

1st September 2007

Dear Resident

PARKING AT MILLENNIUM QUAY

From 1st October 2007 the Residents Association and block management companies are introducing new measures to deal with the increase in non-residents using our parking spaces. On the back of this letter are full details of the scheme which includes the issuing of parking tickets with a £60 fine to vehicles with no right to park here.

Tickets will only be issued by our on site staff who will make every effort to target only non-residents and they can be cancelled within 14 days if a mistake is made. However to avoid any confusion please ensure you obtain and display a parking permit if you aren't already.

Visitors will not need a permit for a stay of up to two days. However if many non-residents continue parking, the Residents Association may review this policy at a future date to require permits are always displayed and for shorter stays.

We have tried to find the right balance between protecting our spaces and minimising the inconvenience to residents and genuine visitors but we will be monitoring the situation closely and may have to make changes based on how well it works in practice.

If you have questions please contact the Lodge on 0844 80 40 966 or thelodge@mquays.com

Yours faithfully

Richard Heaton

Chairman, Millennium Quay Residents Association Ltd.

1. Introduction

As a result of an increase in non-residents using our parking spaces, the Residents Association announced a more stringent parking policy at the AGM on 5th June 2007. From 1st October 2007 parking tickets may be issued to vehicles persistently parking at Millennium Quay with no right to do so. This will apply 24 hours a day, 7 days a week and new warning signage will be erected.

2. Tickets

Parking tickets will only be issued by our on-site Estate Managers who will make every effort to target those who are not current residents or genuine visitors. The ticket is for a £60 parking fine.

A contract has been arranged with parkforce.com to collect the fines on behalf of the Residents Association. If a ticket is issued to a vehicle belonging to a resident or visitor they must contact the Lodge within 14 days so that it can be cancelled.

After 14 days, if the fine has not paid or cancelled, parkforce will commence proceedings to recover the charge. For more information about this process see www.parkforce.com/system.htm

3. Residents

To ensure tickets are not issued to residents, a permit must be displayed. If you don't already have one or if it is faded, please complete the web site application form at www.mquays.com/permit.php or contact The Lodge. Permits are issued free for resident's vehicles that comply with the parking conditions in the Deeds or Lease for properties at Millennium Quay.

The permits are marked with the car registration number and a unique code so they can't be transferred to another vehicle. Any permit obtained on behalf of or used by someone who is not a current resident is considered to be invalid and the vehicle may be ticketed. Underground car park spaces may not be rented to non-residents for security reasons. If you need additional permits or change your car please use the form to request a new one and destroy any old permits.

4. Visitors

Visitors do not require a permit for a short visit of up to two days. If a longer period is required please use the form on the web site at www.mquays.com/visitors.php or contact The Lodge.

If there is not time to actually obtain the visitors permit, the web site application or a message to the Lodge by other means is sufficient to ensure they are notified of the vehicle. If you have a regular visitor please contact the Lodge to request a longer term permit. Visitors may park in any of the marked surface spaces and vehicles parked anywhere else may be ticketed.

5. Parking Zones

The parking spaces are zoned to ensure that everyone has a good chance of parking near where they live. Please park in the zone for your permit. Underground parking spaces may only be used by those who own them with a permit that shows their bay number. They may also park in the surface spaces within their zone.

6. Questions

If you have any questions regarding this or any other matter relating to the management at Millennium Quay please contact The Lodge www.mquays.com/information.php

Residents Association 1st September 2007