

## Welcome to Gunwharf Quays!

This Welcome Pack has been created to provide you with useful information about living on the Estate. We hope you will be very happy here!

## **ESTATE RULES & REGULATIONS:**

*These Estate Rules and Regulations are designed to ensure that all residents enjoy harmonious living and that the quality of the Estate is preserved. They are a guide extracted from your Lease (the official documents which will prevail). The golden rule? Please be considerate to your fellow neighbours & our communal property.*

### **Short Term Lettings**

Properties within the confines of Gunwharf Quays **MUST NOT** be used for Short Term Letting OR as Houses for Multiple Occupancy. Your lease requires a minimum letting period of 90 days, so any shorter period will be deemed a breach of lease conditions.

**It should be clearly understood** by all Owners that the Managing Agent, the Freeholder and the Manager (GQRC Ltd) are all empowered to enforce the lease and will do so, as and when required.

**Please refer to the enclosed Regulation 001.**

### **Tenants need to live by the same rules**

Tenants need to live by the same rules as everyone else and abide by the terms of the lease.

**If you are a landlord** and renting your property out, you **MUST** notify Dack Property Management (DPM). Landlords must supply DPM with your Letting Agent's contact details and the name and contact details of your tenant(s).

**It is YOUR responsibility** to ensure that your tenants are aware of all of the Estate Rules **AND** that they abide by them, so please **make sure they have a copy of this document**. Failure of tenants to abide by these rules may result in action being taken against their landlord.

### **Disturbances**

If you experience disturbance from Commercial side visitors, please call the LandSec Security Guards' control room (manned 24/7) on 023 9283 6725 AND email Ellie Savidge on [eleonor@dackpropertymanagement.co.uk](mailto:eleonor@dackpropertymanagement.co.uk). If you experience unacceptable interior disturbance from neighbours or their guests, call the Property Manager on 023 92 896999 And/or report it to the email address above, so that action can be taken. GQRC needs to know who offenders are and action WILL BE taken.

The lease states '*Not to do or permit or suffer anything to be done in or upon the Premises, or any part thereof, which may be or become a nuisance or annoyance or cause damage or inconvenience to the Lessor or the lessees or occupiers of other properties on the Estate, nor may the Premises be used for any immoral illegal or unlawful purpose*'

**Please refer to the enclosed Regulation 003.**

## ***Everyone is entitled to quiet enjoyment***

Noise is the number one cause of neighbour disputes in apartment buildings. Please be sensitive and warn your neighbours if there is likely to be unusual noise from your apartment.

No noise should be audible outside your apartment between **11pm- 7am**.

No noise from your apartment should cause annoyance to other residents at any time e.g. loud music, running, jumping etc.

Adequate carpeting or other sound-deadening floor coverings should be maintained.

**Please refer to the enclosed Regulation 003.**

## ***Internal Refurbishments***

Refurbishment work is only permitted between the hours of **08.00-17.30 Mon-Fri** and **Sat 08.00-12.00** and **ABSOLUTELY** no noise disturbance on Sundays. Owners must contact the Property Manager **in advance**, to advise of any upcoming works being carried out in your property, together with your contractor's details.

**Please refer to the enclosed Regulation 003.**

## ***Seek permission before doing any works***

Seek permission from Dack Property Management and GQRC prior to undertaking any structural alteration to your property. You will be advised if the Landlord's consent is likely to be required. Please see "*Everyone is entitled to quiet enjoyment*" above details of permitted times - these rules apply strictly to 'Contractors'. Those residents performing DIY tasks should also be considerate to their neighbours.

## ***Be conscious about water leaks***

Water leaks are the most common cause of damage and insurance claims in blocks of apartments. These costs have a direct impact on the Service Charge, so it is in everyone's interest to prevent them. If you discover a water leak, contact the Site or Property Manager immediately.

If you are going away for more than 48 hours, turn off the water at the stopcock in your apartment and ensure that the Managing Agent knows the contact details of an emergency keyholder in case of a leak.

