



## A Dandy Wren

# New homes create new communities

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Welcome to Seymour Place. Here is some information about the managed areas relating to your new home.

We hope you will find this helpful. If you have any further questions, we are always happy to offer a one-to-one consultation to run through any queries you may have.

This is designed to offer a summary overview of the long term management of Seymour Place, which includes the areas to be managed, the associated costs and most importantly, the input that you have over these managed areas.

# A Dandy Wren

We have been appointed as managing agent to facilitate the handover of the management from *Bovis* to you as homeowners. Our role is to assist you as homeowners and start to build the community that will be Seymour Place.

We enjoy collaborative working relationships with our clients and look forward to working with you.

# Managed Land

As homeowners, you will become members of Seymour Place (Undy) Management Company Limited. The advantage of this is that it ensures you have input and control of future costs, how the maintenance is conducted and the overall appearance of the development. The land will be held in a limited company: Seymour Place (Undy) Management Company Limited. There is a map below showing the managed areas.



NB The plan indicates only Phase one of the managed land. There will be a further phase, which is currently subject to planning. All plans are subject to change.

# Estate Service Charge

Below is a summary of the costs anticipated from day one. As mentioned, you have input into how the development is run and this includes the costs too. *A Dandy Wren* engages with all homeowners from day one and will work with residents to ensure costs are reflective of the wishes of homeowners\*.

Soft Services	Parcel A	Parcel B	Explanatory Notes
POS Maintenance	£4,700	£5,000	This is a provision for the grounds maintenance of the whole development. The grounds contract is currently out to tender and once the landscaping strategy is approved we will be able to confirm an exact figure.
Tree and Hedgerow Maintenance	£1,500	£5,000	
<b>Total Soft Services Costs</b>	<b>£6,200</b>	<b>£10,000</b>	

Compliance & Risk Assessments	Parcel A	Parcel B	Explanatory Notes
General Risk Assessment	£650	-	Under Health and Safety regulations the development needs to have a risk assessment carried out which helps to ensure everyone is kept safe.
ROSPA	-	-	The play area needs to be inspected to ensure it is safe. This type of inspection is called a ROSPA (Royal Society for the Prevention of Accidents), which are carried out annually.
<b>Total Compliance &amp; Risk Assessments Costs</b>	<b>£650</b>	<b>-</b>	

Insurance	Parcel A	Parcel B	Explanatory Notes
Public Liability	£1,250	£500	As part of the developments are privately owned but open to the public, there needs to be insurance in place should a claim be made.
Directors & Officers	£200	-	Because the managed areas are owned by a limited Management Company, of which you are all members, there are Directors needed to assist with the running of the development. As such, these Directors need insurance in the event of a claim.
<b>Total Insurance Costs</b>	<b>£1,450</b>	<b>£500</b>	

Accounting Costs	Parcel A	Parcel B	Explanatory Notes
Accountancy Fees	£600	-	Every year the accounts for the service charge will be certified by an external account. This is in accordance with your TP1.
Company Secretary Fees	£480	-	This fee covers the administration of the company to ensure that the company complies with the Companies Act and all filings at Companies House are completed.
Management Fees	£3,240	£3,120	These are the fees paid to <i>A Dandy Wren</i> to administer the management of Seymour Place. The services included with the fee covers services such as: Site visits, residents' meetings, communications, payment of contractors and contractor administration. This equates to £60 per house per year plus VAT
VAT on Management fees	£648	£624	
<b>Total Accounting Costs</b>	<b>£4,968</b>	<b>£3,744</b>	

Reserves	Parcel A	Parcel B	Explanatory Notes
Renewals	£2,000	£2,000	The renewals provision is a sum that is put towards larger items of one off expenditure for the future, for example replacing some of the play park equipment.
<b>Total Reserves Costs</b>	<b>£2,000</b>	<b>£2,000</b>	

<b>Total Service Charge</b>	<b>Parcel A</b> <b>£15,268</b>	<b>Parcel B</b> <b>£16,244</b>	
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\*NB this budget has been compiled using knowledge and experience however may be subject to some variation.

## Future costs

Homeowners always want to ensure that the reasons they bought their home remain. One of the important parts of this is to ensure that the standards are maintained. A provision has been made in the budget for longer term repairs and replacement. This will be reviewed on an ongoing basis and includes things such as pathways, biodiversity works, fences and play equipment. Such a provision helps to spread the cost across the life cycle of the development.

## Peace of mind

There are two main legal documents which help to manage Seymour Place.

1. The TP1 covers your specific house and your solicitor will go through this in more detail. In summary, it outlines the obligations on each homeowner, such as the service charge provisions and details on how to assign your property when you decide to move. The advantage of this document is that it ensures that all homeowners are aligned in regard to maintaining the development and standards, which helps to create a cohesive community.
2. The Memorandum and Articles of Association for for Seymour Place (Undy) Management Company Limited outlines the way the managed land should be run, which helps to reinforce an aligned community.

Copies of these documents will be provided by your solicitor.

## Further information

Feel free to contact us at [contact@adandywren.com](mailto:contact@adandywren.com) and we will happily assist with any queries.

We also visit Seymour Place regularly and will happily meet up with you.

We look forward to working with you.



**A Dandy Wren**

adandywren.com