

TENDER PROPOSAL

Avisford Grange
Linden Homes South



02

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Introduction to Gateway

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

From our network of offices in Essex, London, Leeds, Bristol and Cheltenham, 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 major financial institutions, 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:

AVANT
homes


BARRATT
HOMES

Bellway central **coop**

Colliers
INTERNATIONAL

DAVID WILSON HOMES
WHERE QUALITY LIVES


HARRON
HOMES

 **Inland**
homes

 **PERSIMMON**
Together we make a home

 **REDROW**
OUR PRIDE-YOUR JOY

 **Rothesay**life

 **Santander**

Taylor
Wimpey

Vistry Group


Weston
Homes

wetherspoon

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

Management appraisal

DEVELOPMENT NAME

Avisford Grange, Walberton

TOTAL UNITS

175

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

It is understood that the development will be set up on a tri-part basis being: - Developer, Residents Management Company (RMC) and Purchaser. The Developers will act as directors of the RMC retaining the obligations to manage the development and appoint Gateway Property Management Ltd as managing agent to perform and carry out the duties on their behalf. A management agreement will be prepared and entered into between the RMC and managing agent.

The above set up is in place until the development has been completed, all properties sold and the Developer authorise the resignation of their director position, instructing Gateway Property Management Ltd to call an Extraordinary General Meeting to handover to residential control whereby resident directors will be appointed.

The Residents Management Company details to be confirmed are:

- The Residents Management Company (Name)
- Date of incorporation
- Directors to the company
- Company Secretary
- Registered Office

Leases/TP1

- Copy of residential Lease/TP1 to be provided once drafted

Management appraisal (cont.)

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, as well as an equal contribution by apartment owners for the external areas of their respective block.

ACCOUNT PREPARATION AND YEAR END

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

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 4 schedules, Estate and Management Company, Block A & B externals, Block C & D externals and Block E externals.

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.

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.

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 .

VOID LIABILITY

Under this scheme there is a potential liability upon Linden Homes South 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.

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.

Management appraisal (cont.)

RESIDENTS' COMMUNICATION

Upon confirmation of handover, we will issue a welcome pack to all homeowners introducing Gateway Property Management Ltd. 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 the Lessees to meet their Property Manager and learn more about Gateway Property Management Ltd, 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 Property Management Ltd 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

Year 1

	Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)
Regular Maintenance					
Grounds Maintenance (<i>Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments</i>)	£12,500.00				£12,500.00
Hard Landscaping (<i>incl. Shared Access, Roads</i>)	£8,250.00				£8,250.00
Apartment Block External Areas Maintenance		£576.00	£1,080.00	£360.00	£2,016.00
Foul Drainage Maintenance	£6,948.00				£6,948.00
General Provisions					
Repairs & Renewals (<i>incl. provision for golf netting</i>)	£500.00	£100.00	£100.00	£75.00	£775.00
Utilities					
Street Lighting	£300.00	£100.00	£100.00	£50.00	£550.00
Communal Car Charging Points – Usage & Maintenance	£400.00				£400.00
Statutory Risk Assessments					
Health & Safety Assessment	£870.00				£870.00
ROSPA Inspection & Assessment	£114.00				£114.00
Property Inspections	£316.80				£316.80
Professional Fees					
Management Fees	£12,600.00				£12,600.00
Company Administration	£960.00				£960.00
Accountancy	£672.00				£672.00
Bank Charges	£115.20				£115.20
Dormant Accounts	£158.40				£158.40
Filing Fee	£13.00				£13.00
Postage	£1,260.00				£1,260.00
Insurance					
Directors and Officers Insurance	£300.20				£300.20
Public Liability Insurance	£2,353.00				£2,353.00
Reserves					
Reserve Fund	£800.00	£100.00	£100.00	£75.00	£1,075.00
Total	£49,430.60	£876.00	£1,380.00	£560.00	£52,246.60

Service Charge Apportionments Year 1

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				282.46
2	House	0.57				282.46
3	House	0.57				282.46
4	House	0.57				282.46
5	House	0.57				282.46
6	House	0.57				282.46
7	House	0.57				282.46
8	House	0.57				282.46
9	House	0.57				282.46
10	House	0.57				282.46
11	House	0.57				282.46
12	House	0.57				282.46
13	House	0.57				282.46
14	House	0.57				282.46
15	House	0.57				282.46
16	House	0.57				282.46
17	House	0.57				282.46
18	House	0.57				282.46
19	House	0.57				282.46
20	House	0.57				282.46
21	House	0.57				282.46
22	House	0.57				282.46
23	House	0.57				282.46
24	House	0.57				282.46
25	House	0.57				282.46
26	Flat	0.57	12.5			391.96
27	Flat	0.57	12.5			391.96
28	Flat	0.57	12.5			391.96
29	Flat	0.57	12.5			391.96
30	Flat	0.57	12.5			391.96
31	Flat	0.57	12.5			391.96
32	Flat	0.57	12.5			391.96
33	Flat	0.57	12.5			391.96
34	House	0.57				282.46
35	House	0.57				282.46

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				282.46
37	House	0.57				282.46
38	House	0.57				282.46
39	House	0.57				282.46
40	House	0.57				282.46
41	House	0.57				282.46
42	House	0.57				282.46
43	House	0.57				282.46
44	House	0.57				282.46
45	House	0.57				282.46
46	House	0.57				282.46
47	House	0.57				282.46
48	House	0.57				282.46
49	House	0.57				282.46
50	House	0.57				282.46
51	House	0.57				282.46
52	House	0.57				282.46
53	House	0.57				282.46
54	House	0.57				282.46
55	House	0.57				282.46
56	House	0.57				282.46
57	House	0.57				282.46
58	House	0.57				282.46
59	House	0.57				282.46
60	House	0.57				282.46
61	House	0.57				282.46
62	House	0.57				282.46
63	House	0.57				282.46
64	House	0.57				282.46
65	House	0.57				282.46
66	House	0.57				282.46
67	House	0.57				282.46
68	House	0.57				282.46
69	House	0.57				282.46
70	House	0.57				282.46

Service Charge Apportionments Year 1 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				282.46
72	House	0.57				282.46
73	House	0.57				282.46
74	House	0.57				282.46
75	House	0.57				282.46
76	House	0.57				282.46
77	House	0.57				282.46
78	House	0.57				282.46
79	House	0.57				282.46
80	House	0.57				282.46
81	House	0.57				282.46
82	Flat	0.57		8.33		397.46
83	Flat	0.57		8.33		397.46
84	Flat	0.57		8.33		397.46
85	Flat	0.57		8.33		397.46
86	Flat	0.57		8.33		397.46
87	Flat	0.57		8.33		397.46
88	Flat	0.57		8.33		397.46
89	Flat	0.57		8.33		397.46
90	Flat	0.57		8.33		397.46
91	Flat	0.57		8.33		397.46
92	Flat	0.57		8.33		397.46
93	Flat	0.57		8.33		397.46
94	House	0.57				282.46
95	House	0.57				282.46
96	House	0.57				282.46
97	House	0.57				282.46
98	House	0.57				282.46
99	House	0.57				282.46
100	House	0.57				282.46
101	House	0.57				282.46
102	House	0.57				282.46
103	House	0.57				282.46
104	House	0.57				282.46
105	House	0.57				282.46

