

# City Island, Leeds – information for leaseholders

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## MANAGEMENT OF CITY ISLAND

Inspired Property Management are responsible for the management of the communal areas and grounds. Inspired will ensure that the best possible service is provided to residents complying with all relevant legislation, the ARMA Code of Practice, company policies and practices, health and safety policies and procedures and practices in the lease itself.

## INSPIRED STAFF

City Island benefits from an onsite team based in the Management Suite, situated on Gotts Road to the front of the undercroft car park entrance. Your onsite team is available Monday to Friday between the hours of 8am and 5pm. Outside of these hours, during weekends and bank holidays, security staff will provide cover.

Development Manager – Jonathan Abrahams  
Concierge – Tony Foy  
Caretaker – Joseph Mchugh

## Contact details

Management suite: 0113 243 1380  
24hr mobile: 07860939135  
Jonathan: 07860 929 228

Email the team at [facilities@city-island.co.uk](mailto:facilities@city-island.co.uk)  
or [jonathan@city-island.co.uk](mailto:jonathan@city-island.co.uk)

Inspired head office: 01302 729 500  
Option 1: Accounts  
Option 2: maintenance  
Inspired email: [info@inspiredpm.co.uk](mailto:info@inspiredpm.co.uk)

## DEDICATED PROPERTY MANAGER

City Island benefits from a dedicated property manager called Tony Emmett.

Tony works closely with the development manager and on site staff and is on site on a weekly basis. Tony is the point of contact for any queries relating to the management of the development or service charge queries.

Email: [tony@inspiredpm.co.uk](mailto:tony@inspiredpm.co.uk)  
Phone: 01302 729500

Tony's assistant Heather Whitnall contact details:

Email: [heather@inspiredpm.co.uk](mailto:heather@inspiredpm.co.uk)  
Phone: 01302 729500

## SERVICE CHARGE

Service charges are collected for the maintenance, insurance, repair of the building

and communal areas plus the employment of staff and management of the property.

Service charges can be split in to three sections:-

Reserve funds – which are for long term expenditure, for example roof replacement.

Cyclical expenses – which are for more regular expenses like external and communal area decoration.

Day to Day expenses – which are for the cleaning, insurance, salaries etc and other items which are payable each year.

Service charges can vary each year dependent on the expenditure due for that period and they are required to be reasonable.

Details of what is included to be paid with the service charges is set out in the lease and all contributions will be met by the leaseholders.

The service charge for City Island is billed annually in advance as per the terms of the lease.

Leaseholders can pay their service charge in a number of ways being by monthly standing order mandate, credit or debit card calling head office or by using Inspired tenant portal service.

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## INSPIRED TENANT PORTAL

Inspired tenant portal service accessible via their website allows all lessees access to their individual service charge accounts and provides payment facilities.

The tenant portal also allows owner's access to their statements, budget information, year-end accounts and other documents specific to the development.

Please log onto [www.inspiredpropertymanagement.com](http://www.inspiredpropertymanagement.com) and click on log in instructions, which will advise you on how to register for this service.

IPM's Tenant Portal gives you 24-hour access to various leaseholder documents, which you can view or download instantly.

## SUBLETTING

Should you wish to sub let your apartment then you need to contact Inspired head office to provide the contact details of your letting agent.

Remember you are responsible for the tenant's behaviour so make sure he/she is aware of what is expected in your block, particularly under the terms of your lease.

## INSURANCE

The building insurance is covered through the service charge, however this does not include your own contents. Do make sure your contents cover includes cover if a leak from your flat damages the contents of your neighbour's flats because you will be liable.

If you will be away from your flat for more than 30 days and the flat will be empty it is normal that your agent will have to inform the insurers.

Please let the agent know. If you do not it is likely any claim for damage to your flat will be disallowed.

## APARTMENT ALTERATIONS

Consent needs to be granted by the building landlord for any structural alterations. Please contact Inspired Property Management Ltd for guidance.

## LIFE ON CITY ISLAND

### Security

City Island benefits from 24 hour security. Inspired on site staff are on site from 8am-5pm Monday to Friday. An external security company covers evenings and weekends. An extensive HD quality CCTV system is installed.

