

The Gateway, Bexhill Bovis Homes South East



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Introduction to Gateway

Gateway is a privately owned, nationwide, industry-leading property services company.

From our nationwide network of regional offices, our workforce of over 160+ people has been supporting our clients and customers for over 20 years.

Our well-established, trusted reputation has been built over decades. It's why our client-base is made of national and regional housebuilders, pension funds, major financial institutions, FTSE 250 companies, RMC and RTM companies, freeholders, landlords and housing providers.

While we've grown over the years to support our clients and customers, we've always remained true to our founding thought:

We're not interested in being the largest service provider out there – simply the best possible partner.

What we do

Gateway provides in-house standalone and integrated property solutions from our network of local offices, including:

PROPERTY MANAGEMENT

Looking after apartment blocks, housing estates and retirement properties for leading housebuilders, individual landlords, RTM Companies and RMC Companies.

ESTATE AGENTS

A proactive nationwide sales, lettings and portfolio management service from our dedicated residential team.

FACILITIES MANAGEMENT

The complete solution for communal cleaning, gardening and facilities management services across the UK.

INSURANCE BROKERS

Providing residential, mixed-use and commercial property insurance at market leading rates, as well as an unparalleled claims service.

LEASEHOLD SUPPORT

Expert advice on a broad range of leasehold and freehold related matters from our in-house support team.

SURVEYING

Risk assessments, building surveys and major works project management.

SOLICITORS

Comprehensive conveyancing support for purchasing, re-mortgaging and help to buy, as well as arrears recovery, leasehold and commercial property, company law and lettings support.

FINANCIAL SERVICES

Tailored financial advice with access to hundreds of mortgage products from leading lenders for first time buyers, re-mortgaging, buy-to-let and more.

COMPANY SERVICES

Taking care of company secretarial duties and Companies House affairs on behalf of Management Companies nationwide.

ENERGY MANAGEMENT

Sourcing the most competitive communal energy tariffs for apartment blocks and estates.

Our people

Gateway is made up of professional, highly qualified and experienced people.

We place great emphasis on the continuing personal and professional betterment of our staff.

We pride ourselves on the impressive pool of talent within our ranks and continually promote from within.

All of our people value integrity, professional ethics, client service and teamwork highly.



Here are some of our many staff and company accreditations:



Market position

Our well-established, trusted reputation in the marketplace has been built over decades.

We pride ourselves on providing proactive support and setting the industry benchmark for client relationships.

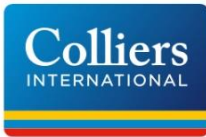
We have all the expertise required in-house, from our own legal team to a network of Property Managers.

We work collaboratively and innovatively with national housebuilders, regional developers and registered social landlords.

Gateway supports:


















...as well as Landlords, Freeholders, Housing Providers, RMC & RTM Companies, and many local housebuilders.

Management appraisal

DEVELOPMENT NAME

The Gateway

TOTAL UNITS

1003 Units

PLANS/DRAWINGS

It is understood that plans and drawings can be reviewed and revised. Please ensure the up to date versions are submitted to the managing agent as and when they are available to ensure that the budget proposal is reviewed and amended in line with the development requirements.

LEGAL FRAMEWORK

The development is set up on a tri-part basis being: - Developer, Residents Management Company (RMC) and Purchaser.

The Residents Management Company details are:

- The Gateway (Bexhill-on-Sea) Management Company Limited
- Date of incorporation: 20th April 2019

HOUSING ASSOCIATION/PROVIDER

Details to be provided.

APPORTIONMENTS

The budget proposal has initially calculated the apportionments based on an equal contribution by each property on the development towards the Estate and Management Company costs. There is one further schedule for the apartment blocks, with apartment owners paying an equal contribution towards this schedule.

Management appraisal (cont.)

ACCOUNT PREPARATION AND YEAR END

Service Charge period to be confirmed within the Leases/TP1s.

Please note: In line as to what is stipulated within the Leases/TP1s, accounts will be prepared produced and distributed within 6 months of the year end. These accounts will reflect as to whether there is a balancing charge or credit and a full explanatory letter will accompany the accounts to explain the budget, income and expenditure. Unless specified, Gateway will automatically sign off and produce the accounts on behalf of the Residents Management Company.

AREAS TO BE MANAGED

The budget has been prepared in accordance with the plans provided to date and include all communal areas and facilities within the development which are not encompassed within the private demise of the individual Leases/TP1s.

HOW MANY BUDGET SCHEDULES?

The budget has two schedules:
Estate and Management Company, Apartment Blocks.

ANTICIPATED BUDGET PROVISIONS

We have included anticipated costs in the budget which would be incurred during the management of the development. These costings will be refined and finalised upon further details and information made available to us.

Unless otherwise specified, we would assume that the following would be adopted and therefore would not fall within the remit of costings within the budget:

- Foul and Surface Water Drainage

Management appraisal (cont.)

We would recommend that the covenant to insure is placed with the Residents Management Company through a nominated office and insurer of their choice.

BUILDINGS INSURANCE

We have included an initial anticipated premium for the buildings insurance which will be refined upon a valuation being undertaken for an accurate rebuild value to be determined for the blocks.

Please note: If we have not received a Declared Value or Claims History for the property, the cost included in the budget for Buildings Insurance will be an estimate only.

PUBLIC LIABILITY INSURANCE

A Public Liability policy will be placed to protect the external, communal areas from any damage and third-party claims.

DIRECTORS & OFFICERS INSURANCE

As the development is anticipated to be set up under Residents Management Company control, a provision for Directors and Officers insurance has been incorporated to protect the interest of the directors against potential legal claims made against them .

GROUND RENT

We assume that any Ground Rent will be collected directly by the freeholder or an agent of their choosing. Gateway can offer this service and undertake the Ground Rent collections also upon instruction.

VOID LIABILITY

Under this scheme there is a potential liability upon Bovis Homes South East for any void costs. Throughout the handovers, should there be any plots which have yet to legally complete, the liability for any charges levied against unsold plots remain with the developer to ensure 100% recoverability of the service charge costs applicable to that phase. As soon as the plot completes, service charge invoices will proceed to be raised directly to the homeowner.

Management appraisal (cont.)

COMPLETION FUNDS

Upon the completion of each individual plot, an apportionment of service charge funds calculated in accordance with the most recent budget at that point will be collected in the usual manner.

Upon receipt of these monies, the funds are placed into a ring-fenced client account in anticipation of handover, with the view that instructing contractors to provide maintenance services to the development can and will be immediate upon handover.

RESIDENTS' COMMUNICATION

Upon confirmation of handover, we will issue a welcome pack to all homeowners introducing Gateway. The pack will provide the contact details for their Property Management team, overview the areas of management and the setup for the development, enclosing a factsheet detailing the requirements for being a member of the RMC and potentially a director in the future.

