



# York Close Estate Management Company Limited

## *December 2023*

## *Newsletter*

### **Newsletter for all Residents, Owners and Tenants**

Thank you to you all for your continued support of the Management Company this year. Thank you also to those of you who attended the AGM back in June. It was a small turnout and we encourage you to join us for this if you can next year.

### **Current Directors**

Sara Page (Managing Director)	Windsor Court
Jackie Fisher (Company Secretary)	Hanover Court
Bob Manning	Windsor Court
Sharon Helyer	Tudor House
Sam Elsdon	Windsor Court
Leif Borgust	Hanover Court

### **Maintenance**

Repairs carried out around the estate in recent months include drain clearance, porch roof repairs, window and door repairs, and downpipe clearance.

If anyone knows of any pressing issues concerning maintenance then please make Jackie aware of these.

Please be aware that according to the lease you should contact Jackie for consent if you are planning any major alterations to your property. The preferred way to do this is by email at [info.yorkclose@gmail.com](mailto:info.yorkclose@gmail.com) or put a note through her letterbox at 11 Hanover Court. Please also ensure she has your up to date contact details.

### **Refuse and Recycling**

Please can we remind all residents to squash cardboard boxes and plastic bottles to maximise space in the bins so that lids can be closed. Only refuse **inside** the bins is taken by the dustmen, so make sure you put all rubbish in the bins. Please also ensure that recyclable items are washed and bin cupboard doors are shut, this helps to keep the foxes out who have been making quite a mess in recent months. With less collections over the Christmas period it is important that we maximise the space we have for rubbish. If the bins are full in the bin cupboard nearest to your property you are welcome to put your rubbish in another bin cupboard if their bins have space.

We would also like to remind you that any large items that cannot be collected by the dustmen should be taken to the Hop Oast Amenity Tip or arrangements made for them to be collected by the Council. Any large items such as furniture or appliances left in communal areas are a breach of the lease. Please help to keep the estate tidy. Also, please be aware when you park that the Refuse Collection vehicle is large and needs space for turning.

### **External Christmas Lights**

Just a reminder that due to health and safety concerns and stipulations in the lease, external Christmas lights should not be installed on the Estate. Solar powered lights are allowed.

### **Parking**

We would like to remind residents to be considerate when parking especially on the bend and to watch their speed on the

estate and watch out for children and cats. Please do not park on the double yellow lines or in the garage area as this will block the garage doors thereby obstructing access for other residents. There are signs displayed on both sides of this area beyond which you should not park. Please observe these.

### **Website**

Just a reminder that the estate website can be found at [www.yorkclose.co.uk](http://www.yorkclose.co.uk). We would encourage you to view this website as other useful information can be found there such as the buildings insurance claim line numbers, information about empty flat insurance policy wording and pest control contract contact details.

### **Reminders**

The lease does not permit clothes drying outside the flats so please do not hang clothes or place airers outside.

All personal items including bicycles and chairs must be stored in flats or garages and not outside.

Dog owners should ensure they are clearing up and disposing of any dog mess appropriately and that dogs are supervised when outside.

Please do not discard litter including cigarette ends as this makes a lot of extra work for our gardeners.

Please be mindful of others, respect the privacy of those living on the ground floor by not walking too close to their windows and keep noise to an acceptable level around the Estate especially at night.

### **Late Payment Fees**

In recent months there have been an increasing number of late payments of maintenance charge or under payments. This has resulted in funds not being available when repairs are needed causing work to be delayed. To avoid this problem going forward, the Directors have decided to implement a late payment fee for

payments not received within a month of being due. This is in line with the lease. To avoid this charge please ensure you make payments on time and update your standing order when charges increase. Thank you.

### **Next Newsletter**

The next newsletter will be issued in May 2024 prior to the AGM in June. Any feedback and any items that you think appropriate to include would be welcome.



**The Directors would like to wish all of you a Merry Christmas and a Happy and Peaceful New Year.**

# **Merry Christmas**