

WELCOME PACK

FOR
LEASEHOLDERS AND TENANTS
OF
HUNTSMORE HOUSE



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Welcome

The Directors of Huntsmore House Property Management Limited (The Company) are pleased to welcome you to your new apartment in Huntsmore House and hope that you have a long and happy stay here.

The full postal address is:

Huntsmore House, 35 Pembroke Road, Kensington, London W8 6LZ.

History

Huntsmore House is a sophisticated and exclusive residential development of 81 high quality apartments. Located in an established residential area, the building offers a wide range of beautiful apartments, some of which benefit from their own private balcony or terrace and a pleasant outlook over the landscaped garden.

Huntsmore House was built on part of the site of the original Barkers of Kensington Depository in 1989.

General

The ethos of Huntsmore House is to provide the optimum balance of seclusion, privacy, convenience and security within a well-designed and contemporary environment.

Please be considerate to other owners as you enter, leave and move around the building by keeping noise and talking at a moderate level. Try not to congregate and talk loudly at the entrance steps, particularly at night whilst waiting for or being dropped off by a taxi.

A swimming pool, sauna and gymnasium are provided for the exclusive use of residents and secure underground car parking space leases are available with some apartments. The pool, sauna and gymnasium are normally open to residents from 6.00am to 10.00pm. The temperature of the pool water is set by the pool service at 28C – 29C.

Website

The Company are pleased to announce that there is now a website www.huntsmorehouse.com and residents are encouraged to check it regularly for updates and news regarding the property.

Duty Porters

The Porters are on duty 24 hours a day, with one daytime (07.00 to 19.00) and one night-time (19.00 to 07.00) Porter. The Head Porter is Brian Attwood who is normally on duty from Monday morning to Thursday lunchtime (daytime only).

Christina Sapovalova is normally on duty from Thursday lunchtime until Sunday evening (daytime). The two night-time porters are Keith Attwood and John Teixeira.

In the event of sickness, holidays, etc., temporary cover is provided by an agency.

Security

Every resident should have a fob or white card for the entry doors into Huntsmore House and these should be obtained from the previous owner. Replacements can be purchased from the Duty Porter. If residents have a car parking space they will be issued with a separate remote control beeper. Replacements can be purchased from the Duty Porter.

When taking over an apartment, it is the resident's responsibility to obtain entry keys/fobs to the building as well as the resident's individual apartment from the previous owner.

Leaseholders may wish, at their own risk, to deposit a spare set of keys with the Duty Porter in the event of an emergency.

With regard to entry to Huntsmore House, the following entry procedures are now adopted by Duty Porters:

1. Where a Duty Porter knows a leaseholder or tenant, or those known to Duty Porters as residents or guests staying with leaseholders or tenants, the Duty Porter may permit him or her access to Huntsmore House.
2. The Duty Porter must ask each person who is neither a leaseholder nor a tenant who they have given access to the building to identify themselves. They should indicate which flat they are visiting and if they have been asked to go straight there or ring the flat. A visitor should not be permitted to go beyond the reception area without the leaseholder or tenant having been notified.
3. If a leaseholder or tenant has asked the Duty Porter to provide keys to visitors, the Duty Porter must make a note of this request in the Duty Porter's Log, and record in the log book when the keys are handed out and returned.

4. The same procedures shall apply for leaseholders, tenants or visitors wishing to access the underground car parking area or the rear area of Huntsmore House.
5. Where the Duty Porter has security concerns about a visitor (particularly at night) they will not grant them access to the building until they have satisfied themselves that they are bona fide. If in doubt, entry will not be granted.

To allow the porters to correctly identify residents and non-residents, and to also assist in the event of a fire, may we request that the names of normal residents be deposited with the head porter when you first move into the building, or in the event of a change of tenants.

Cleaners

The cleaners service the common parts (hall, staircases, landings, bin stores) 5 times per week; 20 hours per week.

