

SKYSWOOD MANAGEMENT LIMITED
(41-219 (odd numbers), Hughenden Road, St Albans)

Leaseholders' Information Booklet:

Address for all communications: 55 Hughenden Road, St Albans, Herts AL4 9 Tel: 01727 752739. E: mfskyswood@virginmedia.com

The area covered by Skyswood Management Ltd consists of numbers 41-219 (odd numbers only) Hughenden Road and is made up of 39 maisonettes and 51 flats in 9 blocks as follows:

Block 1	Nos 41-55	(4 maisonettes, 4 flats)
Block 2	Nos 57-79	(12 maisonettes)
Block 3	Nos 81-95	(4 maisonettes, 4 flats)
Block 4	Nos 97-107	(3 maisonettes, 3 flats)
Block 5	Nos 109-139	(16 maisonettes)
Block 6	Nos 141-163	(12 flats)
Block 7	Nos 165-179	(8 flats)
Block 8	Nos 181-203	(12 flats)
Block 9	Nos 205-219	(8 flats)

Each property has a garage but it should be noted that these are numbered 1-90 and not the same number as the maisonettes/flats.

The attached map shows the layout of the estate. All the land outlined is managed by Skyswood (and thus is all private land). It should be noted that the roadway between Nos 81-107 leading up to the entrance to the woods and the gateway to the school playing field is part of Hughenden Road and is thus the responsibility of the local authority. The upkeep of all the land within the red boundary line is the responsibility of Skyswood Management.

THE FREEHOLDER: The owner of the land and of the properties is Peppercorn Property Investments Ltd. Skyswood Management Ltd. holds the Head Lease. The freeholder retains the right to select the insurance company but has no further responsibility as far as maintenance and administration of the estate is concerned.

SKYSWOOD MANAGEMENT LIMITED

The freeholder has granted the Head Lease of the estate, originally known as Area 'A', Marshalswick Farm Estate, to Skyswood Management Limited, a company created in 1979, the shareholders of which are the leaseholders of the 90 flats and maisonettes, with the 91st share owned by the freeholder. Skyswood Management, however, did not operate until 1st April 1985. The leaseholders, therefore, are responsible for all matters concerning the estate. An Annual General Meeting is held in March of each year, notices for which are sent out 21 days in advance and at which directors are elected from amongst the leaseholders. Their responsibility is to manage the estate, collect the maintenance charges and ground rents, carry out all the necessary repairs, deal with the sales and purchases of leases, and settle all accounts. Major items of expenditure are also agreed at this meeting. Two directors receive payment: Malcolm Fraser, who as acting Company Secretary, is responsible for administration, repairs, correspondence on all matters, insurance claims; Roger Thompson, who as Treasurer is responsible for the finances, collection of service charges and all payments.

INSURANCE

The estate buildings are insured with Aviva under Policy No. L.157630/P00097505004 through Bluefin Insurance Services Ltd. 5 Old Broad Street, London EC2N 1AD. But all claims should be made through the Secretary, Skyswood Management Ltd. Insurance payments are included within the service charge. Details of the Certificate of Insurance can be obtained from Skyswood Management at any time on request.

Leaseholders must take out their own contents insurance but damage from water leakages, leakage of oil from heating installations, accidental breakage of windows and sanitary fixtures, and damage caused by break-ins are covered by the company's policy (provided the latter are reported to the police and receive a crime number).

MAINTENANCE

Skyswood Management is responsible for all repairs and maintenance to roofs, all exterior walls and woodwork, windows (but not glass) and external doors, pathways, parking areas, gardens, guttering, drains (but not that immediately outside each flat/maisonette), drying areas (including washing lines), communal lighting and rubbish bins (recycling bins are the property of the local authority).

Some maintenance is dealt with by the directors and residents directly, others are dealt with by local tradesmen. Help from any resident with particular skills is always appreciated. We do not employ a caretaker and leaseholders are requested not to call on the directors at unsocial hours unless in an emergency. Any problems should be reported to The acting Secretary. Supervision of the garden maintenance is carried out by Mrs. Kate Mercer, a Director who lives at flat 157 and can be contacted by e-mail k.e.mercer157@gmail.com

SERVICE CHARGES

st st

Invoices are issued half-yearly on 1 January and 1 July and include maintenance costs, insurance and ground rent (where applicable). Payment is due within 28 days with a 5% discount; monthly by banker's Standing Order; or by three cheques, two to be post-dated, one month and two months after the demand date. Action is taken in all cases where arrangements to pay are not fulfilled promptly.

GARDENS

The maintenance of the gardens, one of our heavier items of expenditure, is contracted out on an annual basis. The contractors take care of the grass, the flower beds, the trees and all shrub pruning. Ball games are not permitted anywhere in the grounds or on the grass; and the use of the grass areas for barbecues or the erection of bouncy castles for special events is not acceptable. The gardens are communal and to be shared by all. Two barbecues have been formed for use by all.

PETS

Cats and dogs are permitted but it is a condition of the leases that they cause no disturbance, annoyance or offence to other residents. PLEASE NOTE there is a very strong objection to dogs being allowed to defecate on the grass around the flats and maisonettes and owners should clear up after their animals. There are woods very close by. Where there are persistent offenders Skyswood management are able to legally enforce the terms of the lease.

