCE:** General administration and dealing with claims.
- **ADMINISTRATION:** Maintaining records and files of owners/contracts etc.
- **ESTATE MANAGEMENT:** Repairs and renewals, health and safety at work responsibility and maintenance of sub contracts where appropriate.
- **LEGAL:** Acting as Company Secretary for Gwenda Works Limited, deal with the transfers of apartments and houses in conjunction with solicitors.
- **ANNUAL BUDGET:** Preparation of the annual budget, including reserve provisions.
- **MAINTENANCE:** Maintenance of the communal areas of the apartments and the estate.
- **INSPECTIONS:** Site inspections to ensure that cleaning is carried out effectively, and that repairs and defects are logged and dealt with in a timely manner.

- CONTRACTORS:** Control of contractors on site.
- ADMINISTRATION:** The upkeep of all site records.

COMMUNAL FACILITIES

Apartment Block Overview

Gwenda Works is an old commercial unit that has been converted into 11 residential apartments. It is generally constructed with brick and block and has three wooden staircases and partition wall materials have been used in the conversion. To the right of the main entrance there are two remote controlled, electrically powered vehicle access gates that lead to the rear car park area.

The main entrance door leads into a lobby area with the electrical intake and distribution cupboard located to the right of the door, and the alarm panel located on the left. The lobby leads directly into the hall with a door to the rear hall, door to external passage to the rear car park and rear stairs. The main integral staircase is also located in the hall and leads to the upper floor levels where there are fire doors to small landings and the tenant entrance doors. There are gas and electrical riser cupboards located on each of the stair landings.

Where the rear external passage leads into the car park area, on the right there is a door leading to the rear stairs which give vertical access to the front entrances of flats 3 and 4, and adjacent to the vehicle ramp, there is an access door to the stairs on the rear side of the property, the staircase leads to the upper floor levels and tenant front doors, where there is an access ladder for the unsecured roof area.

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 property.

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 30 minutes.

The main escape route from the flats within the main building will be via the internal staircase and out of the front entrance, the escape route for flats 3 and 4 and the side rear entrance will be via their associated staircase's, across the car park and out of the vehicle gates.

Fire Detection & Warning Systems

The property has a multizone detection and warning system, supplemented with emergency lighting and fire extinguishers. 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 once every 6 months.

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 Friday.

To access the online reporting system, please go to www.compass-bm.com 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 residents 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. Birmingham City Council will collect bulky waste for a fee of £23 per 6 items.

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 undertaken once a week and your windows are cleaned on a quarterly basis using the Reach & Wash Pole Method.

SECURITY

Front Doors

Access to the apartment block is by using a key code system for both the block and the inner courtyard. 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**. The meter room can be found on the right hand side after walking through the main doors. *(Please note: some locks you need to turn left or right)*. We kindly request that all residents 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.

Car Park Gates

Access to Gwenda Works is by two remote controlled, electrically powered vehicle access gates that lead to the rear car park area, using a car park fob. Replacement fobs can be arranged by contacting the Property Manager.

PARKING

- Do not park or allow to be parked any car van or other vehicle on any part of the Open Spaces (other than on the parking space allocated to the Premises and save only to such extent and subject to such conditions as may be permitted by law and such other regulations as may be imposed by the Landlord or its Managing Agents) 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 Parts of the Apartment Blocks

Furniture is not permitted in the common parts on safety grounds. These areas should at no time be used for storage of other items such as cycles and shoes, etc. Flammable material must never be placed in common areas.

Noise

Generally the apartments 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 residents, particularly at night time.

The volume of TVs and other sound equipment should also be controlled to avoid nuisance to your neighbours, particularly at night.

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 (e.g. fit new kitchen) 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.

Also, as weekend and evening working is particularly anti-social in a residential environment, contractors are required to work only on weekdays and during normal working hours.

Residents 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 Apartments

- 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 apartment 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 or bird in the Apartment (other than a guide dog) without the Landlord's prior written approval.
- Do not to allow any noise or music in the Apartment so as to be audible outside the Apartment between 11.00 pm and 8.00 am or so as to be audible outside the Apartment at other times if any of the other residents object.
- Do not to cause a nuisance, damage, annoyance or inconvenience to the Landlord, the Management Company or the other residents

The Estate and Grounds

- For safety reasons we would particularly ask that children be accompanied in the vicinity of the car park areas within the estate.

Also, for the convenience of your fellow residents, 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 residents.
- Do not hang or expose any clothes or washing on the Property so as to be visible from outside the Property.
- Do not park on the Paving Slabs and only Park in your designated parking space.

Sub-Letting of Apartments

- 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.

Apartments Empty for More Than a Week

If your apartment 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 contents insurance.

Modification to Apartments

To ensure that no modifications to the plumbing, or internal alteration to apartments are implemented that may compromise other apartments, 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

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 there are disabled or elderly persons are in the property please consider that 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 **Gwenda Works 18 Legge Lane Birmingham B1 3LD**

DO NOT replace the receiver 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: at **Gwenda Works 18 Legge Lane Birmingham B1 3LD**

DO NOT replace the receiver until the address has been repeated by the Fire Service

Stay in your apartment, 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 towel 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 Ltd, dealing specifically with residential 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

York Laurent Limited is a member of The Association of Residential Managing Agents (ARMA) 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 complaints 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**12/13 Frederick Street****Birmingham****B1 3HE**

- ARMA members have 8 weeks to resolve the complaint.
- The complaint will be acknowledged in writing within 5 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 investigated by a designated individual in the Management Department in accordance with established in-house procedures.
- The Property Manager responsible will write a formal written outcome of the investigation and this will be sent to you within 28 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 to refer the complaint to our member’s 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 to 31st December. Your interim service charge contribution is payable in two equal instalments due on 1st January and 1st July.

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: **Gwenda Works 18 Legge Lane, Birmingham**

Postcode: **B1 3LD**