Refuse

There are bin stores on each floor adjacent to the lifts where household refuse can be deposited. These sacks are collected from the bin stores nightly and placed in blue bins in the underground car park. Separate bins for recycling waste (glass, cardboard, papers, etc.) are also available in the underground car park, but tenants must deposit their recycling themselves. The Council collects from the underground car park twice weekly on Tuesdays and Thursdays. All household rubbish should be placed in a black plastic bin liner and tied securely. Please do not leave rubbish elsewhere. The Royal Borough of Kensington & Chelsea Council (RBKC) provides orange recycling bags free of charge (telephone: +44 207 341 5148, email: www.rbkc.gov.uk).

Removal of non-household rubbish and large items such as fridges, etc., is to be arranged with RBKC and the reference number of the payment and collection date should then be given to the Duty Porter, who will affix a form on the item clearly showing RBKC reference collection date, Flat number, etc. Their Too Big for the Bin service is available to be booked on +44 207 361 3001 8.30am – 5.30pm Mon-Fri.

Health and Safety

If you find a fire:

- Immediately notify the Duty Porter on the intercom.
- Verbally raise the alarm by shouting 'FIRE'.
- Warn all persons within your flat and leave together.
- Where possible turn off your cooker or oven if it is on.
- Ensure you close all doors on the way out, particularly the front door.

- Leave the building by the nearest exit, using the service stairs.
- DO NOT USE THE LIFTS.
- Residents should take responsibility to ensure they can exit using the stairs.
- If you cannot use the stairs, please notify the Duty Porter and move to your balcony.

Tackling a fire:

- If a cooking pot / chip pan is involved, turn the cooker off and cover with a fire blanket
- a saucepan lid, tray or damp cloth should be used if a fire blanket is not available.
- Then follow the instructions above.

On hearing the alarm:

- Leave the building by the nearest exit, using the service stairs.
- If you have visitors, instruct them to follow you.
- Where possible always close doors behind you.
- Do not put yourself at risk or cause delays.
- If you cannot escape, please notify the Duty Porter and move to your balcony.

Swimming Pool Safety

The swimming pool is used at residents' own risk and The Company accept no liability for any loss or injury.

Essential rulings at the pool: No shoes around pool, no food, glass, drinking or smoking within the leisure complex is permitted for safety. Swimmers with long hair should wear a swimming cap.

Meters

The electrical, gas and (where fitted) water meters are located in cupboards adjacent to the lift on each floor. The keys for these cupboards are kept with the Duty Porter and if residents wish to have their meters read, they should notify the Duty Porter who will open the cupboards for this to be done. Keys to these cupboards will not be given to residents and must be retained by the Duty Porter.

Post and Deliveries

Royal Mail post is delivered direct to residents' addresses through their letterboxes. Parcels or other larger items delivered to Reception in the absence of residents will be retained in Reception, but should be collected from the Duty Porter by the same evening, if possible.

Renting

If any leaseholder wishes to rent their apartment they should notify the Managing Agents, C.A. Daw with details of the proposed tenant, the term of tenancy, the name and details of the proposed tenant and how many people will be in normal residency. If this changes at any time, it is the leaseholders' responsibility to notify the Managing Agents of any change in these circumstances.

A copy of the tenancy agreement should be provided to the Managing Agents.

Licence to alter process

If any leaseholder wishes to make structural or layout changes to their apartment they must obtain a Licence to Alter. The Company has responsibility for agreeing a Licence to Alter and the resident must obtain the Landlord's agreement. In the first instance, anyone who requires a Licence to Alter should make application to The Company. The Company surveyor will set out the terms of the Licence and will confirm that the works, the professional architects, surveying engineers (including their qualifications) and professional liability insurance is adequate and appropriate and will provisionally agree the terms. Once agreed in principle, The Company Solicitors will draw up a formal Licence, seek Landlord approval and a Licence will be granted. All costs incurred by The Company, including Solicitor and professional fees, will be the responsibility of the leaseholder requesting the Licence.

Rules and Regulations

1. Moving in / out

Residents moving in or out should have regard for other residents, particularly relating to the position of removal vans, use of passenger lifts, car park and access to the car park. It is requested that residents avoid the rush hours of 7.00 am to 9.00am and 5.00pm to 7.00pm, especially in regard to the use of the passenger lifts. There are no goods lifts in the building.

