



# York Close Estate Management Company Limited

## May 2023 Newsletter

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

### AGM

The AGM has been planned for Wednesday 21<sup>st</sup> June, at 8.00pm at the Millennium Hall, Roffey.

The official notification will be sent out to all Shareholders together with the Accounts before the meeting and we encourage you to join us if you can. As is normal, any questions to be raised should be sent to Jackie beforehand, so that full answers will be available on the night.

### Directors' Details

Sara Page (Managing Director)

Windsor Court

Jackie Fisher (Secretary)

Hanover Court

Bob Manning

Windsor Court

Sharon Helyer

Tudor House

Sam Elsden

Windsor Court

Leif Borgust

Hanover Court

## **Refuse and Recycling**

Please continue to wash and squash all recyclable items and flatten boxes so that all the waste can fit in the bins as items left on the floor will not be collected and attract mice. Please do not put plastic bags in the recycling bins and remember to close the bin cupboard doors to keep the foxes out. Larger items such as furniture should not be left in the bin cupboards or around the Estate. It is the responsibility of residents to dispose of such items and these should be taken to the amenity tip. If the bins closest to your property are full, please feel free to put items in bins in one of the other bin cupboards around the Estate.

## **Contact Details**

Please can you ensure that if you change your contact details you inform Jackie of any changes. With out of date details it is hard to contact residents or owners when necessary especially owners who do not live on the Estate. For properties that are rented out please ensure she has details for the letting agent also if appropriate. All personal data will be treated as strictly confidential and will only be shared with third parties with your consent.

## **Reminders**

Please can we remind you that according to the lease washing must not be hung outside or placed on airers in the communal areas or on paths, and personal items including bicycles must not be left in communal areas but stored inside properties or garages. Also, no signs should be displayed around the Estate. This includes 'for sale' signs or signs from contractors working on the Estate.

The gardeners work hard to keep the Estate looking good so it is disappointing to see cigarette ends being discarded in the communal areas by some residents. Please ensure that you dispose of these appropriately in future. If you are a dog owner,

please ensure you clear up any dog mess and do not allow your dog in the grounds unaccompanied.

Also, please be considerate of other residents when playing music or carrying out DIY at your property and keep the noise levels down.

## **Maintenance**

Various repairs have been carried out around the Estate this year. These include window repairs, roof repairs, repointing, drain clearance, porch roof replacement and tree surgery.

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 her for consent if you are planning any major alterations to your property.

The preferred way to contact her to let her know if you have any problems is by email at [info.yorkclose@gmail.com](mailto:info.yorkclose@gmail.com) or put a note through her letterbox at 11 Hanover Court. She can be contacted on her mobile 07776357790 **but this is for emergency use only.**

## **Website**

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 useful information can be found there such as details of our buildings insurance and claim line numbers.

## **Buildings Insurance**

In the case of a claim please contact Jackie who will advise what you need to do. If you cannot get hold of her, contact our insurance brokers Green Insurance on 01273 328181 quoting policy number CW FLT 334008. Please note that the insurance may be affected if properties are empty and not checked regularly. Please see policy wording on website for more details.

## **Parking**

Please remember to park considerately and watch your speed especially as you enter the Estate.

## **Pest Control Contact**

We have a pest control contract for the Estate so should you have any issues concerning mice, rats or wasps please contact Eradica Pest Control on 01959 532572 or 07776061032 who will deal with any call out during office hours free of charge.

## **Next of Kin Details**

If any residents would like the Management Company to hold next of kin details for them in case of emergency, then please contact Jackie as she is happy to hold onto these for anyone who wishes especially if you live alone.

## **Maintenance Charge Increase**

Due to the age of the properties and increased cost of insurance, electricity and maintenance work, it will be necessary to increase the maintenance charge in September for all properties. The Directors decided not to increase the charge last year but it will not be possible to carry out much needed repairs around the Estate unless more funds are made available for this. This will be discussed at the AGM and further details will be sent to owners in due course.

## **Next Newsletter**

The next newsletter will be issued just before Christmas. Any feedback and any items that you think appropriate to include would be welcome.