106	House	0.57				282.46
107	House	0.57				282.46
108	House	0.57				282.46
109	House	0.57				282.46
110	House	0.57				282.46
111	House	0.57				282.46
112	House	0.57				282.46
113	House	0.57				282.46
114	House	0.57				282.46
115	House	0.57				282.46
116	Flat	0.57			25	422.46
117	Flat	0.57			25	422.46
118	Flat	0.57			25	422.46
119	Flat	0.57			25	422.46
120	House	0.57				282.46
121	House	0.57				282.46
122	House	0.57				282.46
123	House	0.57				282.46
124	House	0.57				282.46
125	House	0.57				282.46
126	House	0.57				282.46
127	House	0.57				282.46
128	House	0.57				282.46
129	House	0.57				282.46
130	House	0.57				282.46
131	House	0.57				282.46
132	House	0.57				282.46
133	House	0.57				282.46
134	House	0.57				282.46
135	House	0.57				282.46
136	House	0.57				282.46
137	House	0.57				282.46
138	House	0.57				282.46
139	House	0.57				282.46
140	House	0.57				282.46

Service Charge Apportionments Year 1 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				282.46
142	House	0.57				282.46
143	House	0.57				282.46
144	House	0.57				282.46
145	House	0.57				282.46
146	House	0.57				282.46
147	House	0.57				282.46
148	House	0.57				282.46
149	House	0.57				282.46
150	House	0.57				282.46
151	House	0.57				282.46
152	House	0.57				282.46
153	House	0.57				282.46
154	House	0.57				282.46
155	House	0.57				282.46
156	House	0.57				282.46
157	House	0.57				282.46
158	House	0.57				282.46
159	House	0.57				282.46
160	House	0.57				282.46
161	House	0.57				282.46
162	House	0.57				282.46
163	House	0.57				282.46
164	House	0.57				282.46
165	House	0.57				282.46

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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166	House	0.57				282.46
167	House	0.57				282.46
168	House	0.57				282.46
169	House	0.57				282.46
170	House	0.57				282.46
171	House	0.57				282.46
172	House	0.57				282.46
173	House	0.57				282.46
174	House	0.57				282.46
175	House	0.57				282.46

100.00	100.00	100.00	100.00	£52,246.60
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Service Charge budget Year 2

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)
Regular Maintenance				
Grounds Maintenance (Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments)	£13,250.00			£13,250.00
Hard Landscaping (incl. Shared Access, Roads)	£8,745.00			£8,745.00
Apartment Block External Areas Maintenance		£610.56	£1,144.80	£2,136.96
Foul Drainage Maintenance	£7,364.88			£7,364.88
General Provisions				
Repairs & Renewals (incl. provision for golf netting)	£530.00	£106.00	£106.00	£821.50
Utilities				
Street Lighting	£318.00	£106.00	£106.00	£583.00
Communal Car Charging Points – Usage & Maintenance	£424.00			£424.00
Statutory Risk Assessments				
Health & Safety Assessment	£922.20			£922.20
ROSPA Inspection & Assessment	£120.84			£120.84
Property Inspections	£335.81			£335.81
Professional Fees				
Management Fees	£13,356.00			£13,356.00
Company Administration	£1,017.60			£1,017.60
Accountancy	£712.32			£712.32
Bank Charges	£122.11			£122.11
Dormant Accounts	£167.90			£167.90
Filing Fee	£13.78			£13.78
Postage	£1,335.60			£1,335.60
Insurance				
Directors and Officers Insurance	£318.21			£318.21
Public Liability Insurance	£2,494.18			£2,494.18
Reserves				
Reserve Fund	£848.00	£106.00	£106.00	£1,139.50
Total	£52,396.44	£928.56	£1,462.80	£55,381.40

Service Charge Apportionments Year 2

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				299.41
2	House	0.57				299.41
3	House	0.57				299.41
4	House	0.57				299.41
5	House	0.57				299.41
6	House	0.57				299.41
7	House	0.57				299.41
8	House	0.57				299.41
9	House	0.57				299.41
10	House	0.57				299.41
11	House	0.57				299.41
12	House	0.57				299.41
13	House	0.57				299.41
14	House	0.57				299.41
15	House	0.57				299.41
16	House	0.57				299.41
17	House	0.57				299.41
18	House	0.57				299.41
19	House	0.57				299.41
20	House	0.57				299.41
21	House	0.57				299.41
22	House	0.57				299.41
23	House	0.57				299.41
24	House	0.57				299.41
25	House	0.57				299.41
26	Flat	0.57	12.5			415.48
27	Flat	0.57	12.5			415.48
28	Flat	0.57	12.5			415.48
29	Flat	0.57	12.5			415.48
30	Flat	0.57	12.5			415.48
31	Flat	0.57	12.5			415.48
32	Flat	0.57	12.5			415.48
33	Flat	0.57	12.5			415.48
34	House	0.57				299.41
35	House	0.57				299.41

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				299.41
37	House	0.57				299.41
38	House	0.57				299.41
39	House	0.57				299.41
40	House	0.57				299.41
41	House	0.57				299.41
42	House	0.57				299.41
43	House	0.57				299.41
44	House	0.57				299.41
45	House	0.57				299.41
46	House	0.57				299.41
47	House	0.57				299.41
48	House	0.57				299.41
49	House	0.57				299.41
50	House	0.57				299.41
51	House	0.57				299.41
52	House	0.57				299.41
53	House	0.57				299.41
54	House	0.57				299.41
55	House	0.57				299.41
56	House	0.57				299.41
57	House	0.57				299.41
58	House	0.57				299.41
59	House	0.57				299.41
60	House	0.57				299.41
61	House	0.57				299.41
62	House	0.57				299.41
63	House	0.57				299.41
64	House	0.57				299.41
65	House	0.57				299.41
66	House	0.57				299.41
67	House	0.57				299.41
68	House	0.57				299.41
69	House	0.57				299.41
70	House	0.57				299.41

Service Charge Apportionments Year 2 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total	Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
71	House	0.57				299.41	106	House	0.57				299.41
72	House	0.57				299.41	107	House	0.57				299.41
73	House	0.57				299.41	108	House	0.57				299.41
74	House	0.57				299.41	109	House	0.57				299.41
75	House	0.57				299.41	110	House	0.57				299.41
76	House	0.57				299.41	111	House	0.57				299.41
77	House	0.57				299.41	112	House	0.57				299.41
78	House	0.57				299.41	113	House	0.57				299.41
79	House	0.57				299.41	114	House	0.57				299.41
80	House	0.57				299.41	115	House	0.57				299.41
81	House	0.57				299.41	116	Flat	0.57			25	447.81
82	Flat	0.57		8.33		421.31	117	Flat	0.57			25	447.81
83	Flat	0.57		8.33		421.31	118	Flat	0.57			25	447.81
84	Flat	0.57		8.33		421.31	119	Flat	0.57			25	447.81
85	Flat	0.57		8.33		421.31	120	House	0.57				299.41
86	Flat	0.57		8.33		421.31	121	House	0.57				299.41
87	Flat	0.57		8.33		421.31	122	House	0.57				299.41
88	Flat	0.57		8.33		421.31	123	House	0.57				299.41
89	Flat	0.57		8.33		421.31	124	House	0.57				299.41
90	Flat	0.57		8.33		421.31	125	House	0.57				299.41
91	Flat	0.57		8.33		421.31	126	House	0.57				299.41
92	Flat	0.57		8.33		421.31	127	House	0.57				299.41
93	Flat	0.57		8.33		421.31	128	House	0.57				299.41
94	House	0.57				299.41	129	House	0.57				299.41
95	House	0.57				299.41	130	House	0.57				299.41
96	House	0.57				299.41	131	House	0.57				299.41
97	House	0.57				299.41	132	House	0.57				299.41
98	House	0.57				299.41	133	House	0.57				299.41
99	House	0.57				299.41	134	House	0.57				299.41
100	House	0.57				299.41	135	House	0.57				299.41
101	House	0.57				299.41	136	House	0.57				299.41
102	House	0.57				299.41	137	House	0.57				299.41
103	House	0.57				299.41	138	House	0.57				299.41
104	House	0.57				299.41	139	House	0.57				299.41
105	House	0.57				299.41	140	House	0.57				299.41