We provide a Meet and Greet service where we arrange an introductory welcome meeting within 6 weeks of commencing management. This meeting provides an opportunity for homeowners to meet their Property Manager and learn more about Gateway, the services we will be providing to the development, the set of the service charges and the RMC. If there is a Housing Association in situ, we will engage with the Officer for the development to coincide a joint meeting – this helps with bedding in the development and creating a better community.

After handover, the development will be inspected regularly by the dedicated Property Manager to ensure the establishment of services are being carried out as smoothly as possible.

The development will also be maintained by Gateway Facilities Management, providing an on-site presence and representative that the homeowners can report any issues too and which can be relayed to Head Office and dealt with efficiently.

Management appraisal (cont.)

SALES OFFICE ENGAGEMENT

Gateway encourage a close working relationship with the on-site Sales Teams and offer meetings at the time of launch to discuss the budget, the services included and the set-up of the development, as well as providing supporting literature specific to the development to be included within the individual plot completion packs.

The Business Development team are on hand to help and work closely with the Sales Team throughout to ensure the information relayed to the prospective purchase is as close as informative and accurate as can be and answers any questions which may arise during the transitional period.

BUSINESS DEVELOPMENT TEAM

Email: gwbusinessdevelopment@gatewayplc.co.uk

Phone: 01702 443 555

Website: gatewayplc.co.uk/contact-us



Service Charge budget

	Estate 1/1003	Apartment Blocks 86 Flats	Total
Regular Maintenance			
Grounds Maintenance (POS Areas)	£47,040.00		£47,040.00
Hardstanding, Roadways and Driveways	£17,724.00		£17,724.00
Sports Pavilion Maintenance	£4,768.00		£4,768.00
General Provisions			
Repairs & Renewals	£5,400.00		£5,400.00
EV Charging Point Maintenance & Inspection		£14,620.00	£14,620.00
Utilities			
External Electricity (Bollards)	£1,260.00		£1,260.00
Water	£960.00		£960.00
Business Rates – Sports Pavilion	£4,155.00		£4,155.00
Sports Pavilion Electricity	£3,925.00		£3,925.00
Statutory Risk Assessments			
Health and Safety	£1,725.00		£1,725.00
ROSPA Inspection & Assessment	£488.00		£488.00
Property Inspections	£576.00		£576.00
Arboricultural & Ecological Inspection	£1,425.00		£1,425.00
Annual Fire Maintenance - Pavilion	£1,625.00		£1,625.00
Professional Fees			
Management Fees	£72,216.00		£72,216.00
Company Administration	£960.00		£960.00
Accountancy	£840.00		£840.00
Bank Charges	£115.20		£115.20
Dormant Accounts	£180.00		£180.00
Filing Fee	£34.00		£34.00
Postage	£3,000.00		£3,000.00
Insurance			
Directors and Officers Insurance	£1,319.20		£1,319.20
Public Liability Insurance	£3,956.00		£3,956.00
Buildings Insurance	£4,603.99		£4,603.99
Reserves			
Reserve Fund	£2,000.00		£2,000.00
Total	£180,295.39	£14,620.00	£194,915.39

