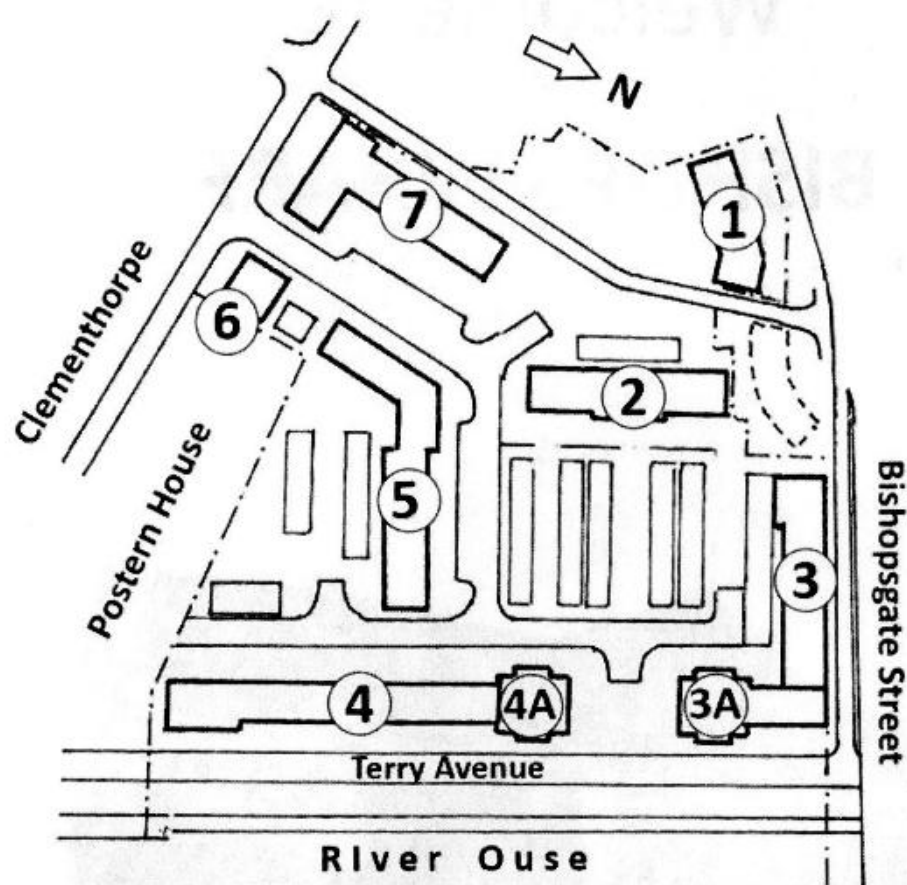


Welcome To **BISHOPS WHARF**



BISHOPS WHARF (YORK) MANAGEMENT COMPANY LIMITED

BISHOPS WHARF YORK



BLOCK 1	Nos. 1 to 5	Cherry Hill
BLOCK 2	Nos. 91 to 108	Postern Close
BLOCK 3	Nos. 81 to 90	Postern Close
BLOCK 3A	Nos. 56 to 80	Postern Close
BLOCK 4A	Nos. 39 to 55	Postern Close
BLOCK 4	Nos. 26 to 38	Postern Close
BLOCK 5	Nos. 1 to 25	Postern Close
BLOCK 6	Nos. 18 and 19	Clementhorpe
BLOCK 7	Nos. 109 to 118	Postern Close
	& Nos. 12 to 24	Cherry Hill Lane

INTRODUCTION

Bishops Wharf is a Wimpey development which was completed in 1988 and which won an architectural award in 1991.

The 30 houses, 100 apartments and 4 penthouses comprising the development are located in a convenient and pleasant place in the historic City of York.

Every owner holds a lease from Bishops Wharf (York) Management Co. Ltd, the terms of which are designed to ensure that both owners and tenants maintain the high standards required to keep the development in first class condition.

The renting of properties as holiday accommodation is not permitted and all tenancies shall be Assured Shorthold Tenancies for a minimum period of three months.

The Company holds an Annual General Meeting in June, which owners or their representatives are encouraged to attend, and regular meetings are held at bi-monthly intervals at which residents may raise matters of concern directly with Directors of the Company.

The purpose of this information booklet is to explain the nature and location of the various facilities available and to provide a summary of the main provisions of the leases as they apply to the day to day life of residents in Bishops Wharf.

