



Holly Lodge Estate Committee Office, Opposite 8 Holly Lodge Gardens, London, N6 6AA

Dear New Resident,

Welcome to the Holly Lodge Estate. The history of the estate, how it is managed, and the Estate bylaws can be found on the Estate website www.hle.org.uk. The Residents' Estate Committee manages the Common Parts of the Estate that include maintenance of, and where necessary replacement of road surfaces, paths, steps, gates, the communal park, verges, flower beds and so forth. This involves considerable capital and operational expense that is funded by the annual Estate Maintenance Fee (EMF) and is reviewed annually at the residents Half Yearly November meetings. You will receive a letter explaining the payment options once the payment is due. There is also a yearly residents' Annual General Meeting in April.

Parking permits are issued to cars registered at a Holly Lodge address and only available to residents who pay the full contribution towards the Estate Maintenance Fund (EMF) which is reviewed at the Plot Owners' half year meeting in November. A direct debit payment form for this contribution which is currently £630 Dec 1 2019 to November 30 2020 can be obtained on line at <http://hle.org.uk/?q=node/12> or contact me as per the details below my signature.

If you intend to park a car on the Estate you will need to get a parking permit. You can download an application form from the Residents Car Permit section of the website at <http://hle.org.uk/?q=node/10>. Cars parked on Estate roads have to be licensed, insured and in constant use. If you have off-street parking, you are expected to park your vehicles on your property. Parking is not allowed on the crossovers. Any visitors or builders should identify themselves to avoid being issued with a parking fine by putting a clearly visible notice in the windscreen stating they are visiting your property and include full address details, date of visit and a contact number (mobile number is best), in case the vehicle needs to be moved. There is a 3 hour parking zone for residents with permits at the bottom of Hillway to facilitate use of the shops and amenities on Swain's Lane. The Estate Committee employs a parking management company called MET.

Should you be engaging builders it would be very helpful to let us know so we can manage traffic, parking, opening the avenue gates etc. Our Builder's Code and information on our Skips Policy can also be found on the website.

The electric barriers at the Holly Lodge Gardens entrance at the very top of the estate are currently closed every day from 11pm until 11am to prevent the estate from being used as a shortcut by morning commuters. You may also find them closed at busy weekends during the daytime, especially in summer. To exit the estate simply drive up towards the barrier where you will find a box shape painted onto the tarmac. Stop your car for a second on that box and the barrier will lift. If you wish to re-enter Holly Lodge Gardens in the morning you need to purchase a 'remote' handset to operate the gate. The cost is £50, please contact myself or the Estate Foreman, Gerry, for details on 07447 869 570.

Currently rubbish and recycling waste collection is on Fridays. We hold a stock of recycling bags at the Estate yard – please help yourself. For more information please visit the Camden website.
<https://environmentalcamden.gov.uk/property>

If I can be of any further assistance, please do not hesitate to contact me at any time.

Yours sincerely,

A handwritten signature in black ink that reads "Barbara Wheatley". The signature is written in a cursive style and is positioned above the printed name.

Barbara Wheatley
Estate Manager
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manager@hle.org.uk