Moving of clean items is permitted, but the use of sacks, barrows and other export items transferring dirt must be protected against and protective coverings must be laid in the hallways and lifts, and blankets put around the inside of the lift to avoid damage by items being moved.

Please note the passenger lift capacity is 630kg, equivalent to 8 persons only.

Residents must advise the Duty Porter prior to moving in or out and receive confirmation that the proposed moving date is acceptable. Permission will not be unreasonably withheld.

Use of the passenger lift is at the residents' own risk and they will be responsible for the cost of repairs should any damage occur. Otherwise, they must use the service stairs.

Please refer to the general contractor rules (above) regarding timing – e.g., not before 8.30am and not after 6.00pm Monday to Friday, and not after 1.00pm on Saturday. Moving on Sundays is not permitted.

2. Contractors:

Any leaseholder wishing to undertake structural work must notify the managing agent so that appropriate permission may be obtained. Please note that the laying of flooring other than carpet (except in kitchens and bathrooms) is expressly prohibited by the terms of each apartment lease.

Leaseholders or their contractors wishing to carry out building, maintenance, plumbing or electrical work should contact the Managing Agent or Head Porter at least one week before starting work. Leaseholders should describe the nature of the work to be undertaken and provide details of the contractors that will be on site.

The Managing Agents retain the right to see a copy of any public liability insurance that a contractor or company has in advance of any work taking place, or during the term of the works to be undertaken. They also retain the right to charge for any damage, cleaning or other services that may be required during or following the contractors' visit(s).

Each day upon arrival, contractors and their employees must report to the Duty Porter. The Duty Porter will note the name and contact details of each contractor, as well as the number of employees of such contractor on site that day.

Dust sheets must be laid down each day to protect all common areas over which the contractors' material or rubbish is to be moved. Before any work may commence each day, the Duty Porter will inspect the common areas to ensure that they are appropriately protected. At the end of each day, dust sheets are to be removed and the area cleaned to the satisfaction of the Duty Porter who will ensure the removal of the protective covering and inspect the common parts. Repairing any damage caused to adjacent apartments or to the common parts, including the lift, will be the responsibility of the leaseholder carrying out the work. The Duty Porter will notify the Managing Agent immediately of any damage to the common parts.

No buildings materials or rubbish may be kept in the common parts, the underground car park or the car park at the rear of Huntsmore House.

No building waste or large items, such as carpets, refrigerators, or furniture, should be left anywhere at Huntsmore House, including in the recycling areas of the underground car park. The Royal Borough of Kensington & Chelsea Council offers a collection service for large items, i.e., items which are not normal domestic refuse. If necessary, leaseholders and their contractors should arrange for such collection. The Duty Porter will provide leaseholders with details of this service on request.

Work by contractors and noisy work (including the use of power tools) by contractors or leaseholders may be carried out during the following times only:

- Monday to Friday – work must not start before 8.30am and should finish by 6.00pm
- Saturday – work must not start before 9.00am and should finish by 1.00pm
- NO SUNDAY OR BANK HOLIDAY WORKING IS ALLOWED

The lifts are passenger lifts and may only be used by contractors with the prior permission of the Duty Porter. The Duty Porter will use his or her discretion as to whether or not materials or other items can safely be carried in the lift and whether contractors' use of the lift will present an unreasonable inconvenience to other residents. Contractors use the lift at their own risk and will be responsible for any cost of repair or damage thereto.