In the event of a major leak above your property, go upstairs in the first instance, knock on their door, ask them to check for leaks and to turn off the water. **Call the Property Manager as a matter of urgency.**

## ***Do not leave your property empty for more than 60 days***

Do not leave your apartment unoccupied for more than 30 days without isolating the services to your apartment; this will prevent the possibility of accidental damage to the building or neighboring properties.

Leaving your property empty for more than 30 days may invalidate the buildings insurance.

### ***Keep the rubbish areas clean & tidy***

Please place your rubbish in the allocated communal bin stores.

Ensure your domestic rubbish is wrapped/bagged securely and not leaking.

We encourage recycling, so please follow the recycling instructions in the bin stores and flatten large boxes/cartons in order to leave room for other recycled materials.

Please take care when carrying the rubbish bags through the communal corridors and in lifts, to ensure that the bags are not leaking.

**Do not leave** large items (e.g. mattresses, furniture) in the bin store, as these will not be disposed of – **they are your responsibility**; contact Portsmouth City Council (023 9284 1105) to arrange collection.

See “Additional Notes” below for more information

### ***Keep the corridors clean & empty***

Do not keep any personal belongings in landings, hallways or communal areas. This includes items such as bicycles, prams, toys or rubbish bags. These are dangerous in case of a fire and are trip hazards; they also detract from the overall appearance of the Estate.

### ***Store your bicycles correctly***

Bicycles must be stored in the designated storage areas.

Bicycles must not be stored in any of the common parts or on a balcony/terrace. If you are unsure of where to store your bike correctly, please ask the Property Manager or Site Manager.

See “Additional notes” below for more information

### ***Take care when you are moving in & out***

Be careful not to mark the walls and communal doors, as they may need to be repaired. It is not fair to oblige others to pay for damage you may cause. If there is any accidental damage, please let the Property Manager know immediately, so that it can be rectified.

### ***Your balcony should be clean & presentable***

- Only good quality garden furniture may be stored on your balcony.
- **You must not hang laundry** on your balcony.
- BBQs are not permitted to be used on your balcony or anywhere else within the Estate.
- Trellises, sheds, hot tubs, satellite dishes are not permitted.
- Any plants must be in containers, no more than 1.5m in height and not be more than 2m away from the external wall of the property.
- Do not house any items that may impose undue stress to the floor/structure or may become dangerous to the Estate/residents.

### ***Be fire safe***

- Do not store petrol, Calor gas or paraffin heaters in your apartment or on balconies.
- Communal cupboards are **NOT** for general use, including storage, as it poses a potential fire risk.

### ***Seek permission for your pet***

You **must obtain prior written permission** from the Managing Agent before keeping pets such as dogs, bird, cats or other animals/reptiles in the Premises - this permission is revocable. Requests should be directed to the Property Manager.

Dogs must be kept on a lead at all times **AND kept off the lawns**. GQRC spends a considerable amount of time, effort and money maintaining our lawns – **do not use them as a “doggy WC”**

### ***Pay your service charge on time***

It costs money to run the buildings and provide the essential services that we all expect (e.g. insurance, cleaning and maintenance). To be fair to your fellow property owners, it is important that you pay your Service Charge on time, to maintain the necessary cashflow.

## **PARKING / VEHICLES**

### ***Park in the correct space***

Only park in your allocated space. Do not park in any other available space.

Let your visitors know of the rules about parking before they visit, so they do not upset your neighbours.

Visitors **MUST** park in a marked “Visitors” parking bay and display a valid Visitor’s permit on the dashboard.

Commercial vehicles, trailers, caravans or boats are not permitted.

Please do not carry out, or allow to be carried out, any vehicle maintenance on the Estate.

All vehicles must be roadworthy, taxed & have a current MOT. Untaxed and/or unroadworthy vehicles **WILL BE REMOVED**.

### ***Speed Limit***

**Please note that the speed limit throughout the Estate is 10 mph.**

### ***The Parking Rules***

- Only park in your designated bay.
- The Estate roadways **MUST** be kept clear at all times.
- Commercial vehicles cannot be parked on the development.
- Visitors **MUST** park in a “Visitor’s” bay using a valid visitor permit. This is for a maximum of 14 continuous days and may not return within 3 days (72hrs) of that stay.
- For further details, please refer to the full Parking Regulations, which are enclosed, and on display on all notice boards.