We take City Island residents' security very seriously. Do not let unidentified people into any part of the building. If you are suspicious of anyone loitering in or around the building contact the Police urgently. Security or fire doors must not be propped open or tampered with in any way.

It is recommended that you have a deadlock fitted to your apartment and that it be used at all times (please ensure that the lock type complies with fire regulations).

### Animals

Under the terms of the lease, pets are strictly prohibited.

### Parking

City Island provides a permit system for each parking space. Failure to display a valid permit may result in the vehicle being ticketed. Please speak to the onsite staff to obtain a permit.

### Allocated parking spaces

The majority of apartments have allocated parking spaces at City Island. Should you not be aware of your space number please contact the Development Manager, who will confirm your space. Residents in City Island are free to rent their car space to other residents in the building. However rental to external people (including residents of

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Aruba/Montague) or organisations is not allowed and penalties may be incurred. Please contact the Development Manager if you wish to rent out or rent a car space. You will then be put in touch with an alternate party to deal directly with on this matter.

Residents must not store any furniture or other personal items in their parking space.

## Visitor parking

Please note that City Island does not benefit from visitors' parking spaces.

There is restricted public parking available in marked bays on Gotts Road, where drivers may park for up to one hour Monday-Saturday between the hours of 8am-6pm (including on public holidays). At all other times there are no restrictions in the marked parking area. Gotts Road has double yellow lines and loading restrictions. There is a loading bay outside the Management Suite, with a 20 minutes time limit.

Several nearby city centre car parks and metered on-street parking bays are a short walk away from City Island.

## Removals/delivery temporary parking

Temporary vehicular access onto the central piazza can be allowed for delivery and collection of large items or large quantities of

items. Please contact your onsite team if you require this access.

## Rubbish disposal and recycling

City Island provides facilities for household waste disposal and recycling.

## Household waste

A bin store is located in the underground car park for each block. Please bag or securely wrap your rubbish items prior to placing rubbish in the bins.

## Recycling

Mixed paper, metal food /drink cans, plastic containers/bottles (types 1,2 and 4 only), small flattened cardboard items and empty aerosol cans are to be placed in the appropriate recycling bins located in the bin store. (the metal bins.).

Glass recycling bins are situated on Gotts Road, just after the entrance from the A58.

## Large household items, furniture and electrical appliances

It is a resident's responsibility to dispose of these items. They should not be left in the rubbish store or anywhere in the undercroft car park area. Fines will be imposed on those residents caught leaving items in the bin store or car park area.

To book a collection call 0113 222 4406 or see <http://www.leeds.gov.uk/residents/Pages/Bulky-item-collection-service.aspx>

The nearest Leeds City Council waste disposal and recycling station is approximately 2 miles away, at Evanston Avenue just off Kirkstall Road. The phone number is 0113 378 3030 and full details of location, opening hours and recycling facilities can be found at <http://www.leeds.gov.uk/residents/Pages/Kirkstall%20Recycling%20Site.aspx>

## Meter readings

Meter readings are taken every Thursday by the onsite staff. If you require a reading please contact them by Wednesday at the latest.

## Mains Water supply in your apartment

Should you need to turn off the water supply to your apartment, the stopcock for both the hot and cold water supplies can be located in the boiler cupboard.

## Electricity supply

You should arrange service through a supplier to the area for your apartment. If you experience a power failure please check the fuse board located inside your apartment above the entrance door.

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## Noise nuisance

This refers to ANY NOISE that is likely to interfere with the peaceful enjoyment of the owner or occupier of another apartment or of any person lawfully using common property. Any music, singing, or sound production between the hours of 11pm and 8am must not be audible outside of the apartment. Please note that noise from balcony areas reverberates. In consideration of your neighbours, please keep all conversations and music on balconies to a minimum after midnight.

## Smoking

Smoking is not permitted in common areas such as foyers, hallways, stairwells and the car park. To combat the effects of “smoke drift” residents are asked to avoid smoking on their balconies between midnight and 7 am.

## Disposal of cigarette butts

Damage to other peoples’ property has been incurred in this building due to the flicking of cigarettes from balcony areas. It is unhygienic and dangerous. Please dispose of cigarette butts thoughtfully.

## Vandalism

All incidences of vandalism or graffiti within or around City Island must be reported to the Development Manager immediately for appropriate action.