Service Charge apportionments

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
1	House	0.100		£179.76
2	House	0.100		£179.76
3	House	0.100		£179.76
4	House	0.100		£179.76
5	House	0.100		£179.76
6	House	0.100		£179.76
7	House	0.100		£179.76
8	House	0.100		£179.76
9	House	0.100		£179.76
10	House	0.100		£179.76
11	House	0.100		£179.76
12	House	0.100		£179.76
13	House	0.100		£179.76
14	House	0.100		£179.76
15	House	0.100		£179.76
16	House	0.100		£179.76
17	House	0.100		£179.76
18	House	0.100		£179.76
19	House	0.100		£179.76
20	House	0.100		£179.76
21	House	0.100		£179.76
22	House	0.100		£179.76
23	House	0.100		£179.76
24	House	0.100		£179.76
25	House	0.100		£179.76
26	Flat	0.100	1.163	£349.76
27	Flat	0.100	1.163	£349.76
28	Flat	0.100	1.163	£349.76
29	Flat	0.100	1.163	£349.76
30	Flat	0.100	1.163	£349.76
31	Flat	0.100	1.163	£349.76
32	Flat	0.100	1.163	£349.76
33	Flat	0.100	1.163	£349.76
34	Flat	0.100	1.163	£349.76
35	House	0.100		£179.76
36	House	0.100		£179.76
37	House	0.100		£179.76
38	House	0.100		£179.76
39	Flat	0.100	1.163	£349.76
40	Flat	0.100	1.163	£349.76
41	Flat	0.100	1.163	£349.76
42	Flat	0.100	1.163	£349.76
43	Flat	0.100	1.163	£349.76
44	Flat	0.100	1.163	£349.76
45	Flat	0.100	1.163	£349.76
46	Flat	0.100	1.163	£349.76
47	Flat	0.100	1.163	£349.76
48	Flat	0.100	1.163	£349.76
49	Flat	0.100	1.163	£349.76
50	Flat	0.100	1.163	£349.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
51	Flat	0.100	1.163	£349.76
52	Flat	0.100	1.163	£349.76
53	Flat	0.100	1.163	£349.76
54	Flat	0.100	1.163	£349.76
55	House	0.100		£179.76
56	House	0.100		£179.76
57	Flat	0.100	1.163	£349.76
58	Flat	0.100	1.163	£349.76
59	Flat	0.100	1.163	£349.76
60	Flat	0.100	1.163	£349.76
61	Flat	0.100	1.163	£349.76
62	Flat	0.100	1.163	£349.76
63	Flat	0.100	1.163	£349.76
64	Flat	0.100	1.163	£349.76
65	Flat	0.100	1.163	£349.76
66	House	0.100		£179.76
67	House	0.100		£179.76
68	House	0.100		£179.76
69	House	0.100		£179.76
70	House	0.100		£179.76
71	House	0.100		£179.76
72	House	0.100		£179.76
73	House	0.100		£179.76
74	House	0.100		£179.76
75	House	0.100		£179.76
76	House	0.100		£179.76
77	House	0.100		£179.76
78	House	0.100		£179.76
79	House	0.100		£179.76
80	House	0.100		£179.76
81	House	0.100		£179.76
82	House	0.100		£179.76
83	House	0.100		£179.76
84	House	0.100		£179.76
85	House	0.100		£179.76
86	House	0.100		£179.76
87	House	0.100		£179.76
88	House	0.100		£179.76
89	House	0.100		£179.76
90	House	0.100		£179.76
91	House	0.100		£179.76
92	House	0.100		£179.76
93	House	0.100		£179.76
94	House	0.100		£179.76
95	House	0.100		£179.76
96	House	0.100		£179.76
97	House	0.100		£179.76
98	House	0.100		£179.76
99	House	0.100		£179.76
100	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
101	House	0.100		£179.76
102	House	0.100		£179.76
103	House	0.100		£179.76
104	House	0.100		£179.76
105	House	0.100		£179.76
106	House	0.100		£179.76
107	House	0.100		£179.76
108	House	0.100		£179.76
109	House	0.100		£179.76
110	House	0.100		£179.76
111	House	0.100		£179.76
112	House	0.100		£179.76
113	House	0.100		£179.76
114	House	0.100		£179.76
115	House	0.100		£179.76
116	House	0.100		£179.76
117	House	0.100		£179.76
118	House	0.100		£179.76
119	House	0.100		£179.76
120	House	0.100		£179.76
121	House	0.100		£179.76
122	House	0.100		£179.76
123	House	0.100		£179.76
124	House	0.100		£179.76
125	House	0.100		£179.76
126	House	0.100		£179.76
127	House	0.100		£179.76
128	House	0.100		£179.76
129	House	0.100		£179.76
130	House	0.100		£179.76
131	House	0.100		£179.76
132	House	0.100		£179.76
133	House	0.100		£179.76
134	House L1	0.100		£179.76
135	House L1	0.100		£179.76
136	House L1	0.100		£179.76
137	House L1	0.100		£179.76
138	House L1	0.100		£179.76
139	House L1	0.100		£179.76
140	House L1	0.100		£179.76
141	House L1	0.100		£179.76
142	House L1	0.100		£179.76
143	House L1	0.100		£179.76
144	House L1	0.100		£179.76
145	House L1	0.100		£179.76
146	House L1	0.100		£179.76
147	House L1	0.100		£179.76
148	House L1	0.100		£179.76
149	House L1	0.100		£179.76
150	House L1	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
151	House L1	0.100		£179.76
152	House L1	0.100		£179.76
153	House L1	0.100		£179.76
154	House L1	0.100		£179.76
155	House L1	0.100		£179.76
156	House L1	0.100		£179.76
157	House L1	0.100		£179.76
158	House L1	0.100		£179.76
159	House L1	0.100		£179.76
160	House L1	0.100		£179.76
161	House L1	0.100		£179.76
162	House L1	0.100		£179.76
163	House L1	0.100		£179.76
164	House L1	0.100		£179.76
165	House L1	0.100		£179.76
166	House L1	0.100		£179.76
167	House L1	0.100		£179.76
168	House L1	0.100		£179.76
169	House L1	0.100		£179.76
170	House L1	0.100		£179.76
171	House L1	0.100		£179.76
172	House L1	0.100		£179.76
173	House L1	0.100		£179.76
174	House L1	0.100		£179.76
175	House L1	0.100		£179.76
176	House L1	0.100		£179.76
177	House L1	0.100		£179.76
178	House L1	0.100		£179.76
179	House L1	0.100		£179.76
180	House L1	0.100		£179.76
181	House L1	0.100		£179.76
182	House L1	0.100		£179.76
183	House L1	0.100		£179.76
184	House L1	0.100		£179.76
185	House L1	0.100		£179.76
186	House L1	0.100		£179.76
187	House L1	0.100		£179.76
188	House L1	0.100		£179.76
189	House L1	0.100		£179.76
190	House L1	0.100		£179.76
191	House L1	0.100		£179.76
192	House L1	0.100		£179.76
193	House L1	0.100		£179.76
194	House L1	0.100		£179.76
195	House L1	0.100		£179.76
196	House L1	0.100		£179.76
197	House L1	0.100		£179.76
198	House L1	0.100		£179.76
199	House L1	0.100		£179.76
200	House L1	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
201	House L1	0.100		£179.76
202	House L1	0.100		£179.76
203	House L1	0.100		£179.76
204	House L1	0.100		£179.76
205	House L1	0.100		£179.76
206	House L1	0.100		£179.76
207	House L1	0.100		£179.76
208	House L1	0.100		£179.76
209	House L1	0.100		£179.76
210	House L1	0.100		£179.76
211	House L1	0.100		£179.76
212	House L1	0.100		£179.76
213	House L1	0.100		£179.76
214	House L1	0.100		£179.76
215	House L1	0.100		£179.76
216	House L1	0.100		£179.76
217	House L1	0.100		£179.76
218	House L1	0.100		£179.76
219	House L1	0.100		£179.76
220	House L1	0.100		£179.76
221	House L1	0.100		£179.76
222	House L1	0.100		£179.76
223	House L1	0.100		£179.76
224	House L1	0.100		£179.76
225	House L1	0.100		£179.76
226	House L1	0.100		£179.76
227	House L1	0.100		£179.76
228	House L1	0.100		£179.76
229	House L1	0.100		£179.76
230	House L1	0.100		£179.76
231	House L1	0.100		£179.76
232	House L1	0.100		£179.76
233	House L1	0.100		£179.76
234	House L1	0.100		£179.76
235	Flat L1	0.100	1.163	£349.76
236	Flat L1	0.100	1.163	£349.76
237	Flat L1	0.100	1.163	£349.76
238	Flat L1	0.100	1.163	£349.76
239	Flat L1	0.100	1.163	£349.76
240	Flat L1	0.100	1.163	£349.76
241	Flat L1	0.100	1.163	£349.76
242	Flat L1	0.100	1.163	£349.76
243	Flat L1	0.100	1.163	£349.76
244	Flat L1	0.100	1.163	£349.76
245	Flat L1	0.100	1.163	£349.76
246	Flat L1	0.100	1.163	£349.76
247	Flat L1	0.100	1.163	£349.76
248	Flat L1	0.100	1.163	£349.76