Service Charge Apportionments Year 2 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				299.41
142	House	0.57				299.41
143	House	0.57				299.41
144	House	0.57				299.41
145	House	0.57				299.41
146	House	0.57				299.41
147	House	0.57				299.41
148	House	0.57				299.41
149	House	0.57				299.41
150	House	0.57				299.41
151	House	0.57				299.41
152	House	0.57				299.41
153	House	0.57				299.41
154	House	0.57				299.41
155	House	0.57				299.41
156	House	0.57				299.41
157	House	0.57				299.41
158	House	0.57				299.41
159	House	0.57				299.41
160	House	0.57				299.41
161	House	0.57				299.41
162	House	0.57				299.41
163	House	0.57				299.41
164	House	0.57				299.41
165	House	0.57				299.41

166	House	0.57				299.41
167	House	0.57				299.41
168	House	0.57				299.41
169	House	0.57				299.41
170	House	0.57				299.41
171	House	0.57				299.41
172	House	0.57				299.41
173	House	0.57				299.41
174	House	0.57				299.41
175	House	0.57				299.41

100.00	100.00	100.00	100.00	£55,381.40
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Service Charge budget Year 3

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)
Regular Maintenance				
Grounds Maintenance (Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments)	£14,045.00			£14,045.00
Hard Landscaping (incl. Shared Access, Roads)	£9,269.70			£9,269.70
Apartment Block External Areas Maintenance		£647.19	£1,213.49	£2,265.18
Foul Drainage Maintenance	£7,806.77			£7,806.77
General Provisions				
Repairs & Renewals (incl. provision for golf netting)	£561.80	£112.36	£112.36	£870.79
Utilities				
Street Lighting	£337.08	£112.36	£112.36	£617.98
Communal Car Charging Points – Usage & Maintenance	£449.44			£449.44
Statutory Risk Assessments				
Health & Safety Assessment	£977.53			£977.53
ROSPA Inspection & Assessment	£128.09			£128.09
Property Inspections	£355.96			£355.96
Professional Fees				
Management Fees	£14,157.36			£14,157.36
Company Administration	£1,078.66			£1,078.66
Accountancy	£755.06			£755.06
Bank Charges	£129.44			£129.44
Dormant Accounts	£177.98			£177.98
Filing Fee	£14.61			£14.61
Postage	£1,415.74			£1,415.74
Insurance				
Directors and Officers Insurance	£337.30			£337.30
Public Liability Insurance	£2,643.83			£2,643.83
Reserves				
Reserve Fund	£898.88	£112.36	£112.36	£1,207.87
Total	£55,540.22	£984.27	£1,550.57	£629.22
				£58,704.28

Service Charge Apportionments Year 3

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				317.37
2	House	0.57				317.37
3	House	0.57				317.37
4	House	0.57				317.37
5	House	0.57				317.37
6	House	0.57				317.37
7	House	0.57				317.37
8	House	0.57				317.37
9	House	0.57				317.37
10	House	0.57				317.37
11	House	0.57				317.37
12	House	0.57				317.37
13	House	0.57				317.37
14	House	0.57				317.37
15	House	0.57				317.37
16	House	0.57				317.37
17	House	0.57				317.37
18	House	0.57				317.37
19	House	0.57				317.37
20	House	0.57				317.37
21	House	0.57				317.37
22	House	0.57				317.37
23	House	0.57				317.37
24	House	0.57				317.37
25	House	0.57				317.37
26	Flat	0.57	12.5			440.41
27	Flat	0.57	12.5			440.41
28	Flat	0.57	12.5			440.41
29	Flat	0.57	12.5			440.41
30	Flat	0.57	12.5			440.41
31	Flat	0.57	12.5			440.41
32	Flat	0.57	12.5			440.41
33	Flat	0.57	12.5			440.41
34	House	0.57				317.37
35	House	0.57				317.37

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				317.37
37	House	0.57				317.37
38	House	0.57				317.37
39	House	0.57				317.37
40	House	0.57				317.37
41	House	0.57				317.37
42	House	0.57				317.37
43	House	0.57				317.37
44	House	0.57				317.37
45	House	0.57				317.37
46	House	0.57				317.37
47	House	0.57				317.37
48	House	0.57				317.37
49	House	0.57				317.37
50	House	0.57				317.37
51	House	0.57				317.37
52	House	0.57				317.37
53	House	0.57				317.37
54	House	0.57				317.37
55	House	0.57				317.37
56	House	0.57				317.37
57	House	0.57				317.37
58	House	0.57				317.37
59	House	0.57				317.37
60	House	0.57				317.37
61	House	0.57				317.37
62	House	0.57				317.37
63	House	0.57				317.37
64	House	0.57				317.37
65	House	0.57				317.37
66	House	0.57				317.37
67	House	0.57				317.37
68	House	0.57				317.37
69	House	0.57				317.37
70	House	0.57				317.37

Service Charge Apportionments Year 3 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				317.37
72	House	0.57				317.37
73	House	0.57				317.37
74	House	0.57				317.37
75	House	0.57				317.37
76	House	0.57				317.37
77	House	0.57				317.37
78	House	0.57				317.37
79	House	0.57				317.37
80	House	0.57				317.37
81	House	0.57				317.37
82	Flat	0.57		8.33		446.59
83	Flat	0.57		8.33		446.59
84	Flat	0.57		8.33		446.59
85	Flat	0.57		8.33		446.59
86	Flat	0.57		8.33		446.59
87	Flat	0.57		8.33		446.59
88	Flat	0.57		8.33		446.59
89	Flat	0.57		8.33		446.59
90	Flat	0.57		8.33		446.59
91	Flat	0.57		8.33		446.59
92	Flat	0.57		8.33		446.59
93	Flat	0.57		8.33		446.59
94	House	0.57				317.37
95	House	0.57				317.37
96	House	0.57				317.37
97	House	0.57				317.37
98	House	0.57				317.37
99	House	0.57				317.37
100	House	0.57				317.37
101	House	0.57				317.37
102	House	0.57				317.37
103	House	0.57				317.37
104	House	0.57				317.37
105	House	0.57				317.37

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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106	House	0.57				317.37
107	House	0.57				317.37
108	House	0.57				317.37
109	House	0.57				317.37
110	House	0.57				317.37
111	House	0.57				317.37
112	House	0.57				317.37
113	House	0.57				317.37
114	House	0.57				317.37
115	House	0.57				317.37
116	Flat	0.57			25	474.68
117	Flat	0.57			25	474.68
118	Flat	0.57			25	474.68
119	Flat	0.57			25	474.68
120	House	0.57				317.37
121	House	0.57				317.37
122	House	0.57				317.37
123	House	0.57				317.37
124	House	0.57				317.37
125	House	0.57				317.37
126	House	0.57				317.37
127	House	0.57				317.37
128	House	0.57				317.37
129	House	0.57				317.37
130	House	0.57				317.37
131	House	0.57				317.37
132	House	0.57				317.37
133	House	0.57				317.37
134	House	0.57				317.37
135	House	0.57				317.37
136	House	0.57				317.37
137	House	0.57				317.37
138	House	0.57				317.37
139	House	0.57				317.37
140	House	0.57				317.37

Service Charge Apportionments Year 3 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				317.37
142	House	0.57				317.37
143	House	0.57				317.37
144	House	0.57				317.37
145	House	0.57				317.37
146	House	0.57				317.37
147	House	0.57				317.37
148	House	0.57				317.37
149	House	0.57				317.37
150	House	0.57				317.37
151	House	0.57				317.37
152	House	0.57				317.37
153	House	0.57				317.37
154	House	0.57				317.37
155	House	0.57				317.37
156	House	0.57				317.37
157	House	0.57				317.37
158	House	0.57				317.37
159	House	0.57				317.37
160	House	0.57				317.37
161	House	0.57				317.37
162	House	0.57				317.37
163	House	0.57				317.37
164	House	0.57				317.37
165	House	0.57				317.37