## ***Permits***

- Permits are required for the Visitor's bays at all times. There is an allowance of 2 Visitors permits per property. Should you lose a permit, replacements can be purchased from the Managing Agent or Site Office at a cost.

## ***Ticket Appeal***

- If you have received a ticket that you wish to appeal, please do so directly with Parking Control Management (UK) Ltd. - 01753 512603. Email: parkingcontrolmanagement.co.uk

## ***Barrier & underground car park entry***

Should you require a fob for the entry barrier and the underground car park contact Dack PM - these are available at a cost of £10 each. Once payment is received, the fob can be collected from the Site Office or delivered to the apartment by the Site Manager.

Your visitors can enter the development by using the Telguard system - you will need to register your details with Telguard, by calling them on 01306 710 120.

## ***Renting/Sale of parking spaces***

Whilst it is permitted for owners to make their spare personal parking spaces available for rent, those rental arrangements **MUST** only be with other residents of the Estate. It is **NOT** permitted to rent parking spaces to third parties who are not resident on the Estate.

**Please refer to the enclosed Regulation 002.**

## **SECURITY**

**“Be security conscious”**

## ***Neighbourhood Watch***

Our Estate is a member of the Portsmouth Neighbourhood Watch Scheme and any relevant security/safety information will be circulated to you by our Managing Agent. Neighbourhood Watch decals are available FOC from the Site Office if you wish to display one in your window – recommended for ground floor units. If you become aware of any security/safety issues, please report them to our Coordinator as soon as possible – details on the website: GQRC.net

## **Security keys**

- To purchase the security key that opens the main communal door, the apartment front door (if the lock has not been previously changed) and the meter cupboards, contact IRM Bristol Limited on 01454 321 311 (this excludes Minerva Crescent and Perseus Terrace).

## **Fob door entry system**

***(Anson Court, Brecon House, Centurion Court, Arethusa House, Blake House, The Lighthouse, Jupiter Court, Neptune Court, Lysander Court, The Old Infirmary and The Vulcan Building 1-5, 6-12 & 14-20)***

Should you need to purchase a disc fob, which allows access to the block, contact DACK PM. The fobs cost £10 each. Once payment has been received, the fob can be collected from the Site Office or delivered to the apartment by the Site Manager.

## **Telguard Access System**

Your visitors can enter the development by using the Telguard system - you will need to register your details with Telguard, by calling them on 01306 710 120. This system is for the main barrier and the two underground carparks.

For the main barrier, you will need to give them the reference – 50292. There are separate references for the underground carpark. For these references please contact our property manager. Contact details for Dack Property Management are on the noticeboard in all lobbies.

## **ADDITIONAL INFORMATION**

### **Bin stores**

- The residents of Perseus Terrace should use their own bins.
- The residents of Arethusa House, Blake House, Anson Court, Brecon House and Centurion Court should use the bin stores in the underground car parks in their relevant cores.
- The residents of Minerva Crescent, Neptune Court, Lysander Court and Jupiter Court should use the bin stores adjacent to their property.
- The residents of The Vulcan should use the bin store opposite no 23 The Vulcan.
- Keys for your bin store can be purchased from IRM Bristol Limited by calling them on 01454 321 311.

### **Cycle Sheds**

- The residents of Minerva Crescent and Perseus Terrace should store their bicycles in their own premises.

- The residents of Arethusa House and Blake House should use the cycle shed in their underground carpark.
- The residents of The Vulcan should use the cycle shed located to the left of 28-36 The Vulcan entrance.
- All other blocks should be using the three cycle sheds located by The Old Infirmary block or the cycle racks provided in various parts of The Canalside car park.
- You can purchase the key for your cycle shed from IRM Bristol Limited by calling them on 01454 321 311.

***“Together we can make this a better place to live”***