249	Flat L1	0.100	1.163	£349.76
250	Flat L1	0.100	1.163	£349.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
251	House B1	0.100		£179.76
252	House B1	0.100		£179.76
253	House B1	0.100		£179.76
254	House B1	0.100		£179.76
255	House B1	0.100		£179.76
256	House B1	0.100		£179.76
257	House B1	0.100		£179.76
258	House B1	0.100		£179.76
259	House B1	0.100		£179.76
260	House B1	0.100		£179.76
261	House B1	0.100		£179.76
262	House B1	0.100		£179.76
263	House B1	0.100		£179.76
264	House B1	0.100		£179.76
265	House B1	0.100		£179.76
266	House B1	0.100		£179.76
267	House B1	0.100		£179.76
268	House B1	0.100		£179.76
269	House B1	0.100		£179.76
270	House B1	0.100		£179.76
271	House B1	0.100		£179.76
272	House B1	0.100		£179.76
273	House B1	0.100		£179.76
274	House B1	0.100		£179.76
275	House B1	0.100		£179.76
276	House B1	0.100		£179.76
277	House B1	0.100		£179.76
278	House B1	0.100		£179.76
279	House B1	0.100		£179.76
280	House B1	0.100		£179.76
281	House B1	0.100		£179.76
282	House B1	0.100		£179.76
283	House B1	0.100		£179.76
284	House B1	0.100		£179.76
285	House B1	0.100		£179.76
286	House B1	0.100		£179.76
287	House B1	0.100		£179.76
288	House B1	0.100		£179.76
289	House B1	0.100		£179.76
290	House B1	0.100		£179.76
291	House B1	0.100		£179.76
292	House B1	0.100		£179.76
293	House B1	0.100		£179.76
294	House B1	0.100		£179.76
295	House B1	0.100		£179.76
296	House B1	0.100		£179.76
297	House B1	0.100		£179.76
298	House B1	0.100		£179.76
299	House B1	0.100		£179.76
300	House B1	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
301	House B1	0.100		£179.76
302	House B1	0.100		£179.76
303	House B1	0.100		£179.76
304	House B1	0.100		£179.76
305	House B1	0.100		£179.76
306	House B1	0.100		£179.76
307	House B1	0.100		£179.76
308	House B1	0.100		£179.76
309	House B1	0.100		£179.76
310	House B1	0.100		£179.76
311	House B1	0.100		£179.76
312	House B1	0.100		£179.76
313	House B1	0.100		£179.76
314	House B1	0.100		£179.76
315	House B1	0.100		£179.76
316	House B1	0.100		£179.76
317	House B1	0.100		£179.76
318	House B1	0.100		£179.76
319	House B1	0.100		£179.76
320	House B1	0.100		£179.76
321	House B1	0.100		£179.76
322	House B1	0.100		£179.76
323	House B1	0.100		£179.76
324	House B1	0.100		£179.76
325	House B1	0.100		£179.76
326	House B1	0.100		£179.76
327	House B1	0.100		£179.76
328	House B1	0.100		£179.76
329	House B1	0.100		£179.76
330	House B1	0.100		£179.76
331	House B1	0.100		£179.76
332	House B1	0.100		£179.76
333	House B1	0.100		£179.76
334	House B1	0.100		£179.76
335	Flat B1	0.100	1.163	£349.76
336	Flat B1	0.100	1.163	£349.76
337	Flat B1	0.100	1.163	£349.76
338	Flat B1	0.100	1.163	£349.76
339	Flat B1	0.100	1.163	£349.76
340	Flat B1	0.100	1.163	£349.76
341	Flat B1	0.100	1.163	£349.76
342	Flat B1	0.100	1.163	£349.76
343	Flat B1	0.100	1.163	£349.76
344	House P2	0.100		£179.76
345	House P2	0.100		£179.76
346	House P2	0.100		£179.76
347	House P2	0.100		£179.76
348	House P2	0.100		£179.76
349	House P2	0.100		£179.76
350	House P2	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
351	House P2	0.100		£179.76
352	House P2	0.100		£179.76
353	House P2	0.100		£179.76
354	House P2	0.100		£179.76
355	House P2	0.100		£179.76
356	House P2	0.100		£179.76
357	House P2	0.100		£179.76
358	House P2	0.100		£179.76
359	House P2	0.100		£179.76
360	House P2	0.100		£179.76
361	House P2	0.100		£179.76
362	House P2	0.100		£179.76
363	House P2	0.100		£179.76
364	House P2	0.100		£179.76
365	House P2	0.100		£179.76
366	Flat P2	0.100	1.163	£349.76
367	Flat P2	0.100	1.163	£349.76
368	Flat P2	0.100	1.163	£349.76
369	Flat P2	0.100	1.163	£349.76
370	Flat P2	0.100	1.163	£349.76
371	Flat P2	0.100	1.163	£349.76
372	Flat P2	0.100	1.163	£349.76
373	Flat P2	0.100	1.163	£349.76
374	Flat P2	0.100	1.163	£349.76
375	House P2	0.100		£179.76
376	House P2	0.100		£179.76
377	House P2	0.100		£179.76
378	House P2	0.100		£179.76
379	House P2	0.100		£179.76
380	House P2	0.100		£179.76
381	House P2	0.100		£179.76
382	House P2	0.100		£179.76
383	House P2	0.100		£179.76
384	House P2	0.100		£179.76
385	House P2	0.100		£179.76
386	House P2	0.100		£179.76
387	House P2	0.100		£179.76
388	House P2	0.100		£179.76
389	House P2	0.100		£179.76
390	House P2	0.100		£179.76
391	House P2	0.100		£179.76
392	House P2	0.100		£179.76
393	House P2	0.100		£179.76
394	House P2	0.100		£179.76
395	House P2	0.100		£179.76
396	House P2	0.100		£179.76
397	House P2	0.100		£179.76
398	House P2	0.100		£179.76
399	House P2	0.100		£179.76
400	House P2	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
401	House P2	0.100		£179.76
402	House P2	0.100		£179.76
403	House P2	0.100		£179.76
404	House P2	0.100		£179.76
405	House P2	0.100		£179.76
406	House P2	0.100		£179.76
407	House P2	0.100		£179.76
408	House P2	0.100		£179.76
409	House P2	0.100		£179.76
410	House P2	0.100		£179.76
411	House P2	0.100		£179.76
412	House P2	0.100		£179.76
413	House P2	0.100		£179.76
414	House P2	0.100		£179.76
415	House P2	0.100		£179.76
416	House P2	0.100		£179.76
417	House P2	0.100		£179.76
418	House P2	0.100		£179.76
419	House P2	0.100		£179.76
420	House P2	0.100		£179.76
421	House P2	0.100		£179.76
422	House P2	0.100		£179.76
423	House P2	0.100		£179.76
424	House P2	0.100		£179.76
425	House P2	0.100		£179.76
426	House P2	0.100		£179.76
427	House P2	0.100		£179.76
428	House P2	0.100		£179.76
429	House P2	0.100		£179.76
430	Flat P2	0.100	1.163	£349.76
431	Flat P2	0.100	1.163	£349.76
432	Flat P2	0.100	1.163	£349.76
433	Flat P2	0.100	1.163	£349.76
434	Flat P2	0.100	1.163	£349.76
435	Flat P2	0.100	1.163	£349.76
436	Flat P2	0.100	1.163	£349.76
437	Flat P2	0.100	1.163	£349.76
438	Flat P2	0.100	1.163	£349.76
439	Flat P2	0.100	1.163	£349.76
440	Flat P2	0.100	1.163	£349.76
441	Flat P2	0.100	1.163	£349.76
442	Flat P2	0.100	1.163	£349.76
443	Flat P2	0.100	1.163	£349.76
444	Flat P2	0.100	1.163	£349.76
445	Flat P2	0.100	1.163	£349.76
446	Flat P2	0.100	1.163	£349.76
447	Flat P2	0.100	1.163	£349.76
448	Flat	0.100		£179.76
449	House	0.100		£179.76
450	House	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
451	House	0.100		£179.76
452	House	0.100		£179.76
453	House	0.100		£179.76
454	House	0.100		£179.76
455	House	0.100		£179.76
456	House	0.100		£179.76
457	House	0.100		£179.76
458	House	0.100		£179.76
459	House	0.100		£179.76
460	House	0.100		£179.76
461	House	0.100		£179.76
462	House	0.100		£179.76
463	House	0.100		£179.76
464	House	0.100		£179.76
465	House	0.100		£179.76
466	House	0.100		£179.76
467	House	0.100		£179.76
468	House	0.100		£179.76
469	House	0.100		£179.76
470	House	0.100		£179.76
471	House	0.100		£179.76
472	House	0.100		£179.76
473	House	0.100		£179.76
474	House	0.100		£179.76
475	House	0.100		£179.76
476	House	0.100		£179.76
477	House	0.100		£179.76
478	House	0.100		£179.76
479	House	0.100		£179.76
480	House	0.100		£179.76
481	House	0.100		£179.76
482	House	0.100		£179.76
483	House	0.100		£179.76
484	House	0.100		£179.76