166	House	0.57				317.37
167	House	0.57				317.37
168	House	0.57				317.37
169	House	0.57				317.37
170	House	0.57				317.37
171	House	0.57				317.37
172	House	0.57				317.37
173	House	0.57				317.37
174	House	0.57				317.37
175	House	0.57				317.37

100.00	100.00	100.00	100.00	£58,704.28
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Service Charge budget Year 4

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)	
Regular Maintenance					
Grounds Maintenance (<i>Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments</i>)	£14,887.70			£14,887.70	
Hard Landscaping (<i>incl. Shared Access, Roads</i>)	£9,825.88			£9,825.88	
Apartment Block External Areas Maintenance		£686.03	£1,286.30	£2,401.09	
Foul Drainage Maintenance	£8,275.18			£8,275.18	
General Provisions					
Repairs & Renewals (<i>incl. provision for golf netting</i>)	£595.51	£119.10	£119.10	£923.04	
Utilities					
Street Lighting	£357.30	£119.10	£119.10	£655.06	
Communal Car Charging Points – Usage & Maintenance	£476.41			£476.41	
Statutory Risk Assessments					
Health & Safety Assessment	£1,036.18			£1,036.18	
ROSPA Inspection & Assessment	£135.78			£135.78	
Property Inspections	£377.31			£377.31	
Professional Fees					
Management Fees	£15,006.80			£15,006.80	
Company Administration	£1,143.38			£1,143.38	
Accountancy	£800.36			£800.36	
Bank Charges	£137.21			£137.21	
Dormant Accounts	£188.66			£188.66	
Filing Fee	£15.48			£15.48	
Postage	£1,500.68			£1,500.68	
Insurance					
Directors and Officers Insurance	£357.54			£357.54	
Public Liability Insurance	£2,802.46			£2,802.46	
Reserves					
Reserve Fund	£952.81	£119.10	£119.10	£1,280.34	
Total	£58,872.64	£1,043.33	£1,643.60	£666.97	£62,226.54

Service Charge Apportionments Year 4

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				336.42
2	House	0.57				336.42
3	House	0.57				336.42
4	House	0.57				336.42
5	House	0.57				336.42
6	House	0.57				336.42
7	House	0.57				336.42
8	House	0.57				336.42
9	House	0.57				336.42
10	House	0.57				336.42
11	House	0.57				336.42
12	House	0.57				336.42
13	House	0.57				336.42
14	House	0.57				336.42
15	House	0.57				336.42
16	House	0.57				336.42
17	House	0.57				336.42
18	House	0.57				336.42
19	House	0.57				336.42
20	House	0.57				336.42
21	House	0.57				336.42
22	House	0.57				336.42
23	House	0.57				336.42
24	House	0.57				336.42
25	House	0.57				336.42
26	Flat	0.57	12.5			466.83
27	Flat	0.57	12.5			466.83
28	Flat	0.57	12.5			466.83
29	Flat	0.57	12.5			466.83
30	Flat	0.57	12.5			466.83
31	Flat	0.57	12.5			466.83
32	Flat	0.57	12.5			466.83
33	Flat	0.57	12.5			466.83
34	House	0.57				336.42
35	House	0.57				336.42

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				336.42
37	House	0.57				336.42
38	House	0.57				336.42
39	House	0.57				336.42
40	House	0.57				336.42
41	House	0.57				336.42
42	House	0.57				336.42
43	House	0.57				336.42
44	House	0.57				336.42
45	House	0.57				336.42
46	House	0.57				336.42
47	House	0.57				336.42
48	House	0.57				336.42
49	House	0.57				336.42
50	House	0.57				336.42
51	House	0.57				336.42
52	House	0.57				336.42
53	House	0.57				336.42
54	House	0.57				336.42
55	House	0.57				336.42
56	House	0.57				336.42
57	House	0.57				336.42
58	House	0.57				336.42
59	House	0.57				336.42
60	House	0.57				336.42
61	House	0.57				336.42
62	House	0.57				336.42
63	House	0.57				336.42
64	House	0.57				336.42
65	House	0.57				336.42
66	House	0.57				336.42
67	House	0.57				336.42
68	House	0.57				336.42
69	House	0.57				336.42
70	House	0.57				336.42

Service Charge Apportionments Year 4 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				336.42
72	House	0.57				336.42
73	House	0.57				336.42
74	House	0.57				336.42
75	House	0.57				336.42
76	House	0.57				336.42
77	House	0.57				336.42
78	House	0.57				336.42
79	House	0.57				336.42
80	House	0.57				336.42
81	House	0.57				336.42
82	Flat	0.57		8.33		473.38
83	Flat	0.57		8.33		473.38
84	Flat	0.57		8.33		473.38
85	Flat	0.57		8.33		473.38
86	Flat	0.57		8.33		473.38
87	Flat	0.57		8.33		473.38
88	Flat	0.57		8.33		473.38
89	Flat	0.57		8.33		473.38
90	Flat	0.57		8.33		473.38
91	Flat	0.57		8.33		473.38
92	Flat	0.57		8.33		473.38
93	Flat	0.57		8.33		473.38
94	House	0.57				336.42
95	House	0.57				336.42
96	House	0.57				336.42
97	House	0.57				336.42
98	House	0.57				336.42
99	House	0.57				336.42
100	House	0.57				336.42
101	House	0.57				336.42
102	House	0.57				336.42
103	House	0.57				336.42
104	House	0.57				336.42
105	House	0.57				336.42

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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106	House	0.57				336.42
107	House	0.57				336.42
108	House	0.57				336.42
109	House	0.57				336.42
110	House	0.57				336.42
111	House	0.57				336.42
112	House	0.57				336.42
113	House	0.57				336.42
114	House	0.57				336.42
115	House	0.57				336.42
116	Flat	0.57			25	503.16
117	Flat	0.57			25	503.16
118	Flat	0.57			25	503.16
119	Flat	0.57			25	503.16
120	House	0.57				336.42
121	House	0.57				336.42
122	House	0.57				336.42
123	House	0.57				336.42
124	House	0.57				336.42
125	House	0.57				336.42
126	House	0.57				336.42
127	House	0.57				336.42
128	House	0.57				336.42
129	House	0.57				336.42
130	House	0.57				336.42
131	House	0.57				336.42
132	House	0.57				336.42
133	House	0.57				336.42
134	House	0.57				336.42
135	House	0.57				336.42
136	House	0.57				336.42
137	House	0.57				336.42
138	House	0.57				336.42
139	House	0.57				336.42
140	House	0.57				336.42

Service Charge Apportionments Year 4 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				336.42
142	House	0.57				336.42
143	House	0.57				336.42
144	House	0.57				336.42
145	House	0.57				336.42
146	House	0.57				336.42
147	House	0.57				336.42
148	House	0.57				336.42
149	House	0.57				336.42
150	House	0.57				336.42
151	House	0.57				336.42
152	House	0.57				336.42
153	House	0.57				336.42
154	House	0.57				336.42
155	House	0.57				336.42
156	House	0.57				336.42
157	House	0.57				336.42
158	House	0.57				336.42
159	House	0.57				336.42
160	House	0.57				336.42
161	House	0.57				336.42
162	House	0.57				336.42
163	House	0.57				336.42
164	House	0.57				336.42
165	House	0.57				336.42

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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166	House	0.57				336.42
167	House	0.57				336.42
168	House	0.57				336.42
169	House	0.57				336.42
170	House	0.57				336.42
171	House	0.57				336.42
172	House	0.57				336.42
173	House	0.57				336.42
174	House	0.57				336.42
175	House	0.57				336.42

100.00	100.00	100.00	100.00	£62,226.54
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Service Charge budget Year 5

