

Princes Park Mansions

Shareholder & Tenant Information Pack



Croxteth Road Liverpool L8 3SA
Email: princesparkmansions@yahoo.co.uk
www.princes-park-mansions.org.uk
Revised June 2015

Welcome To Princes Park Mansions!

1. Introduction

This document is designed to help you, as a new shareholder or tenant of Princes Park Mansions (PPM) learn a little about PPM, and understand how the mansions operate.

2. A Brief History

The Building Designed by Wyatt Papworth, the building was built in 1843 as a terrace of ten luxury houses. Set on an important site at the corner of Sefton Park Road and Croxteth Road, it formed an imposing part of the ambitious and innovative Princes Park development (described below). By 1912, the building had been converted into the apartments we know today.

The South Front (facing on to Princes Park) has a basement and four storeys with a later fifth storey, making it the largest Victorian building in the area. The stuccoed building has distinctive iron balconies and the central Doric entrance with cornice and balustraded parapet.

The Princes Park Development By the 1840s Liverpool was fast becoming the greatest industrial city in England. A wealthy industrialist and town councillor, Richard Vaughan Yates, had speculatively purchased 97 acres of meadow and farmland around a mile and a half from the city centre. He wished to set aside around forty acres for a park, developing the remainder as exclusive housing in the form of terraces and single villas.

Yates invited the great Joseph Paxton to develop the park (which would become known as Prince's Park in honour of the birth of the Prince of Wales in 1841). Work started in 1842 and continued throughout the following year. Princes Park was a forerunner of later Victorian parks, with its principle of exclusive housing built around the edges of the park on individual plots sold for profit.

While the land plots sold far slower than Yates expected, and most of the proposed terraces were never built, it enabled Paxton to try out ideas he had been developing for years. As Paxton's first municipal design project, it was his prototype and set a pattern that would be developed and extended in all his future public projects. This makes the Princes Park development a landmark in Victorian - and civic park - design.

3. The Caretaker

PPM has a caretaker, Sean Gereson, who works 35 hours per week. He has a wealth of experience and is more than capable of performing caretaker tasks and dealing with trades-people.

Sean's working hours are 9am - 4:30pm, although he may be called out after hours, in emergencies.

During the regular working hours, the Caretaker will conduct routine work and specific tasks, deemed needed by PPM.

All requests for the Caretaker to conduct work should be sent to the PPM website or submitted in writing and posted to PPM through our mail-slot (Block 2). Please do not directly approach the caretaker to request work, although you are encouraged to introduce yourself to him.

Caretaker Duties:

Security Of Premises

- To be responsible for the security and maintenance of PPM equipment stored in common areas of the building, as far as is reasonably practicable.
- To ensure that common areas of the building are secured, including windows, gates and garages.
- To attend the building outside the normal working hours in the event of an emergency call-out and to take appropriate action in the event of such a call-out.
- To be responsible, where possible, for the boarding up of windows for security purposes (from inside).
- When appropriate to approach people on the PPM grounds and ensure that they are residents, visitors, or contracted workers.
- To take appropriate action (e.g. contact the authorities) if unwanted persons are on the premises.

Cleaning Duties

- To undertake weekly cleaning of specified areas within the building.
- To ensure that all cleaning equipment when used is properly cleaned and stored.
- To undertake the cleaning of special areas if required (as defined by the board).

General Maintenance

- To carry out minor repairs of a DIY nature (that do not require specialist knowledge beyond the Caretaker's abilities).
- To ensure the provision of heating and lighting in communal areas as necessary and the checking of the same.
- To ensure that areas outside the building are tidy and litter free.

- To ensure basement areas, drains and gullies are tidy and litter-free including the cleaning of grease traps where appropriate.
- To remove snow from main entrances and to keep steps free of snow.
- To collect litter/leaves from grounds and gate area and remove to bin area.
- To liaise with external maintenance contractors and offer access to the building of all authorised trades people.
- To ensure that entry phones are in full working order and liaise with contractor for repairs and servicing purposes.
- To inspect all water pipes weekly.
- To ensure that bin areas are clean and are free from obstruction on a daily basis.
- To carry out a daily visual inspection the building and address any issues.

Stock Control

- To be responsible for the receipt of deliveries of goods and their transfer to the relevant storage area.
- To be responsible for stock rotation, issue and re-ordering of cleaning materials and basic consumables (e.g. light bulbs).

Customer Care

- To effectively liaise with all building users so that everybody is treated with concern, consideration and care.
- To take every opportunity to promote a favourable image to all building users.

Administration

- To ensure that staff attendance records are kept up to date and that timesheets submitted as required including the authorisation of holiday requests.
- To ensure that all serious accidents occurring are reported to the Company Secretary, and that all accidents are reported correctly and logged in the accident book.
- To ensure that tenant concerns and complaints are recorded and communicated to the board.
- To ensure that general maintenance problems, damage or any other relevant problems are reported to the Company Secretary or chairperson.

Health & Safety

- To ensure, as far as possible, that cleaning materials and all equipment are used in accordance with recommended practices and in a sensible and safe manner by the caretaker.
- To ensure as far as is reasonably practicable, that fire fighting equipment is effective, that fire exits are free from obstruction and in working order (in liaison with the Board), and to assist in fire drills.
- To ensure that all communal areas are free from obstruction and that walkways are free from potential hazards e.g. leaves, moss, rubbish.

Gardening

- To undertaken regular maintenance and mowing of grassed areas.

