
B.A.M.**Bulletin**

Holiday Office Hours

December 2017

The Estate Office will be closed on Christmas Day, Boxing Day and New Year's Day.

On the week days between, the office will be open in the mornings only.



Christmas Tree...

This year we are erecting a large Christmas tree on the corner of Cannon Hill and West End Lane. Please come along to the Switching on of The Lights on Friday 1st December at 5.00 pm. The Tree will stay lit until the Twelfth Night.

Chanukah...

A Menorah will be erected by the Bird bath in the garden, next to the driveway to the Estate Office. A candle will be lit each Night at 5.00pm (on Friday @ 3.30pm) from Tuesday 12th December 2017, through to Tuesday 19th December 2017. Come along to the first evening for free doughnuts, latkes and a drink.

Newspapers & Post.

Cancel paper deliveries and ask a neighbour to take in any mail or parcels that may be left outside your flat.

Please remember not to leave a message on voicemail advising callers that you are away on Holiday.

West Hampstead Christmas Market

Saturday 2nd December 10:00am to 4:00pm on West End Green, West End Lane and Emmanuel Church - festive food, children's activities, unique jewellery, cards and gifts, local arts & crafts, face painting, a magician, a balloon artist and fairies, as well as mouth-watering cakes, chocolates, and hot mulled wine and of course Father Christmas.

www.westhampsteadchristmasmarket.co.uk **Also:** Running on the same day is Emanuel School Christmas Fair, from 2-4pm.

Parcel Service

As a courtesy, the Estate Office takes in parcels during the working day only – Monday to Friday 9.00 a.m.-5.00 p.m. and attempts redelivery to your homes before the end of the working day.

The Estate does not have A SECURE AREA for storage of signed parcels, and we remind Residents that all parcels received are done so to help, and therefore does not accept responsibility for breakages, losses or wrong items delivered.

May we again remind you that we do not accept parcel deliveries on Saturday or Sunday. Residents Business Parcels addressed to the Office will no longer be accepted, except with prior arrangement. (This is due to Insurance regulations). We regret that we are unable to take delivery of Raw Foods.

Cannon Hill Small Side Gate Broken.

The small side gate next to the larger driveway gate is not closing properly. This means that, for security reasons, we have had to put a chain and padlock in place. We are in the process of having it fixed and will remove the padlock when it has been repaired. Entrance to the Garden can still be achieved through the normal doors in the Estate Buildings.

Christmas fund for the staff...

Many residents have asked if there will be the usual communal Christmas fund for the staff. We appreciate that some of you prefer to thank members of staff individually but if you do wish to contribute to the general fund please give contributions to Nikki in the office.

Security During the Holiday Period...

If you are going away on holiday, please remember;

Inform the Estate Office (estateoffice@bamestate.co.uk) of when you are going. Leave a telephone number where you can be contacted and/or the telephone numbers of people with whom you have left the keys to your Flat. Ensure the key holders know how to turn your Intruder Alarm System (IAS), on or off.

Intruder Alarm System. If you have an IAS, ensure that it is set when you depart. If your IAS is monitored by an Alarm Receiving Centre, check that your key holders list is up to date.

All your Keyholders should have a password which is registered with your IAS.

If your IAS is "bells only" leave a set of keys with the Estate Office and a code number that will set/unset your Alarm.

- **Security Window Locks.** Ensure that these are fitted to all windows and that they are in the locked position before you depart.
- **Door Locks.** The front door to your Flat should be fitted with two approved security Locks. Remember to lock both when you leave your Flat.
- **Newspapers and Post.** Cancel paper deliveries and ask a neighbour to take in any mail or parcels that may be left outside your Flat.
- **Answerphone.** Do not leave a message advising callers that you are away on Holiday.
- **Cars.** If you are leaving your car parked in the street let the Estate Office know its make and registration number and the contact details of who has a set of your car keys. Ensure your car is locked **and that nothing of value can be seen**
- **General Security.** We remind Residents to re-bolt any communal doors – exits/entrances to common areas after deliveries / contractors have finished. If you will be in your Flat during the Holidays do not open the entrance doors to your Block to unknown visitors.
- **REMEMBER: IF IN DOUBT KEEP THEM OUT.**
- **LOCKERS in BASEMENTS: DO NOT LEAVE ANY VALUABLES IN THEM.**
- **Should you observe any suspicious activity contact the Police, dial 999.**
- **To report a crime that has already been committed contact the police, dial 101.**

The Directors & Staff send Seasons Greetings and Best Wishes for the New Year to all on the BAM Estate.

Holiday Arrangements

Please see the listing below, setting out the rubbish collection days and times for the holiday period.

- Friday 22nd December 2017 – Normal Collection
- Saturday 23rd December 2017 - Normal Collection
- Sunday 24th December 2017 - NO refuse collection
- Monday 25th December 2017 - NO refuse collection
- Tuesday 26th December 2017 - Normal Collection
- Wednesday 27th December 2017 - Normal Collection
- Thursday 28th December 2017 - Normal Collection
- Friday 29th December 2017 - Normal Collection
- Saturday 30th December 2017 - Normal Collection
- Sunday 31st December 2017 - NO refuse collection
- Monday 1st January 2018 - NO refuse collection
- Normal Collection resumes 2nd January 2018.

Emergency

The Porters are on call for emergency cover only, e.g. lift breakdown with passenger inside, failure of lighting in the common parts, flooding...

If you smell Gas or Smoke, please call the EMERGENCY SERVICES immediately.

Please remember no personal calling on the Porters' front doors at any time; please use the out of hour's phone number: 020 7419 1112. If there is no answer immediately PLEASE LEAVE A MESSAGE to include your Flat Number, Contact Details & Your Name.

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