RUBBISH DISPOSAL

The chutes on each block must be used for the disposal of rubbish which is not recyclable. The bins are put out for emptying on a weekly basis, usually a Wednesday or Thursday (although this is variable). There are recycling bins for paper, plastic and tins at three points on the estate and further recycling facilities in the car park between The Baton (pub) and the Community Centre on The Ridgeway. There is a large local authority dump near the crossroads at the junction of Marshalswick Lane and Sandridge Road which will take most items. The local authority will collect large items only when arranged directly with them and paid for - no large items, i.e. chairs, bedding, carpets, ovens must be left lying about on the estate. If you are known to be dumping rubbish you will be charged!

GARAGES AND PARKING

Although every flat and maisonette has a garage, many are sublet to off-the-estate users and quite a few are used only for storage. Anyone thinking of sub-letting a garage should note that the Lease stipulates that the whole property is for the use of one family, so to sub-let for use as storage is not within the lease. Skyswood Management has no resources to control, the subletting but can control the subsequent overflow parking. All driveways MUST be kept clear - they are the only access for emergency vehicles. Strict parking regulations are in place and are enforced. Untaxed vehicles are not permitted (unless garaged) and are reported to the Police and DVLA.

LIGHTING

All external lighting is run from outside meters on each block. Residents should not touch any of the exterior electrical apparatus and under no circumstances interfere with the time clocks. Any faults should be reported to the Secretary.

TV AERIALS

The estate is wired for cable (Virgin) and individual aerials are updated on request. The erection of exterior satellite aerials IS NOT PERMITTED.

SUB LETTING

Some flats and maisonettes have been purchased as investments to be let to tenants. Skyswood Management Ltd need to be advised of sub-letting. This is achieved by completing a form together with another to be signed by the tenants which acknowledges the conditions of the lease to be complied with.

It should also be noted that it is the leaseholders responsibility to manage the tenants to ensure that this happens.

Malcolm Fraser Chairman and Acting Secretary 55 Hughenden Road, St Albans.
Herts AL4 9QN Tel: 01727 752739. Email:mfskyswood@virginmedia.com

LEASES

These extracts from the Leases are summaries only. For full details please read Lease.

Lessees' Rights

1. Right of access over the common parts of the estate both for the Lessees and visitors and tradesmen (schedule 1.11)
2. The use of the rubbish chutes for household waste (sch.2)
3. The use of the gardens (except for games) (sch. 3)
4. The use of the driveways to gain access to the garages but only by private motor vehicles and cycles (sch. 3)
5. The use of the drying areas for such purpose (sch. 1.4)
6. The use of the communal arials (sch.1.10)
7. Right of support from other parts of the block (sch.1.5)
8. Right of passage of gas, water, sewage and electricity through pipes and cables under the estate (sch. 1.6)
 9. Rights of access, at reasonable notice, to enter other parts of the estate for the purpose of maintenance and repair (sch. 1.7)

Lessees' Obligations

1. Only to use the premises as a dwelling house and not for any purpose from which a nuisance can arise (sch.4.1)
2. Not to do anything which will negate the property insurance either in whole or in part (sch.4.2)
3. Not to cause any blockage in sewage pipes (sch. 4.3)
4. Not to cause any noise to be heard outside the premises between 11 p.m. and 8.a.m. (sch.4.4)
5. Not to shake any mat or allow any article to dry on any balcony (sch.4.6-4.8)
6. Not to keep any pet that causes an annoyance (sch.4.9)
7. Not to undertake any alteration to the premises without written permission (sch.5.4)
8. No to drive any vehicle or cycle on the grass (sch.4.15)
9. To paint the interior of the premises every 7 years (sch.5.10)
10. To pay the service charge in advance (sch. 5.2 and Clause 1)
11. No to erect an external TV aerial (sch.4.11)
- ~~12.~~ Not to allow children to play in the garage area, driveways or drying areas (sch. 4.13)
13. Not to interfere with the gardens (sch. 4.14)

Contributory Services

1. The cost of the maintenance, repairs and decoration of:
 - (I) the main structure of all buildings

- (ii) gas, water pipes, drains, sewers and electricity cables under the estate (except inside each dwelling)
 - (iii) entrance ways, passages, staircases and rubbish chutes
 - (iv) common parts of the blocks
 - (v) drying areas
 - (vi) other common parts of the estate
2. Costs of cleaning and lighting the common parts of the estate.
 3. All rates and taxes assessed upon the common parts.
- rd
4. Cost of insurance against 3 party risks.
 5. Provision of a sinking fund or funds.
 6. Water rates (for outside taps).
 7. 10% extra towards management services.

Company's Covenants

1. Not to disturb the residents (sch.6.1)
2. To insure the estate against fire (sch.6.2).
- 3 . To require residents to observe schedule 4 of the Lease.
4. To maintain and repair:
 - (i) structures on the estate
 - (ii) gas,water and sewage pipes and electricity cables
 - (iii) entrance ways and staircases
 - (iv) common parts of the estate and blocks
5. TO KEEP CLEAR AND LIGHTED COMMON PARTS OF THE ESTATE
6. TO DECORATE EXTERNALLY EVERY 4 YEARS
7. TO ENFORCE COVENANTS ENTERED INTO BY THE LESSEES.

Revised 27th.October 2014