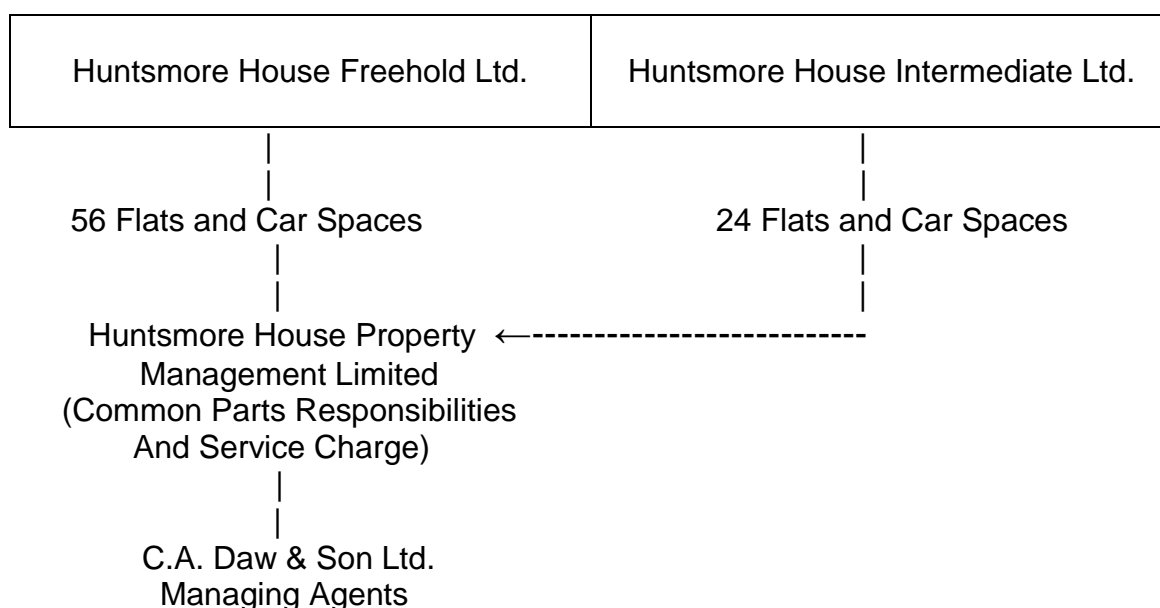
Contractors may only use the car park at the rear of Huntsmore House with the permission of the Duty Porter. Contractor vehicles parked without permission may be clamped.

Permission must be sought for the use of waste skips prior to their arrival on site – the period of occupation should be agreed in advance.

3. Dogs

It is expressly prohibited by the terms of each apartment lease for leaseholders to have dogs living in the building. Any fouling or mess made by visiting dogs in the garden or on the paths in the garden must be cleaned up immediately by the owner.

The Legal Structure



Freeholder

The freeholder of the building is Huntsmore House Freehold Ltd.

Solicitors for Huntsmore House Freehold and Intermediate Ltd.

Russell-Cooke incorporating Alan Edwards & Co.

2 Putney Hill

London SW15 6AB

Telephone: +44 (0)20 3826 7307

Fax: +44 (0)20 8788 1299

HH Property Management Ltd

All leaseholders have automatic membership of HH Property Management Ltd. upon purchase.

Huntsmore House Property Management Ltd

Company Secretary: Bobby Lachman

Northwood Registrars Limited

136 Pinner Road

Northwood HA6 1BP

This Company also runs the day-to day management of Huntsmore House, as follows:

Board Members: (as of 1st March 2018)

Michael Rawlinson (Chairman)

Adonella Trabalza

Alessandro Esposito

Omer Yusuf

Natasha Sahi

Penelope Jones

Managing Agents for the Company:

C.A. Daw & Son Ltd.,
27 Palace Gate
Kensington
London W8 5LS
Telephone : +44 (0)20 7587 1234
Email: canderson@cadaw.co.uk
Contact: Christopher Anderson

Ground Rent and Car Space Ground Rent is collected quarterly in advance from those leaseholders who did not buy the Freehold by the Freeholder's agents:

C.A. Daw & Son Ltd.,
27 Palace Gate
Kensington
London W8 5LS
Telephone : +44 (0)20 7587 1234
Email: canderson@cadaw.co.uk
Contact: Christopher Anderson

Useful telephone numbers

Duty Porter:	0207 371 4882 / 07761 813 173
C.A. Daw & Son, Managing Agents:	020 7584 1234

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Huntsmore House Property Management Company Limited
Huntsmore House, 35 Pembroke Road, London W8 6LZ
Registered Address: 136 Pinner Road
Northwood HA6 1BP
Company Registered in England No 02732059