The Bishops Wharf properties are located in seven Blocks and a plan of the development, showing the Block numbers and the numbers of the individual properties is shown opposite to enable you to identify the locations referred to herein.

Please do take time to read these notes because by your doing so, and acting accordingly, you will help to make living in Bishops Wharf enjoyable for us all.

THE FACILITIES

BYE LAWS

From time to time the Company will adopt, alter or revoke Bye Laws for the regulation of the Company's affairs. All Bye Laws and/or amendments become immediately effective, but are subject to the confirmation of Leaseholders at the next Annual General Meeting. A copy of the current Bye Laws is posted on the notice board in the window of the Company's office in Block 4A and you should ensure that you and your tenants, if any, are aware of, and comply with, their provisions.

COMMUNAL GARDENS & PLANTED AREAS

A contract gardener maintains all communal gardens and planted areas on the development, including a length of river bank along Terry Avenue, and a part-time caretaker keeps these areas clean and tidy.

Residents are encouraged to provide flowers, shrubs, hanging basket decorations etc in their own window boxes, and on patios, balconies and other suitable areas.

The maintenance and replacement of trees is undertaken by a separate tree surgeon and associated contractors.

INTERNAL COMMUNAL AREAS

Communal areas are those areas which are not specific to any one apartment and include hallways, stairs, lifts and landings.

Communal areas are not to be used for storage purposes and smoking is strictly prohibited in those areas. Cleaning of each

communal area takes place on a regular basis in accordance with the programme posted on the Notice Board in each Block.

Footwear should be examined, and if necessary cleaned or removed, before passing over carpeted areas and care should be taken when moving bulky items in and out of apartments.

If damage is caused to carpets, walls, ceilings or fittings of a communal area the Leaseholder of the property involved will be charged for the repair of such damage.

PAVILION BLOCKS LIFTS

In no circumstances shall lift doors be propped open while furniture etc is being moved because such action will damage the lift mechanisms of the lifts.

Protective lift curtains shall be hung before a lift is used for any other purpose than for the carriage of people, and the Managing Agent must be informed of the need for these curtains at least 48 hours in advance, so that arrangement for the supply of the curtains can be arranged. The cost of making good any damage caused to a lift by such operation will be charged to the Leaseholder involved.

SAFETY AND SECURITY

ENTRANCE SECURITY SYSTEMS

Residents should not give entry via the remote control systems in the Blocks to anyone unknown to them, because, on occasions in the past, unauthorised persons have gained entry by asking for access over the intercom. Please remain vigilant and only

allow access to your visitors to maintain the safety of the building.

The code to enter into the lock on the steel gate leading from the steps to Terry Avenue is C1623Y.

FIRE ALARMS

The fire alarm panels are located in the ground floor communal areas of the Blocks with details of the maintenance company.

If a resident is made aware of a fire in a Block, or when an automatic fire alarm is activated, he or she should immediately dial 999 and request attendance from the fire brigade.

All residents hearing the alarm must immediately evacuate the building and convene in the main car park.

Residents must not return to a Block until the fire brigade has stated that it is safe to do so.

EVERY DAY LIFE

NUISANCE

All properties in Bishops Wharf are subject to the terms of a Lease which all owners have signed. Under these terms, residents must not commit any act, matter or thing which may become a nuisance, annoyance, disturbance or inconvenience to other residents, or which may cause damage to any property.

Residents must respect the rights of their fellow residents as stated in the leases, especially regarding noise and tidiness.

Should any residents have cause for complaint, they should not hesitate to bring this to the attention of the Managing Agent.

WASTE DISPOSAL AND REFUSE COLLECTION

There are two types of waste: general waste and recyclable waste, and the facilities for the disposal of each vary according to the type and location of individual properties, as described below.

Waste is collected on Monday mornings between 7am and noon by City of York operatives in accordance with a published programme. Further information regarding waste disposal can be found on the City of York website.

GENERAL WASTE

Residents of houses are responsible for collecting their general waste in plastic sacks and for placing these in their drive ways for collection by City of York Council operatives. Residents of apartments are responsible for collecting their general waste in plastic sacks and placing them in bins provided by the City of York Council.

The bins for the use of the residents of the apartments and penthouses in Blocks 3A and 4A are located in bin stores on the ground floor of those Blocks. The doors to both are secured by digital locks which require that the code C1623Y be entered to obtain access.