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)	
Regular Maintenance					
Grounds Maintenance (<i>Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments</i>)	£15,780.96			£15,780.96	
Hard Landscaping (<i>incl. Shared Access, Roads</i>)	£10,415.43			£10,415.43	
Apartment Block External Areas Maintenance		£727.19	£1,363.48	£2,545.15	
Foul Drainage Maintenance	£8,771.69			£8,771.69	
General Provisions					
Repairs & Renewals (<i>incl. provision for golf netting</i>)	£631.24	£126.25	£126.25	£978.42	
Utilities					
Street Lighting	£378.74	£126.25	£126.25	£694.36	
Communal Car Charging Points – Usage & Maintenance	£504.99			£504.99	
Statutory Risk Assessments					
Health & Safety Assessment	£1,098.35			£1,098.35	
ROSPA Inspection & Assessment	£143.92			£143.92	
Property Inspections	£399.95			£399.95	
Professional Fees					
Management Fees	£15,907.21			£15,907.21	
Company Administration	£1,211.98			£1,211.98	
Accountancy	£848.38			£848.38	
Bank Charges	£145.44			£145.44	
Dormant Accounts	£199.98			£199.98	
Filing Fee	£16.41			£16.41	
Postage	£1,590.72			£1,590.72	
Insurance					
Directors and Officers Insurance	£379.00			£379.00	
Public Liability Insurance	£2,970.61			£2,970.61	
Reserves					
Reserve Fund	£1,009.98	£126.25	£126.25	£1,357.16	
Total	£62,404.99	£1,105.93	£1,742.22	£706.99	£65,960.13

Service Charge Apportionments Year 5

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				356.60
2	House	0.57				356.60
3	House	0.57				356.60
4	House	0.57				356.60
5	House	0.57				356.60
6	House	0.57				356.60
7	House	0.57				356.60
8	House	0.57				356.60
9	House	0.57				356.60
10	House	0.57				356.60
11	House	0.57				356.60
12	House	0.57				356.60
13	House	0.57				356.60
14	House	0.57				356.60
15	House	0.57				356.60
16	House	0.57				356.60
17	House	0.57				356.60
18	House	0.57				356.60
19	House	0.57				356.60
20	House	0.57				356.60
21	House	0.57				356.60
22	House	0.57				356.60
23	House	0.57				356.60
24	House	0.57				356.60
25	House	0.57				356.60
26	Flat	0.57	12.5			494.84
27	Flat	0.57	12.5			494.84
28	Flat	0.57	12.5			494.84
29	Flat	0.57	12.5			494.84
30	Flat	0.57	12.5			494.84
31	Flat	0.57	12.5			494.84
32	Flat	0.57	12.5			494.84
33	Flat	0.57	12.5			494.84
34	House	0.57				356.60
35	House	0.57				356.60

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				356.60
37	House	0.57				356.60
38	House	0.57				356.60
39	House	0.57				356.60
40	House	0.57				356.60
41	House	0.57				356.60
42	House	0.57				356.60
43	House	0.57				356.60
44	House	0.57				356.60
45	House	0.57				356.60
46	House	0.57				356.60
47	House	0.57				356.60
48	House	0.57				356.60
49	House	0.57				356.60
50	House	0.57				356.60
51	House	0.57				356.60
52	House	0.57				356.60
53	House	0.57				356.60
54	House	0.57				356.60
55	House	0.57				356.60
56	House	0.57				356.60
57	House	0.57				356.60
58	House	0.57				356.60
59	House	0.57				356.60
60	House	0.57				356.60
61	House	0.57				356.60
62	House	0.57				356.60
63	House	0.57				356.60
64	House	0.57				356.60
65	House	0.57				356.60
66	House	0.57				356.60
67	House	0.57				356.60
68	House	0.57				356.60
69	House	0.57				356.60
70	House	0.57				356.60

Service Charge Apportionments Year 5 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				356.60
72	House	0.57				356.60
73	House	0.57				356.60
74	House	0.57				356.60
75	House	0.57				356.60
76	House	0.57				356.60
77	House	0.57				356.60
78	House	0.57				356.60
79	House	0.57				356.60
80	House	0.57				356.60
81	House	0.57				356.60
82	Flat	0.57		8.33		501.78
83	Flat	0.57		8.33		501.78
84	Flat	0.57		8.33		501.78
85	Flat	0.57		8.33		501.78
86	Flat	0.57		8.33		501.78
87	Flat	0.57		8.33		501.78
88	Flat	0.57		8.33		501.78
89	Flat	0.57		8.33		501.78
90	Flat	0.57		8.33		501.78
91	Flat	0.57		8.33		501.78
92	Flat	0.57		8.33		501.78
93	Flat	0.57		8.33		501.78
94	House	0.57				356.60
95	House	0.57				356.60
96	House	0.57				356.60
97	House	0.57				356.60
98	House	0.57				356.60
99	House	0.57				356.60
100	House	0.57				356.60
101	House	0.57				356.60
102	House	0.57				356.60
103	House	0.57				356.60
104	House	0.57				356.60
105	House	0.57				356.60

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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106	House	0.57				356.60
107	House	0.57				356.60
108	House	0.57				356.60
109	House	0.57				356.60
110	House	0.57				356.60
111	House	0.57				356.60
112	House	0.57				356.60
113	House	0.57				356.60
114	House	0.57				356.60
115	House	0.57				356.60
116	Flat	0.57			25	533.35
117	Flat	0.57			25	533.35
118	Flat	0.57			25	533.35
119	Flat	0.57			25	533.35
120	House	0.57				356.60
121	House	0.57				356.60
122	House	0.57				356.60
123	House	0.57				356.60
124	House	0.57				356.60
125	House	0.57				356.60
126	House	0.57				356.60
127	House	0.57				356.60
128	House	0.57				356.60
129	House	0.57				356.60
130	House	0.57				356.60
131	House	0.57				356.60
132	House	0.57				356.60
133	House	0.57				356.60
134	House	0.57				356.60
135	House	0.57				356.60
136	House	0.57				356.60
137	House	0.57				356.60
138	House	0.57				356.60
139	House	0.57				356.60
140	House	0.57				356.60

Service Charge Apportionments Year 5 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				356.60
142	House	0.57				356.60
143	House	0.57				356.60
144	House	0.57				356.60
145	House	0.57				356.60
146	House	0.57				356.60
147	House	0.57				356.60
148	House	0.57				356.60
149	House	0.57				356.60
150	House	0.57				356.60
151	House	0.57				356.60
152	House	0.57				356.60
153	House	0.57				356.60
154	House	0.57				356.60
155	House	0.57				356.60
156	House	0.57				356.60
157	House	0.57				356.60
158	House	0.57				356.60
159	House	0.57				356.60
160	House	0.57				356.60
161	House	0.57				356.60
162	House	0.57				356.60
163	House	0.57				356.60
164	House	0.57				356.60
165	House	0.57				356.60

166	House	0.57				356.60
167	House	0.57				356.60
168	House	0.57				356.60
169	House	0.57				356.60
170	House	0.57				356.60
171	House	0.57				356.60
172	House	0.57				356.60
173	House	0.57				356.60
174	House	0.57				356.60
175	House	0.57				356.60

100.00	100.00	100.00	100.00	£65,960.13
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Service Charge budget Year 6