## Visitor behaviour

Residents must take all reasonable steps to ensure that their invited guests do not behave in a manner that is likely to interfere with the peaceful enjoyment of the surroundings by neighbours or other residents in the building.

## Balconies

The hanging of washing, towelling, clothing or any articles on balconies at City Island that is visible from the outside of the building is not permitted.

The fixing of any satellite dish or TV/radio aerial to any part of your balcony is not permitted.

## Storage of Bicycles

Bicycles may only be stored in the bicycle storage facilities. Bicycles may not be brought into any part of the communal areas including the foyer, stairwells, hallways, garden areas, walkways, balcony or other parts of the communal areas. The bike stores are located opposite Westray, Elba and Bonaire. Should you wish to store your bike in this please contact the management suite for the code.

## ACCESS CARDS

Access cards for your block can be obtained from the Management Suite for £20. If you are renting, permission will also need to be obtained from your agent/owner.

## Postal deliveries

City Island offers a parcel service for residents. Should you be expecting a parcel, then the Management Suite will accept this on your behalf. To register for this service please contact the development manager for further information.

## INTEGRATED tV/radio services

Your apartment has an integrated TV/radio reception system which provides the following services:

- Digital terrestrial television (Freeview)
- Sky digital satellite TV including Sky Q
- FM radio and digital (DAB) radio

Virginmedia cable television services are not available at City Island.

Your master outlet also will accept a return feed from TV/video equipment to supply a signal to the secondary outlet in your bedroom.

## INTEGRATED INTERNET SERVICES

City Island offers integrated high speed Internet services from two providers:

- Ask4 ([www.ask4.com](http://www.ask4.com))
- Hyperoptic ([www.hyperoptic.com](http://www.hyperoptic.com))

Contact the relevant service providers to find out your options.

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Virginmedia cable broadband services are not available at City Island.

## SOCIAL MEDIA

Follow City Island on:



[www.twitter.com/CityIslandLeeds](http://www.twitter.com/CityIslandLeeds)

## LOCAL AREA, TRANSPORT AND AMENITIES

### What's in the local vicinity?

City Island is located on Gotts Road, on the western outskirts of Leeds city centre between the river Aire and the Leeds-Liverpool canal. The development is accessed from the A58M (Wellington Road) and is close to the M621, M1 and M62 motorway links via Armley Gyratory roundabout.

City centre shops, restaurants, bars, pubs, clubs, hotels, museum, art gallery, central library, civic buildings, commercial and legal offices, banks, post offices, law courts, gyms, cinemas, Leeds General Infirmary, Leeds Market, Leeds Arena, rail station, bus station, coach station, theatres, further education colleges and University campuses are approximately 15 minutes' walk away via Wellington Street, Westgate or Whitehall Road. Whitehall Road is accessible on foot or cycle via the canal towpath.

**For your own personal safety, we advise caution when using the canal towpath.**

### Sport

Leeds United's stadium at Elland Road is less than 10 minutes' drive away, and easily reached by public transport.

The Headingley home of Leeds Rhinos rugby league team and Yorkshire County Cricket Club is also about 10 minutes' drive away, well served by bus and rail links.

See [www.therhinos.co.uk](http://www.therhinos.co.uk) or [www.yorkshireccc.com](http://www.yorkshireccc.com) for more details.

For swimming and sport/leisure facilities, there are a number of Leeds City Council sport and leisure centres that can be easily reached by car or public transport. See <http://www.leeds.gov.uk/sports/Pages/Leisure-centres.aspx> for more details.

### Buses

Bus stops on the A58M Wellington Road and Wellington Street provide services to/from West Leeds, East Leeds and Bradford. See [www.wymetro.com](http://www.wymetro.com) for timetables, journey planner and fares information.

The Leeds CityBus links Leeds' rail and bus stations, business and shopping districts, the General Infirmary, Universities and Park Lane College. The service runs every eight minutes from 0630 to 1910, Monday to Saturday. Each

vehicle is fully accessible and can carry one wheelchair at any time.

