

Our Ref: AN/lg

19 June 2015

All Residents  
Kings Court  
Birmingham

Dear resident

**RE: Refuse – Kings Court, Birmingham**

The recent misuse of the bin area and dumping of rubbish in common areas has reached an unacceptable level. We would remind all owners and occupiers about the rules concerning refuse disposal at Kings Court:

1. **All general refuse must be placed directly into the bins provided in the basement (near the car park entrance).** This must be appropriately bagged, placed neatly within any of the bins and never temporarily stored anywhere else, for example outside your entrance/patio doors.
2. **There are no longer separate bins or areas for recycling. All rubbish is to go in the bins provided.** This means all bins, irrespective of colour, must be used for general rubbish, which includes all bottles. Bottles are no longer to be stored in the archway between the courtyards. You can of course make your own arrangements to drop off waste at local recycle points.
3. **You must make your own arrangements to remove any other rubbish e.g. furniture, building waste, electrical equipment.** Even temporary storage of this rubbish in common areas is unacceptable. This means no additional items such as cardboard boxes left in the bin area, or larger items and building materials left in the basement, courtyards or other common areas.
4. **No items must be left in the car parking spaces.** These are only for vehicles. Bicycles are to be left in your own area and not in any communal walkways of the development or the car park.

**The removal of rubbish/cleaning of these areas comes at a significant cost. If we need to arrange for the removal of items that are identified to be from a specific apartment or house, then the individual owner will now be liable for the full cost of removal plus any administration fees on behalf of the management company.**

We trust you will circulate this information to any other relevant occupiers within your area.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Nuttall', written in a cursive style.

**ANDY NUTTALL**

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