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)	
Regular Maintenance					
Grounds Maintenance (Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments)	£16,727.82			£16,727.82	
Hard Landscaping (incl. Shared Access, Roads)	£11,040.36			£11,040.36	
Apartment Block External Areas Maintenance		£770.82	£1,445.28	£2,697.86	
Foul Drainage Maintenance	£9,297.99			£9,297.99	
General Provisions					
Repairs & Renewals (incl. provision for golf netting)	£669.11	£133.82	£100.37	£1,037.12	
Utilities					
Street Lighting	£401.47	£133.82	£66.91	£736.02	
Communal Car Charging Points – Usage & Maintenance	£535.29			£535.29	
Statutory Risk Assessments					
Health & Safety Assessment	£1,164.26			£1,164.26	
ROSPA Inspection & Assessment	£152.56			£152.56	
Property Inspections	£423.95			£423.95	
Professional Fees					
Management Fees	£16,861.64			£16,861.64	
Company Administration	£1,284.70			£1,284.70	
Accountancy	£899.29			£899.29	
Bank Charges	£154.16			£154.16	
Dormant Accounts	£211.97			£211.97	
Filing Fee	£17.40			£17.40	
Postage	£1,686.16			£1,686.16	
Insurance					
Directors and Officers Insurance	£401.74			£401.74	
Public Liability Insurance	£3,148.84			£3,148.84	
Reserves					
Reserve Fund	£1,070.58	£133.82	£100.37	£1,438.59	
Total	£66,149.29	£1,172.29	£1,846.75	£749.41	£69,917.74

Service Charge Apportionments Year 6

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
------	------	--------	-----------------------------	-----------------------------	----------------------	-------

1	House	0.57				378.00
2	House	0.57				378.00
3	House	0.57				378.00
4	House	0.57				378.00
5	House	0.57				378.00
6	House	0.57				378.00
7	House	0.57				378.00
8	House	0.57				378.00
9	House	0.57				378.00
10	House	0.57				378.00
11	House	0.57				378.00
12	House	0.57				378.00
13	House	0.57				378.00
14	House	0.57				378.00
15	House	0.57				378.00
16	House	0.57				378.00
17	House	0.57				378.00
18	House	0.57				378.00
19	House	0.57				378.00
20	House	0.57				378.00
21	House	0.57				378.00
22	House	0.57				378.00
23	House	0.57				378.00
24	House	0.57				378.00
25	House	0.57				378.00
26	Flat	0.57	12.5			524.53
27	Flat	0.57	12.5			524.53
28	Flat	0.57	12.5			524.53
29	Flat	0.57	12.5			524.53
30	Flat	0.57	12.5			524.53
31	Flat	0.57	12.5			524.53
32	Flat	0.57	12.5			524.53
33	Flat	0.57	12.5			524.53
34	House	0.57				378.00
35	House	0.57				378.00

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				378.00
37	House	0.57				378.00
38	House	0.57				378.00
39	House	0.57				378.00
40	House	0.57				378.00
41	House	0.57				378.00
42	House	0.57				378.00
43	House	0.57				378.00
44	House	0.57				378.00
45	House	0.57				378.00
46	House	0.57				378.00
47	House	0.57				378.00
48	House	0.57				378.00
49	House	0.57				378.00
50	House	0.57				378.00
51	House	0.57				378.00
52	House	0.57				378.00
53	House	0.57				378.00
54	House	0.57				378.00
55	House	0.57				378.00
56	House	0.57				378.00
57	House	0.57				378.00
58	House	0.57				378.00
59	House	0.57				378.00
60	House	0.57				378.00
61	House	0.57				378.00
62	House	0.57				378.00
63	House	0.57				378.00
64	House	0.57				378.00
65	House	0.57				378.00
66	House	0.57				378.00
67	House	0.57				378.00
68	House	0.57				378.00
69	House	0.57				378.00
70	House	0.57				378.00

Service Charge Apportionments Year 6 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total	Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
71	House	0.57				378.00	106	House	0.57				378.00
72	House	0.57				378.00	107	House	0.57				378.00
73	House	0.57				378.00	108	House	0.57				378.00
74	House	0.57				378.00	109	House	0.57				378.00
75	House	0.57				378.00	110	House	0.57				378.00
76	House	0.57				378.00	111	House	0.57				378.00
77	House	0.57				378.00	112	House	0.57				378.00
78	House	0.57				378.00	113	House	0.57				378.00
79	House	0.57				378.00	114	House	0.57				378.00
80	House	0.57				378.00	115	House	0.57				378.00
81	House	0.57				378.00	116	Flat	0.57			25	565.35
82	Flat	0.57		8.33		531.89	117	Flat	0.57			25	565.35
83	Flat	0.57		8.33		531.89	118	Flat	0.57			25	565.35
84	Flat	0.57		8.33		531.89	119	Flat	0.57			25	565.35
85	Flat	0.57		8.33		531.89	120	House	0.57				378.00
86	Flat	0.57		8.33		531.89	121	House	0.57				378.00
87	Flat	0.57		8.33		531.89	122	House	0.57				378.00
88	Flat	0.57		8.33		531.89	123	House	0.57				378.00
89	Flat	0.57		8.33		531.89	124	House	0.57				378.00
90	Flat	0.57		8.33		531.89	125	House	0.57				378.00
91	Flat	0.57		8.33		531.89	126	House	0.57				378.00
92	Flat	0.57		8.33		531.89	127	House	0.57				378.00
93	Flat	0.57		8.33		531.89	128	House	0.57				378.00
94	House	0.57				378.00	129	House	0.57				378.00
95	House	0.57				378.00	130	House	0.57				378.00
96	House	0.57				378.00	131	House	0.57				378.00
97	House	0.57				378.00	132	House	0.57				378.00
98	House	0.57				378.00	133	House	0.57				378.00
99	House	0.57				378.00	134	House	0.57				378.00
100	House	0.57				378.00	135	House	0.57				378.00
101	House	0.57				378.00	136	House	0.57				378.00
102	House	0.57				378.00	137	House	0.57				378.00
103	House	0.57				378.00	138	House	0.57				378.00
104	House	0.57				378.00	139	House	0.57				378.00
105	House	0.57				378.00	140	House	0.57				378.00

Service Charge Apportionments Year 6 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				378.00
142	House	0.57				378.00
143	House	0.57				378.00
144	House	0.57				378.00
145	House	0.57				378.00
146	House	0.57				378.00
147	House	0.57				378.00
148	House	0.57				378.00
149	House	0.57				378.00
150	House	0.57				378.00
151	House	0.57				378.00
152	House	0.57				378.00
153	House	0.57				378.00
154	House	0.57				378.00
155	House	0.57				378.00
156	House	0.57				378.00
157	House	0.57				378.00
158	House	0.57				378.00
159	House	0.57				378.00
160	House	0.57				378.00
161	House	0.57				378.00
162	House	0.57				378.00
163	House	0.57				378.00
164	House	0.57				378.00
165	House	0.57				378.00

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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166	House	0.57				378.00
167	House	0.57				378.00
168	House	0.57				378.00
169	House	0.57				378.00
170	House	0.57				378.00
171	House	0.57				378.00
172	House	0.57				378.00
173	House	0.57				378.00
174	House	0.57				378.00
175	House	0.57				378.00

100.00	100.00	100.00	100.00	£69,917.74
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Service Charge budget Year 7

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)	
Regular Maintenance					
Grounds Maintenance (Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments)	£17,731.49			£17,731.49	
Hard Landscaping (incl. Shared Access, Roads)	£11,702.78			£11,702.78	
Apartment Block External Areas Maintenance		£817.07	£1,532.00	£510.67	£2,859.73
Foul Drainage Maintenance	£9,855.87				£9,855.87
General Provisions					
Repairs & Renewals (incl. provision for golf netting)	£709.26	£141.85	£141.85	£106.39	£1,099.35
Utilities					
Street Lighting	£425.56	£141.85	£141.85	£70.93	£780.19
Communal Car Charging Points – Usage & Maintenance	£567.41				£567.41
Statutory Risk Assessments					
Health & Safety Assessment	£1,234.11				£1,234.11
ROSPA Inspection & Assessment	£161.71				£161.71
Property Inspections	£449.39				£449.39
Professional Fees					
Management Fees	£17,873.34				£17,873.34
Company Administration	£1,361.78				£1,361.78
Accountancy	£953.24				£953.24
Bank Charges	£163.41				£163.41
Dormant Accounts	£224.69				£224.69
Filing Fee	£18.44				£18.44
Postage	£1,787.33				£1,787.33
Insurance					
Directors and Officers Insurance	£425.84				£425.84
Public Liability Insurance	£3,337.78				£3,337.78
Reserves					
Reserve Fund	£1,134.82	£141.85	£141.85	£106.39	£1,524.91
Total	£70,118.25	£1,242.62	£1,957.56	£794.37	£74,112.80