485	House	0.100		£179.76
486	House	0.100		£179.76
487	House	0.100		£179.76
488	House	0.100		£179.76
489	House	0.100		£179.76
490	House	0.100		£179.76
491	House	0.100		£179.76
492	House	0.100		£179.76
493	House	0.100		£179.76
494	House	0.100		£179.76
495	House	0.100		£179.76
496	House	0.100		£179.76
497	House	0.100		£179.76
498	House	0.100		£179.76
499	House	0.100		£179.76
500	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
501	House	0.100		£179.76
502	House	0.100		£179.76
503	House	0.100		£179.76
504	House	0.100		£179.76
505	House	0.100		£179.76
506	House	0.100		£179.76
507	House	0.100		£179.76
508	House	0.100		£179.76
509	House	0.100		£179.76
510	House	0.100		£179.76
511	House	0.100		£179.76
512	House	0.100		£179.76
513	House	0.100		£179.76
514	House	0.100		£179.76
515	House	0.100		£179.76
516	House	0.100		£179.76
517	House	0.100		£179.76
518	House	0.100		£179.76
519	House	0.100		£179.76
520	House	0.100		£179.76
521	House	0.100		£179.76
522	House	0.100		£179.76
523	House	0.100		£179.76
524	House	0.100		£179.76
525	House	0.100		£179.76
526	House	0.100		£179.76
527	House	0.100		£179.76
528	House	0.100		£179.76
529	House	0.100		£179.76
530	House	0.100		£179.76
531	House	0.100		£179.76
532	House	0.100		£179.76
533	House	0.100		£179.76
534	House	0.100		£179.76
535	House	0.100		£179.76
536	House	0.100		£179.76
537	House	0.100		£179.76
538	House	0.100		£179.76
539	House	0.100		£179.76
540	House	0.100		£179.76
541	House	0.100		£179.76
542	House	0.100		£179.76
543	House	0.100		£179.76
544	House	0.100		£179.76
545	House	0.100		£179.76
546	House	0.100		£179.76
547	House	0.100		£179.76
548	House	0.100		£179.76
549	House	0.100		£179.76
550	House	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
551	House	0.100		£179.76
552	House	0.100		£179.76
553	House	0.100		£179.76
554	House	0.100		£179.76
555	House	0.100		£179.76
556	House	0.100		£179.76
557	House	0.100		£179.76
558	House	0.100		£179.76
559	House	0.100		£179.76
560	House	0.100		£179.76
561	House	0.100		£179.76
562	House	0.100		£179.76
563	House	0.100		£179.76
564	House	0.100		£179.76
565	House	0.100		£179.76
566	House	0.100		£179.76
567	House	0.100		£179.76
568	House	0.100		£179.76
569	House	0.100		£179.76
570	House	0.100		£179.76
571	House	0.100		£179.76
572	House	0.100		£179.76
573	House	0.100		£179.76
574	House	0.100		£179.76
575	House	0.100		£179.76
576	House	0.100		£179.76
577	House	0.100		£179.76
578	House	0.100		£179.76
579	House	0.100		£179.76
580	House	0.100		£179.76
581	House	0.100		£179.76
582	House	0.100		£179.76
583	House	0.100		£179.76
584	House	0.100		£179.76
585	House	0.100		£179.76
586	House	0.100		£179.76
587	House	0.100		£179.76
588	House	0.100		£179.76
589	House	0.100		£179.76
590	House	0.100		£179.76
591	House	0.100		£179.76
592	House	0.100		£179.76
593	House	0.100		£179.76
594	House	0.100		£179.76
595	House	0.100		£179.76
596	House	0.100		£179.76
597	House	0.100		£179.76
598	House	0.100		£179.76
599	House	0.100		£179.76
600	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
601	House	0.100		£179.76
602	House	0.100		£179.76
603	House	0.100		£179.76
604	House	0.100		£179.76
605	House	0.100		£179.76
606	House	0.100		£179.76
607	House	0.100		£179.76
608	House	0.100		£179.76
609	House	0.100		£179.76
610	House	0.100		£179.76
611	House	0.100		£179.76
612	House	0.100		£179.76
613	House	0.100		£179.76
614	House	0.100		£179.76
615	House	0.100		£179.76
616	House	0.100		£179.76
617	House	0.100		£179.76
618	House	0.100		£179.76
619	House	0.100		£179.76
620	House	0.100		£179.76
621	House	0.100		£179.76
622	House	0.100		£179.76
623	House	0.100		£179.76
624	House	0.100		£179.76
625	House	0.100		£179.76
626	House	0.100		£179.76
627	House	0.100		£179.76
628	House	0.100		£179.76
629	House	0.100		£179.76
630	House	0.100		£179.76
631	House	0.100		£179.76
632	House	0.100		£179.76
633	House	0.100		£179.76
634	House	0.100		£179.76
635	House	0.100		£179.76
636	House	0.100		£179.76
637	House	0.100		£179.76
638	House	0.100		£179.76
639	House	0.100		£179.76
640	House	0.100		£179.76
641	House	0.100		£179.76
642	House	0.100		£179.76
643	House	0.100		£179.76
644	House	0.100		£179.76
645	House	0.100		£179.76
646	House	0.100		£179.76
647	House	0.100		£179.76
648	House	0.100		£179.76
649	House	0.100		£179.76
650	House	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
651	House	0.100		£179.76
652	House	0.100		£179.76
653	House	0.100		£179.76
654	House	0.100		£179.76
655	House	0.100		£179.76
656	House	0.100		£179.76
657	House	0.100		£179.76
658	House	0.100		£179.76
659	House	0.100		£179.76
660	House	0.100		£179.76
661	House	0.100		£179.76
662	House	0.100		£179.76
663	House	0.100		£179.76
664	House	0.100		£179.76
665	House	0.100		£179.76
666	House	0.100		£179.76
667	House	0.100		£179.76
668	House	0.100		£179.76
669	House	0.100		£179.76
670	House	0.100		£179.76
671	House	0.100		£179.76
672	House	0.100		£179.76
673	House	0.100		£179.76
674	House	0.100		£179.76
675	House	0.100		£179.76
676	House	0.100		£179.76
677	House	0.100		£179.76
678	House	0.100		£179.76
679	House	0.100		£179.76
680	House	0.100		£179.76
681	House	0.100		£179.76
682	House	0.100		£179.76
683	House	0.100		£179.76
684	House	0.100		£179.76
685	House	0.100		£179.76
686	House	0.100		£179.76
687	House	0.100		£179.76
688	House	0.100		£179.76
689	House	0.100		£179.76
690	House	0.100		£179.76
691	House	0.100		£179.76
692	House	0.100		£179.76
693	House	0.100		£179.76
694	House	0.100		£179.76
695	House	0.100		£179.76
696	House	0.100		£179.76
697	House	0.100		£179.76
698	House	0.100		£179.76
699	House	0.100		£179.76
700	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
701	House	0.100		£179.76
702	House	0.100		£179.76
703	House	0.100		£179.76
704	House	0.100		£179.76
705	House	0.100		£179.76
706	House	0.100		£179.76
707	House	0.100		£179.76
708	House	0.100		£179.76
709	House	0.100		£179.76
710	House	0.100		£179.76
711	House	0.100		£179.76
712	House	0.100		£179.76
713	House	0.100		£179.76
714	House	0.100		£179.76
715	House	0.100		£179.76
716	House	0.100		£179.76
717	House	0.100		£179.76
718	House	0.100		£179.76
719	House	0.100		£179.76
720	House	0.100		£179.76
721	House	0.100		£179.76
722	House	0.100		£179.76
723	House	0.100		£179.76
724	House	0.100		£179.76
725	House	0.100		£179.76
726	House	0.100		£179.76
727	House	0.100		£179.76
728	House	0.100		£179.76
729	House	0.100		£179.76
730	House	0.100		£179.76
731	House	0.100		£179.76
732	House	0.100		£179.76
733	House	0.100		£179.76
734	House	0.100		£179.76
735	House	0.100		£179.76
736	House	0.100		£179.76
737	House	0.100		£179.76
738	House	0.100		£179.76
739	House	0.100		£179.76
740	House	0.100		£179.76
741	House	0.100		£179.76
742	House	0.100		£179.76
743	House	0.100		£179.76
744	House	0.100		£179.76
745	House	0.100		£179.76
746	House	0.100		£179.76
747	House	0.100		£179.76
748	House	0.100		£179.76
749	House	0.100		£179.76
750	House	0.100		£179.76
751	House	0.100		£179.76