Bins for the use of the residents of apartments in Blocks 2, 5 and 7, are located in the designated areas shown on the plan posted on the Notice Board of each Block, and waste should only be placed in the bins specifically allocated to that Block.

All residents are required to ensure that lids are firmly closed on bins and other containers to contain waste smells and to ensure that the waste cannot escape and be blown around the site.

Bulky items and garden waste, wood, stone and packaging materials should not be placed in these bins and residents wishing to dispose of such waste items should arrange for them to be disposed of at the City of York waste depot in James Street.

RECYCLABLE WASTE

Recyclable waste is divided into three categories: glass, paper and card, and plastic and metal and no materials of these types should be placed in the bins provided for general waste.

Residents of houses are provided with three containers for each category and they should place all recyclable waste in the appropriate box. Boxes should be left on the drive ways of their houses to be emptied by City of York Council operatives.

Residents of apartments are responsible for placing recyclable materials in bins for the same categories of waste provided by the City of York Council at locations shown on the plan posted on the Notice Board for each Block. All bins will then be emptied by City of York Council operatives.

CAR PARKING

Residents are expected to use their own private parking facilities, whether in the main parking areas or in the garages and drives. For second vehicles, residents must obtain a City of York Council Permit (R32 area) and park in the two public parking areas on the development or in other areas outside the development.

There are 16 visitor parking bays for use by genuine short term visitors to residents in Bishops Wharf, and the Leaseholder of

every property is issued with a visitor permit which must be displayed in the vehicle when it is parked in one of these bays.

Minster Baywatch patrol the parking bays regularly and will issued Parking Charge Notices to the owner of any vehicle found to be irregularly parked. If a permit is found to be used irregularly on a continuing basis that permit will be cancelled.

BICYCLES

Residents owning bicycles will be issued with adhesive labels to be applied to their bicycles to indicate that they may be kept in Bishops Wharf. These labels may be obtained by posting a written request in the letter box of No. 41, Postern Close, in block 4A. Labelled bicycles may then be secured, at their owners' risk, to outdoor racks located at the rear of Block 5 and in the main carpark.

Residents are advised to provide strong fixings as thefts of bicycles have occurred in the past.

Bicycles are not allowed into or across any communal areas.

CARAVANS AND BOATS ETC

The storage or parking of caravans, mobile homes, vans longer than a large saloon car and boats is not permitted in any part of Bishops Wharf.

DRYING WASHING

Displaying washing on the outside of any property, including patios, balconies, window boxes, communal areas inside and out, and gardens of houses is not permitted.

MAINTENANCE AND ALTERATIONS TO PROPERTIES

WINDOW CLEANING

The exteriors of the windows are cleaned bi-monthly by a local window cleaning contractor, whose detailed programme is dependent on the weather.

ROUTINE EXTERIOR DECORATION

Routine exterior decoration and maintenance to houses, apartments and external amenity areas are carried out by the Company as necessary from time to time, and in accordance with an agreed programme.

EXTERIOR BUILDING REPAIRS

The responsibility for external repairs to houses rests with the Leaseholder of each house, but all such repairs to apartments are undertaken by the Company from time to time as necessary. Residents can assist by reporting anything they notice that needs attention to the Managing Agent or a Director of the Company.

EXTERIOR ALTERATIONS

All leases require that no alteration shall be made to the exterior appearance of any property, including the attachment of anything to its structure, without the prior permission of the Directors.

Should you wish to carry out any such alteration, including the replacement of doors, windows etc you must apply in writing to the Managing Agent describing your proposed work.

This proposal will then be considered by the Board which may, or may not, approve the works.

Failure to obtain this approval before the works are carried out may cause a charge to be placed on the property.

It is however appreciated that it is difficult to replace doors and windows on a strictly like-for-like basis and the Board will consider all applications sympathetically

COMMUNICATIONS

All matters relating to actions requested by residents shall, in the first instance be raised with the Managing Agent, who will, if necessary, then refer them to the Board of the Company.

The means of contacting the Managing Agent are shown on the Notice Board of each Block and on the Notice Board in the window of the Company's office in Block 4A.

Communication between the Company and Leaseholders is made via a portal on the website of the Managing Agent, or by email and/or hard copies of documents as appropriate.

It is then the responsibility of Leaseholders who do not occupy their own properties to ensure that residents in their properties are made aware of, and comply with, the contents of those communications, and of the provisions of the leases that they hold from Bishops Wharf (York) Management co. Ltd.