Service Charge Apportionments Year 7

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				400.68
2	House	0.57				400.68
3	House	0.57				400.68
4	House	0.57				400.68
5	House	0.57				400.68
6	House	0.57				400.68
7	House	0.57				400.68
8	House	0.57				400.68
9	House	0.57				400.68
10	House	0.57				400.68
11	House	0.57				400.68
12	House	0.57				400.68
13	House	0.57				400.68
14	House	0.57				400.68
15	House	0.57				400.68
16	House	0.57				400.68
17	House	0.57				400.68
18	House	0.57				400.68
19	House	0.57				400.68
20	House	0.57				400.68
21	House	0.57				400.68
22	House	0.57				400.68
23	House	0.57				400.68
24	House	0.57				400.68
25	House	0.57				400.68
26	Flat	0.57	12.5			556.00
27	Flat	0.57	12.5			556.00
28	Flat	0.57	12.5			556.00
29	Flat	0.57	12.5			556.00
30	Flat	0.57	12.5			556.00
31	Flat	0.57	12.5			556.00
32	Flat	0.57	12.5			556.00
33	Flat	0.57	12.5			556.00
34	House	0.57				400.68
35	House	0.57				400.68

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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36	House	0.57				400.68
37	House	0.57				400.68
38	House	0.57				400.68
39	House	0.57				400.68
40	House	0.57				400.68
41	House	0.57				400.68
42	House	0.57				400.68
43	House	0.57				400.68
44	House	0.57				400.68
45	House	0.57				400.68
46	House	0.57				400.68
47	House	0.57				400.68
48	House	0.57				400.68
49	House	0.57				400.68
50	House	0.57				400.68
51	House	0.57				400.68
52	House	0.57				400.68
53	House	0.57				400.68
54	House	0.57				400.68
55	House	0.57				400.68
56	House	0.57				400.68
57	House	0.57				400.68
58	House	0.57				400.68
59	House	0.57				400.68
60	House	0.57				400.68
61	House	0.57				400.68
62	House	0.57				400.68
63	House	0.57				400.68
64	House	0.57				400.68
65	House	0.57				400.68
66	House	0.57				400.68
67	House	0.57				400.68
68	House	0.57				400.68
69	House	0.57				400.68
70	House	0.57				400.68

Service Charge Apportionments Year 7 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				400.68
72	House	0.57				400.68
73	House	0.57				400.68
74	House	0.57				400.68
75	House	0.57				400.68
76	House	0.57				400.68
77	House	0.57				400.68
78	House	0.57				400.68
79	House	0.57				400.68
80	House	0.57				400.68
81	House	0.57				400.68
82	Flat	0.57		8.33		563.81
83	Flat	0.57		8.33		563.81
84	Flat	0.57		8.33		563.81
85	Flat	0.57		8.33		563.81
86	Flat	0.57		8.33		563.81
87	Flat	0.57		8.33		563.81
88	Flat	0.57		8.33		563.81
89	Flat	0.57		8.33		563.81
90	Flat	0.57		8.33		563.81
91	Flat	0.57		8.33		563.81
92	Flat	0.57		8.33		563.81
93	Flat	0.57		8.33		563.81
94	House	0.57				400.68
95	House	0.57				400.68
96	House	0.57				400.68
97	House	0.57				400.68
98	House	0.57				400.68
99	House	0.57				400.68
100	House	0.57				400.68
101	House	0.57				400.68
102	House	0.57				400.68
103	House	0.57				400.68
104	House	0.57				400.68
105	House	0.57				400.68

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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106	House	0.57				400.68
107	House	0.57				400.68
108	House	0.57				400.68
109	House	0.57				400.68
110	House	0.57				400.68
111	House	0.57				400.68
112	House	0.57				400.68
113	House	0.57				400.68
114	House	0.57				400.68
115	House	0.57				400.68
116	Flat	0.57			25	599.27
117	Flat	0.57			25	599.27
118	Flat	0.57			25	599.27
119	Flat	0.57			25	599.27
120	House	0.57				400.68
121	House	0.57				400.68
122	House	0.57				400.68
123	House	0.57				400.68
124	House	0.57				400.68
125	House	0.57				400.68
126	House	0.57				400.68
127	House	0.57				400.68
128	House	0.57				400.68
129	House	0.57				400.68
130	House	0.57				400.68
131	House	0.57				400.68
132	House	0.57				400.68
133	House	0.57				400.68
134	House	0.57				400.68
135	House	0.57				400.68
136	House	0.57				400.68
137	House	0.57				400.68
138	House	0.57				400.68
139	House	0.57				400.68
140	House	0.57				400.68

Service Charge Apportionments Year 7 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				400.68
142	House	0.57				400.68
143	House	0.57				400.68
144	House	0.57				400.68
145	House	0.57				400.68
146	House	0.57				400.68
147	House	0.57				400.68
148	House	0.57				400.68
149	House	0.57				400.68
150	House	0.57				400.68
151	House	0.57				400.68
152	House	0.57				400.68
153	House	0.57				400.68
154	House	0.57				400.68
155	House	0.57				400.68
156	House	0.57				400.68
157	House	0.57				400.68
158	House	0.57				400.68
159	House	0.57				400.68
160	House	0.57				400.68
161	House	0.57				400.68
162	House	0.57				400.68
163	House	0.57				400.68
164	House	0.57				400.68
165	House	0.57				400.68

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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166	House	0.57				400.68
167	House	0.57				400.68
168	House	0.57				400.68
169	House	0.57				400.68
170	House	0.57				400.68
171	House	0.57				400.68
172	House	0.57				400.68
173	House	0.57				400.68
174	House	0.57				400.68
175	House	0.57				400.68

100.00	100.00	100.00	100.00	£74,112.80
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Service Charge budget Year 8

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)
Regular Maintenance				
Grounds Maintenance (<i>Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments</i>)	£18,795.38			£18,795.38
Hard Landscaping (<i>incl. Shared Access, Roads</i>)	£12,404.95			£12,404.95
Apartment Block External Areas Maintenance		£866.09	£1,623.92	£3,031.32
Foul Drainage Maintenance	£10,447.22			£10,447.22
General Provisions				
Repairs & Renewals (<i>incl. provision for golf netting</i>)	£751.82	£150.36	£112.77	£1,165.31
Utilities				
Street Lighting	£451.09	£150.36	£75.18	£827.00
Communal Car Charging Points – Usage & Maintenance	£601.45			£601.45
Statutory Risk Assessments				
Health & Safety Assessment	£1,308.16			£1,308.16
ROSPA Inspection & Assessment	£171.41			£171.41
Property Inspections	£476.35			£476.35
Professional Fees				
Management Fees	£18,945.74			£18,945.74
Company Administration	£1,443.49			£1,443.49
Accountancy	£1,010.44			£1,010.44
Bank Charges	£173.22			£173.22
Dormant Accounts	£238.18			£238.18
Filing Fee	£19.55			£19.55
Postage	£1,894.57			£1,894.57
Insurance				
Directors and Officers Insurance	£451.39			£451.39
Public Liability Insurance	£3,538.04			£3,538.04
Reserves				
Reserve Fund	£1,202.90	£150.36	£112.77	£1,616.40
Total	£74,325.35	£1,317.18	£2,075.01	£842.03
				£78,559.57