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
752	House	0.100		£179.76
753	House	0.100		£179.76
754	House	0.100		£179.76
755	House	0.100		£179.76
756	House	0.100		£179.76
757	House	0.100		£179.76
758	House	0.100		£179.76
759	House	0.100		£179.76
760	House	0.100		£179.76
761	House	0.100		£179.76
762	House	0.100		£179.76
763	House	0.100		£179.76
764	House	0.100		£179.76
765	House	0.100		£179.76
766	House	0.100		£179.76
767	House	0.100		£179.76
768	House	0.100		£179.76
769	House	0.100		£179.76
770	House	0.100		£179.76
771	House	0.100		£179.76
772	House	0.100		£179.76
773	House	0.100		£179.76
774	House	0.100		£179.76
775	House	0.100		£179.76
776	House	0.100		£179.76
777	House	0.100		£179.76
778	House	0.100		£179.76
779	House	0.100		£179.76
780	House	0.100		£179.76
781	House	0.100		£179.76
782	House	0.100		£179.76
783	House	0.100		£179.76
784	House	0.100		£179.76
785	House	0.100		£179.76
786	House	0.100		£179.76
787	House	0.100		£179.76
788	House	0.100		£179.76
789	House	0.100		£179.76
790	House	0.100		£179.76
791	House	0.100		£179.76
792	House	0.100		£179.76
793	House	0.100		£179.76
794	House	0.100		£179.76
795	House	0.100		£179.76
796	House	0.100		£179.76
797	House	0.100		£179.76
798	House	0.100		£179.76
799	House	0.100		£179.76
800	House	0.100		£179.76
801	House	0.100		£179.76
802	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £	Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
803	House	0.100		£179.76	854	House	0.100		£179.76
804	House	0.100		£179.76	855	House	0.100		£179.76
805	House	0.100		£179.76	856	House	0.100		£179.76
806	House	0.100		£179.76	857	House	0.100		£179.76
807	House	0.100		£179.76	858	House	0.100		£179.76
808	House	0.100		£179.76	859	House	0.100		£179.76
809	House	0.100		£179.76	860	House	0.100		£179.76
810	House	0.100		£179.76	861	House	0.100		£179.76
811	House	0.100		£179.76	862	House	0.100		£179.76
812	House	0.100		£179.76	863	House	0.100		£179.76
813	House	0.100		£179.76	864	House	0.100		£179.76
814	House	0.100		£179.76	865	House	0.100		£179.76
815	House	0.100		£179.76	866	House	0.100		£179.76
816	House	0.100		£179.76	867	House	0.100		£179.76
817	House	0.100		£179.76	868	House	0.100		£179.76
818	House	0.100		£179.76	869	House	0.100		£179.76
819	House	0.100		£179.76	870	House	0.100		£179.76
820	House	0.100		£179.76	871	House	0.100		£179.76
821	House	0.100		£179.76	872	House	0.100		£179.76
822	House	0.100		£179.76	873	House	0.100		£179.76
823	House	0.100		£179.76	874	House	0.100		£179.76
824	House	0.100		£179.76	875	House	0.100		£179.76
825	House	0.100		£179.76	876	House	0.100		£179.76
826	House	0.100		£179.76	877	House	0.100		£179.76
827	House	0.100		£179.76	878	House	0.100		£179.76
828	House	0.100		£179.76	879	House	0.100		£179.76
829	House	0.100		£179.76	880	House	0.100		£179.76
830	House	0.100		£179.76	881	House	0.100		£179.76
831	House	0.100		£179.76	882	House	0.100		£179.76
832	House	0.100		£179.76	883	House	0.100		£179.76
833	House	0.100		£179.76	884	House	0.100		£179.76
834	House	0.100		£179.76	885	House	0.100		£179.76
835	House	0.100		£179.76	886	House	0.100		£179.76
836	House	0.100		£179.76	887	House	0.100		£179.76
837	House	0.100		£179.76	888	House	0.100		£179.76
838	House	0.100		£179.76	889	House	0.100		£179.76
839	House	0.100		£179.76	890	House	0.100		£179.76
840	House	0.100		£179.76	891	House	0.100		£179.76
841	House	0.100		£179.76	892	House	0.100		£179.76
842	House	0.100		£179.76	893	House	0.100		£179.76
843	House	0.100		£179.76	894	House	0.100		£179.76
844	House	0.100		£179.76	895	House	0.100		£179.76
845	House	0.100		£179.76	896	House	0.100		£179.76
846	House	0.100		£179.76	897	House	0.100		£179.76
847	House	0.100		£179.76	898	House	0.100		£179.76
848	House	0.100		£179.76	899	House	0.100		£179.76
849	House	0.100		£179.76	900	House	0.100		£179.76
850	House	0.100		£179.76	901	House	0.100		£179.76
851	House	0.100		£179.76	902	House	0.100		£179.76
852	House	0.100		£179.76	903	House	0.100		£179.76
853	House	0.100		£179.76	904	House	0.100		£179.76

