

# Welcome to Pine Close!

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Firstly, may I wish you a very warm welcome to Pine Close on behalf of the Directors of the management company and the residents on the Close.

The Directors of the management company, who are also residents on the Close, have put together this Welcome Letter with some useful information:

**Website** – there is a simple website which has some useful information, key documents and key contacts: [www.pineclose.com](http://www.pineclose.com)

**Mailing list** – please give us your e-mail address to join our mailing list. This will allow us to send correspondence by e-mail and save paper. You can join the mailing list through the website or pass your e-mail address to the Secretary or one of the Directors.

**WhatsApp group** – the residents have set up a Pine Close WhatsApp group which is a useful way to communicate with other residents. Other than speaking to your neighbours directly it's the best way to; answer any questions about living on the Close, stay informed about social gatherings or just to get a friendly neighbour's help. Anyone who is on the group can add others, so ask a neighbour to add you and we look forward to seeing you at the next 'Cocktail night' or 'Annual BBQ' on the Close.

**Parking** – parking on the Close is limited. We ask residents to park considerately for the benefit of all residents.

**Monthly service charge** – the current service charge is £42 per month. The service charge is due from the 1<sup>st</sup> of the month following completion. Please ensure your standing order is set up to pay this. The enclosed 'Monthly service charge' document provides more details on how best to do this. The service charge covers the management of the private estate including gardening, electricity, water, secretarial, general maintenance and insurance.

**Share certificate transfer** – the owners of each house should receive a share certificate which is their shareholding in the management company. The transfer of the share certificate from the vendor should be completed by your solicitor as part of the sale process. If this is not the case please contact your solicitor and ask them to provide the necessary completed transfer of share form to the Pine Close company secretary who will issue a new share certificate.

**AGM** - The management company AGM is held every summer and all residents, both shareholders and tenants, are welcome to join us for a glass of wine and nibbles.

Please let us know if you have any questions.

**Finally, we look forward to meeting you and do hope that you enjoy living on the Close.**

**The Directors  
Pine Close Management (Horsell) Limited**