- To ensure that hedges are clipped and maintained.
- To ensure that areas of the garden not tended to by shareholders are adequately maintained i.e. flower borders and that all weeds are removed.

Residents will be notified in writing if any changes are made to the caretaker's duties.

4. Princes Park Mansions Management Company Ltd (PPMMCL)

The company is responsible for the overall management and upkeep of the building as stipulated within the lease. PPMMCL owns the freehold to the property and when you purchase a flat within the mansions you are issued with one share certificate. As a shareholder you are entitled to attend and vote at the Annual General Meeting and receive regular bulletins regarding the management of the building.

PPMMCL has been since November 2004 operating a self management model, which has comprised a number of sub groups undertaking key areas of work on a voluntary basis e.g. company secretary, finance and debt management, repairs and renewals and employee support. The purpose of the self-management arrangement is to reduce administration costs and to ensure that shareholders get best value for their service charge. New shareholders are welcome to join the board.

The management company's key responsibilities are to ensure:

- There are effective financial management and service charge collection procedures in place Compliance with company law, health and safety and current legislation requirements under the Commonhold and Leasehold Reform Act 2000
- That essential repairs and an on going renewals programme is undertaken
- Shareholder involvement and accountability
- Effective utilisation of PPM assets
- That there is consistent employee support and supervision
- That shareholders concerns are dealt with in an efficient and professional manner

Please correspond with PPMMCL via email: princesparkmansions@yahoo.co.uk

or write to: PPMMCL Po Box 7-12 Princes Park Mansions Croxteth Road Liverpool L8 3SA

5. Service Charge

Service charge payments are a condition of the lease and a must be paid to PPMML. Non-payment of service charge can result in forfeiture of your lease and PPMML can take ownership of you property. Service charge payments ensure that the company can provide an onsite caretaker service, building insurance, communal lighting and cleaning, grounds maintenance and undertake essential repairs and renewals programme which will contribute to enhancing the value of your property.

Payment can be made by cheque to:
Princes Park Mansions Company Ltd
C/o Blundellsands Properties Ltd
Byron Road
Crosby
Liverpool L23 8TH
Tel: 0151 924-2327

Or by Direct Debit to:
Princes Park Mansions Company Ltd
Barclays Bank
Lord Street
Liverpool

Please email princesparkmansions@yahoo.co.uk for sort code and account details to set up payments.

Note: Half year payments fall due on December 1st and June 1st and payment 7 must be made within 14 days of these due dates or payments will be calculated as if payment was being on a monthly basis. Service charge arrears are subject to 12% interest fee, which will be added to your statement. Non-payment of service charge will result in legal action.

6. General Regulations

The Management Board reserve the right to apply charges to shareholders/tenants who damage communal property.

- Flats usage will be confined to private use only
- Residents must not leave unwanted items of furniture/ white goods in hallways or by the bin area. These need to be disposed of properly at the Liverpool City Council Municipal Waste Disposal Site in Otterspool.
- Residents must ensure that noise levels either in communal hallways or individual flats do not disturb their neighbours
- Residents must not under any circumstances go on to the roof area
- Residents must not throw any items from balconies
- Residents must ensure that all gates and doors are locked to provide maximum security
- The garden is for the use and enjoyment of all residents, please consider your neighbours in relation to noise levels and ensure that all litter is removed and that communal tables and chairs are stored in the basement areas after use and the gazebo is returned to the garden shed.
- Pets owners need to ensure that their pets are kept under control do not cause damage to the internal hallways or garden area.
- Hallways and balconies are fire escapes and need to be kept clear at all times
- All bicycles must be stored within flats or in the bike shed. Bicycles must not be chained to railing areas or stored in the hallways
- Use of the lift for the carriage of heavy goods by trades people is prohibited
- Lift usage by unaccompanied minors is prohibited
- Please keep all rubbish areas clean by depositing rubbish in appropriate bins.
- Please put only appropriate material in recycling bins.
- Permission needs to be sought from PPMCL before any external works are undertaken to flats

7. Access & Parking

Princes Park Mansions has two main entrances: one on Croxteth Road and one on Sefton Park Road. The driveways from both entrances lead to the main car park. We as residents currently own more cars than we have spaces for. This leads to parking on the driveways, which can be a hazard and a nuisance.

8. Garden, Garden Shed and Bike Storage Area

Volunteers from amongst the residents supported by the caretaker look after the garden and grounds. Any resident is very welcome to volunteer and absolutely no experience is required. Residents can either volunteer to help generally e.g. weeding the centre bed, or adopt a specific area (provided someone else is not already caring for it). The volunteers pay for any plants, unless there is a big 8 project, for which various fund-raising activities will be organised.

By convention, ground floor residents have maintained the area in front of their flat. This is however not a requirement. The caretaker is responsible for mowing all the lawns and cutting the hedges.

A garden shed is located in the basement area under flat 25 on the Park side of the building. It contains a number of general tools for the use of residents, as well as personal tools belonging to some volunteers. Anyone wishing to help in the garden may obtain their own key to the shed either from the caretaker. Personal tools are left in the shed at the owners own risk and it is advisable that such tools should be kept in a container (bucket, trug etc) that is identified as belonging to the resident. Communal tools should be cleaned before being returned to the shed and it is helpful if they are returned to the same space so as to avoid confusion. A communal gazebo is also stored in the shed for the use of residents and a set of garden chairs and table is stored in the basement area under Flat 25.

A storage area for bikes can be found in the basement area at the south end of the building. Please contact our caretaker for a key.