Service Charge apportionments (cont.)

Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £	Plot	Type	Estate 1/1003	Apartments EVCP 86 Flats	Total Per Unit £
905	House	0.100		£179.76	956	House	0.100		£179.76
906	House	0.100		£179.76	957	House	0.100		£179.76
907	House	0.100		£179.76	958	House	0.100		£179.76
908	House	0.100		£179.76	959	House	0.100		£179.76
909	House	0.100		£179.76	960	House	0.100		£179.76
910	House	0.100		£179.76	961	House	0.100		£179.76
911	House	0.100		£179.76	962	House	0.100		£179.76
912	House	0.100		£179.76	963	House	0.100		£179.76
913	House	0.100		£179.76	964	House	0.100		£179.76
914	House	0.100		£179.76	965	House	0.100		£179.76
915	House	0.100		£179.76	966	House	0.100		£179.76
916	House	0.100		£179.76	967	House	0.100		£179.76
917	House	0.100		£179.76	968	House	0.100		£179.76
918	House	0.100		£179.76	969	House	0.100		£179.76
919	House	0.100		£179.76	970	House	0.100		£179.76
920	House	0.100		£179.76	971	House	0.100		£179.76
921	House	0.100		£179.76	972	House	0.100		£179.76
922	House	0.100		£179.76	973	House	0.100		£179.76
923	House	0.100		£179.76	974	House	0.100		£179.76
924	House	0.100		£179.76	975	House	0.100		£179.76
925	House	0.100		£179.76	976	House	0.100		£179.76
926	House	0.100		£179.76	977	House	0.100		£179.76
927	House	0.100		£179.76	978	House	0.100		£179.76
928	House	0.100		£179.76	979	House	0.100		£179.76
929	House	0.100		£179.76	980	House	0.100		£179.76
930	House	0.100		£179.76	981	House	0.100		£179.76
931	House	0.100		£179.76	982	House	0.100		£179.76
932	House	0.100		£179.76	983	House	0.100		£179.76
933	House	0.100		£179.76	984	House	0.100		£179.76
934	House	0.100		£179.76	985	House	0.100		£179.76
935	House	0.100		£179.76	986	House	0.100		£179.76
936	House	0.100		£179.76	987	House	0.100		£179.76
937	House	0.100		£179.76	988	House	0.100		£179.76
938	House	0.100		£179.76	989	House	0.100		£179.76
939	House	0.100		£179.76	990	House	0.100		£179.76
940	House	0.100		£179.76	991	House	0.100		£179.76
941	House	0.100		£179.76	992	House	0.100		£179.76
942	House	0.100		£179.76	993	House	0.100		£179.76
943	House	0.100		£179.76	994	House	0.100		£179.76
944	House	0.100		£179.76	995	House	0.100		£179.76
945	House	0.100		£179.76	996	House	0.100		£179.76
946	House	0.100		£179.76	997	House	0.100		£179.76
947	House	0.100		£179.76	998	House	0.100		£179.76
948	House	0.100		£179.76	999	House	0.100		£179.76
949	House	0.100		£179.76	1000	House	0.100		£179.76
950	House	0.100		£179.76	1001	House	0.100		£179.76
951	House	0.100		£179.76	1002	House	0.100		£179.76
952	House	0.100		£179.76	1003	House	0.100		£179.76
953	House	0.100		£179.76					
954	House	0.100		£179.76					
955	House	0.100		£179.76					
		100.00	100.00	£194,915.39					

Service Charge explanatory notes

The following budgeted provisions show the anticipated cost of employing maintenance contractors, for general maintenance work. It should be noted this is an indicative specification, based on plans provided to us. In order for all aspects of contractor's work to be completed it is assumed that all plots will be legally completed, and all areas are capable of being maintained.

Maintenance

GROUNDS, ROADWAY MAINTENANCE & DRIVEWAYS

The grounds maintenance will be carried out by an appointed contractor. They will visit 20 times per year to undertake the following specification of works:

- Low level grassed areas to be cut upon each visit
- All lawn edges and pathway edges will be trimmed and kept level
- All plants will be free from dead or diseased wood
- Deadheading of suitable shrubs and pruned according to nature, aspect and species
- Pruning to promote growth, vigour and flowering
- Borders and beds with mulch finishes will be weeded then hoed
- Litter and loose-leaf removal
- Weed removal
- Maintain planted beds and bulbs
- Keep weed colonization at a minimum and acceptable level
- Hard sweeping of all managed hard standing areas to remove any weed or moss growth
- Keep all managed hard landscaped areas in safe condition and free of debris, litter, graffiti and dog waste

SPORTS PAVILION MAINTENANCE

Cleaning services will be provided to the internal areas of the pavilion. They will visit 52 times a year and the specification of works includes:

- Pick up litter, circulars and leaflets and dispose of same
- Thoroughly sweep all internal hard flat surfaces to include lifting and sweeping under mats
- Wash and mop all internal hard flat surfaces, including stair treads

Service Charge explanatory notes (cont.)