The 757 route provides a fast direct service to/from Leeds-Bradford airport. The nearest bus stop for this service is just 5 minutes' walk from City Island, on Wellington Street. Fares can be paid in £ or €. Route and timetable information can be found at [www.wymetro.com/BusTravel/bustimetables/Bustimetable/757](http://www.wymetro.com/BusTravel/bustimetables/Bustimetable/757)

### Coaches (national area)

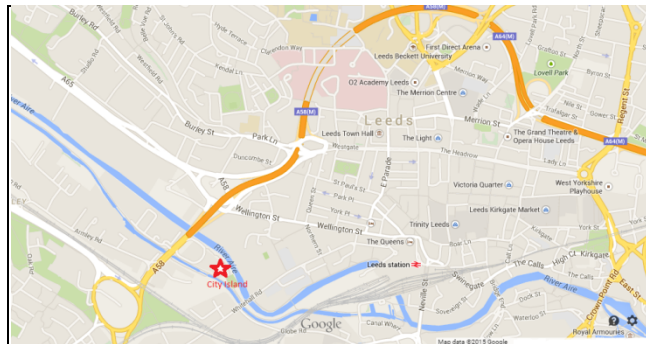
National Express coaches and Megabus offer UK-wide coach services to/from Leeds city centre. See [www.nationalexpress.com](http://www.nationalexpress.com) or [www.uk.megabus.com](http://www.uk.megabus.com) for more details.

### Trains

Leeds Rail Station, located at New Station Street, off City Square, is approximately 15 minutes' walk away from City Island, via Wellington Street or Whitehall Road. Leeds railway station is the mainline railway station serving the city centre of and is the second busiest railway station in England outside of London.

See <http://www.networkrail.co.uk/leeds-station/departures-arrivals/> for more information.

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## MEDICAL AND EMERGENCY SERVICES

### Hospitals with A&E service

Leeds has two major teaching hospitals and both offer 24 hour emergency services.

Leeds General Infirmary is located in the city centre:

Leeds General Infirmary  
Great George Street  
Leeds LS1 3EX  
Tel: (0113) 2432799

St. James's University Hospital is located in East Leeds:

St. James's University Hospital  
Beckett Street,  
Leeds LS9 7TF  
Tel: (0113) 2433144

See [www.leedsth.nhs.uk/patients-and-visitors/our-hospitals](http://www.leedsth.nhs.uk/patients-and-visitors/our-hospitals) for more information.

### Doctors

The nearest NHS GP Surgeries serving City Island area are:

One Medicare @ The Light  
Balcony Level, The Light  
The Headrow  
Leeds LS1 8TL  
Tel: (0113) 242 7425

[www.onemedicare-thelight.co.uk](http://www.onemedicare-thelight.co.uk)

Thornton Medical Centre  
15 Green Lane  
Leeds LS12 1JE  
Tel: (0113) 2310626

[www.thorntonmedicalcentre.nhs.uk](http://www.thorntonmedicalcentre.nhs.uk)

Priory View Medical Centre  
2a Green Lane  
Leeds LS12 1HU  
Tel: (0113) 2954260

### NHS Dental Services

The nearest NHS dentists to City Island are:

Clarendon Dental Spa  
9 Woodhouse Square  
Leeds LS3 1AD  
Tel: (0113) 2459004  
[www.clarendondentalspa.co.uk](http://www.clarendondentalspa.co.uk)

M&B Practices  
7-9 Branch Road  
Armley  
Leeds LS12 3AQ  
Tel: (0113) 2638509

Armley Dental Practice  
4 Hall Road  
Leeds LS12 1XB  
Tel: (0113)2638357

### Police

Your nearest police stations are:

Bridewell Police Station  
2 Park Street  
Leeds LS1 3BY

Leeds District HQ  
Elland Road  
Leeds LS11 8BU

For non-emergencies dial 101  
For emergencies dial 999

See [www.westyorkshire.police.uk/leeds](http://www.westyorkshire.police.uk/leeds)

## ONE STOP CENTRES

Your nearest One Stop Centres are:

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City Centre One Stop Centre  
2 Great George Street  
Leeds LS2 8BA

Armley Library  
2 Stocks Hill  
Armley  
Leeds LS12 1UQ

See [www.leeds.gov.uk/council/Pages/One-Stop-Centres.aspx](http://www.leeds.gov.uk/council/Pages/One-Stop-Centres.aspx) for more information.