- Wash all internal handrails, balustrades, skirting and ledges
- Wipe all sockets, switches, communal entry systems, letterboxes and door frames
- Spot clean walls and wash paintwork as necessary
- Wash all communal entrance doors, including internal and external glass
- Polish brass or other highly polished metal surfaces with suitable polish
- Clean all mirrored surfaces
- Empty any internal bins
- Bin and bike store sweeping and tidying
- Report any maintenance issues to head office in the first instance

General provisions

REPAIRS & RENEWALS

An allowance for any minor or ad-hoc repairs and maintenance is put in place for areas under management jurisdiction.

EV CHARGING POINT MAINTENANCE & INSPECTION

A contract will be in place for the Electric Vehicle Charging Points, this includes an annual inspection of the 86 charging points as well as servicing and maintaining in accordance with the current legislation.

Utilities

EXTERNAL ELECTRICITY (BOLLARDS)

Supply and billing costs for the landlord's electricity supply. This considers the external lighting bollards within the communal areas on the development.

WATER (LANDLORDS SUPPLY)

An initial allowance for the anticipated supply of water to the pavilion on the development.

BUSINESS RATES - SPORTS PAVILION

This provision is for the costs of local council business rates.

Service Charge explanatory notes (cont.)

SPORTS PAVILION ELECTRICITY

Anticipated supply and billing costs for the landlord's electricity supply. This considers the lighting, fire alarm systems, power sockets and any other electrical items within the communal areas on the pavilion.

Statutory risk assessments

HEALTH & SAFETY

A Health & Safety Inspection and Assessment to be undertaken on an annual basis to the communal management areas. A full report will be supplied, and any recommendations dealt with immediately.

ROSPA INSPECTION AND ASSESSMENT

An annual inspection and assessment of the play equipment and environment will be undertaken by a ROSPA certified inspector.

PROPERTY INSPECTIONS

Property Inspections are carried out periodically and reported on to reduce health and safety risk factors. The Inspector will also alert the Property Management Team of any other issues which may need to be progressed either with the client, residents, or both.

ARBORICULTURAL & ECOLOGICAL INSPECTION

An annual inspection and assessment of all trees within the managed areas will be completed, with a report of any recommended works passed over to Gateway.

ANNUAL FIRE MAINTENANCE - PAVILION

A maintenance contract will be put in place to inspect and test the fire and smoke detection equipment including emergency lighting and smoke alarms. These service visits are required to ensure the equipment is fully functioning in the event of an emergency.

Service Charge explanatory notes (cont.)

Professional fees

MANAGEMENT FEES

These are Gateway's fixed fees including VAT per annum to manage the development on behalf of the management Company and in accordance with the Lease/TP1 terms and Memorandum and Articles of Association.

- Preparing and distributing the annual service charge budget
- Preparing and distributing the year end service charge accounts
- Ensuring the health & Safety and fire risk annual report is undertaken and any points are addressed
- Arranging any necessary insurances for the development and the directors of the management company
- Managing period services to the development, e.g. landscape maintenance
- Contractor liaising
- Overseeing any necessary repairs which may be required to the managed areas
- Liaising with residents
- Periodic site inspections
- Residents correspondence
- Managing the covenants of the Lease/TP1 document
- Debt recovery

COMPANY ADMINISTRATION CHARGE

A provision for carrying out the company secretary duties annually on behalf of the Management Company. This includes but is not limited to:

- Preparing and holding the company's statutory registers electronically
- Preparing all necessary reminders and paperwork for the board to approve and the shareholders to receive the accounts
- Sending reminders about statutory accounts fillings due with Companies House and with HMRC
- Filling the statutory accounts when supplied
- Providing a registered office address
- Providing a Company to hold office as company secretary

Service Charge explanatory notes (cont.)

- Each company is allocated a company administrator, who, for an addition fee, can also assist with any ad hoc work such as changing officers or issuing shares
- Compliance and company administration support
- Notifying Companies House of changes such as directors/secretary, accounting date, registered particulars etc.
- Providing routine secretarial support e.g. Board and General Meeting Minutes, Resolutions, and Notice of Meetings
- Preparing AGM documentation
- Support – We provide specific company secretarial advice and support according to our clients' needs

ACCOUNTANCY FEES

The cost for the preparation and reconciliation of the Year-End Service Charge Accounts, as well as the cost of certification by a third party accounting firm.

BANK CHARGES

This is for the cost of holding the Service Charge in trust, in a commercial account, on behalf of the homeowners.

DORMANT ACCOUNTS

The Residents Management Company will be registered as a Dormant Company at Companies House. This means that the company will not trade as the Service Charge funds are held in trust. Every year, a set of Dormant Accounts are prepared and submitted to Companies House, by Gateway, confirming this.

FILING CHARGE

The cost to file documents at Companies House on behalf of the Residents Management Company.

POSTAGE

All correspondence from Gateway to residents, including the annual Service Charge budget and Year-End accounts.

Service Charge explanatory notes (cont.)

Insurance

DIRECTORS & OFFICERS INSURANCE

Directors and Officers insurance reflects the costs of the premium. This policy covers any costs or losses should a claim be made against a Director of the Management Company.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance will be placed for the Residents Management Company in the event of any third party injuries or damages that occur on the development. This also includes material damage to things like benches, streetlights and the sports pavilion.

BUILDINGS INSURANCE

There would be buildings insurance put in place to insure the fabric of the shared structures on the development, the premium cost would be recovered annually.

Reserves

RESERVE FUND

It is important that a reserve pot is kept and built up over time. This ensures there will be funds to help cover unexpected costs that arise, e.g. emergency works.

Should major works be required down the line, the reserve fund can be used to offset against that.

Service Charge explanatory notes (cont.)

Final note

- a. The agent having reasonably relied upon the Client to provide accurately all relevant information;
- b. Any defect in the Property or plant, machinery, equipment, or materials used for or in the Property;
- c. Any variances in forecast by the Agent of future income and expenditure; and
- d. The act, omission or insolvency of any person other than the Agent

The Agent's liability to make payments on the Client's behalf shall be limited at all times to the amount of funds belonging to the Client at the Agent's disposal after deduction of the Agent's remuneration.

We hope the above information provides an accurate initial evaluation of the managing agent's obligations towards this development. Gateway has extensive experience with large block management, therefore the provisions included have been inspired by current managed developments of a similar size and scope.

Should you require any information or additions to the budget, we would be happy to accommodate your needs and revise the budget accordingly.

Contacting us

Thank you very much for considering our tender proposal.

If you have any queries regarding our proposal or would like to know more about the Gateway Group Family or Companies, please do not hesitate to contact us.

Our Business Development Team will be delighted to assist you.

BUSINESS DEVELOPMENT TEAM

Email: gwbusinessdevelopment@gatewayplc.co.uk

Phone: 01702 443 555

Website: gatewayplc.co.uk/contact-us





Gateway