Service Charge Apportionments Year 8

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				424.72
2	House	0.57				424.72
3	House	0.57				424.72
4	House	0.57				424.72
5	House	0.57				424.72
6	House	0.57				424.72
7	House	0.57				424.72
8	House	0.57				424.72
9	House	0.57				424.72
10	House	0.57				424.72
11	House	0.57				424.72
12	House	0.57				424.72
13	House	0.57				424.72
14	House	0.57				424.72
15	House	0.57				424.72
16	House	0.57				424.72
17	House	0.57				424.72
18	House	0.57				424.72
19	House	0.57				424.72
20	House	0.57				424.72
21	House	0.57				424.72
22	House	0.57				424.72
23	House	0.57				424.72
24	House	0.57				424.72
25	House	0.57				424.72
26	Flat	0.57	12.5			589.36
27	Flat	0.57	12.5			589.36
28	Flat	0.57	12.5			589.36
29	Flat	0.57	12.5			589.36
30	Flat	0.57	12.5			589.36
31	Flat	0.57	12.5			589.36
32	Flat	0.57	12.5			589.36
33	Flat	0.57	12.5			589.36
34	House	0.57				424.72
35	House	0.57				424.72

36	House	0.57				424.72
37	House	0.57				424.72
38	House	0.57				424.72
39	House	0.57				424.72
40	House	0.57				424.72
41	House	0.57				424.72
42	House	0.57				424.72
43	House	0.57				424.72
44	House	0.57				424.72
45	House	0.57				424.72
46	House	0.57				424.72
47	House	0.57				424.72
48	House	0.57				424.72
49	House	0.57				424.72
50	House	0.57				424.72
51	House	0.57				424.72
52	House	0.57				424.72
53	House	0.57				424.72
54	House	0.57				424.72
55	House	0.57				424.72
56	House	0.57				424.72
57	House	0.57				424.72
58	House	0.57				424.72
59	House	0.57				424.72
60	House	0.57				424.72
61	House	0.57				424.72
62	House	0.57				424.72
63	House	0.57				424.72
64	House	0.57				424.72
65	House	0.57				424.72
66	House	0.57				424.72
67	House	0.57				424.72
68	House	0.57				424.72
69	House	0.57				424.72
70	House	0.57				424.72

Service Charge Apportionments Year 8 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				424.72
72	House	0.57				424.72
73	House	0.57				424.72
74	House	0.57				424.72
75	House	0.57				424.72
76	House	0.57				424.72
77	House	0.57				424.72
78	House	0.57				424.72
79	House	0.57				424.72
80	House	0.57				424.72
81	House	0.57				424.72
82	Flat	0.57		8.33		597.63
83	Flat	0.57		8.33		597.63
84	Flat	0.57		8.33		597.63
85	Flat	0.57		8.33		597.63
86	Flat	0.57		8.33		597.63
87	Flat	0.57		8.33		597.63
88	Flat	0.57		8.33		597.63
89	Flat	0.57		8.33		597.63
90	Flat	0.57		8.33		597.63
91	Flat	0.57		8.33		597.63
92	Flat	0.57		8.33		597.63
93	Flat	0.57		8.33		597.63
94	House	0.57				424.72
95	House	0.57				424.72
96	House	0.57				424.72
97	House	0.57				424.72
98	House	0.57				424.72
99	House	0.57				424.72
100	House	0.57				424.72
101	House	0.57				424.72
102	House	0.57				424.72
103	House	0.57				424.72
104	House	0.57				424.72
105	House	0.57				424.72

106	House	0.57				424.72
107	House	0.57				424.72
108	House	0.57				424.72
109	House	0.57				424.72
110	House	0.57				424.72
111	House	0.57				424.72
112	House	0.57				424.72
113	House	0.57				424.72
114	House	0.57				424.72
115	House	0.57				424.72
116	Flat	0.57			25	635.22
117	Flat	0.57			25	635.22
118	Flat	0.57			25	635.22
119	Flat	0.57			25	635.22
120	House	0.57				424.72
121	House	0.57				424.72
122	House	0.57				424.72
123	House	0.57				424.72
124	House	0.57				424.72
125	House	0.57				424.72
126	House	0.57				424.72
127	House	0.57				424.72
128	House	0.57				424.72
129	House	0.57				424.72
130	House	0.57				424.72
131	House	0.57				424.72
132	House	0.57				424.72
133	House	0.57				424.72
134	House	0.57				424.72
135	House	0.57				424.72
136	House	0.57				424.72
137	House	0.57				424.72
138	House	0.57				424.72
139	House	0.57				424.72
140	House	0.57				424.72

Service Charge Apportionments Year 8 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				424.72
142	House	0.57				424.72
143	House	0.57				424.72
144	House	0.57				424.72
145	House	0.57				424.72
146	House	0.57				424.72
147	House	0.57				424.72
148	House	0.57				424.72
149	House	0.57				424.72
150	House	0.57				424.72
151	House	0.57				424.72
152	House	0.57				424.72
153	House	0.57				424.72
154	House	0.57				424.72
155	House	0.57				424.72
156	House	0.57				424.72
157	House	0.57				424.72
158	House	0.57				424.72
159	House	0.57				424.72
160	House	0.57				424.72
161	House	0.57				424.72
162	House	0.57				424.72
163	House	0.57				424.72
164	House	0.57				424.72
165	House	0.57				424.72

166	House	0.57				424.72
167	House	0.57				424.72
168	House	0.57				424.72
169	House	0.57				424.72
170	House	0.57				424.72
171	House	0.57				424.72
172	House	0.57				424.72
173	House	0.57				424.72
174	House	0.57				424.72
175	House	0.57				424.72

100.00	100.00	100.00	100.00	£78,559.57
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Service Charge budget Year 9

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)
Regular Maintenance				
Grounds Maintenance (Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments)	£19,923.10			£19,923.10
Hard Landscaping (incl. Shared Access, Roads)	£13,149.25			£13,149.25
Apartment Block External Areas Maintenance		£918.06	£1,721.36	£3,213.20
Foul Drainage Maintenance	£11,074.06			£11,074.06
General Provisions				
Repairs & Renewals (incl. provision for golf netting)	£796.92	£159.38	£119.54	£1,235.23
Utilities				
Street Lighting	£478.15	£159.38	£79.69	£876.62
Communal Car Charging Points – Usage & Maintenance	£637.54			£637.54
Statutory Risk Assessments				
Health & Safety Assessment	£1,386.65			£1,386.65
ROSPA Inspection & Assessment	£181.70			£181.70
Property Inspections	£504.93			£504.93
Professional Fees				
Management Fees	£20,082.49			£20,082.49
Company Administration	£1,530.09			£1,530.09
Accountancy	£1,071.07			£1,071.07
Bank Charges	£183.61			£183.61
Dormant Accounts	£252.47			£252.47
Filing Fee	£20.72			£20.72
Postage	£2,008.25			£2,008.25
Insurance				
Directors and Officers Insurance	£478.47			£478.47
Public Liability Insurance	£3,750.32			£3,750.32
Reserves				
Reserve Fund	£1,275.08	£159.38	£119.54	£1,713.39
Total	£78,784.87	£1,396.21	£2,199.51	£83,273.14

Service Charge Apportionments Year 9

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				450.20
2	House	0.57				450.20
3	House	0.57				450.20
4	House	0.57				450.20
5	House	0.57				450.20
6	House	0.57				450.20
7	House	0.57				450.20
8	House	0.57				450.20
9	House	0.57				450.20
10	House	0.57				450.20
11	House	0.57				450.20
12	House	0.57				450.20
13	House	0.57				450.20
14	House	0.57				450.20
15	House	0.57				450.20
16	House	0.57				450.20
17	House	0.57				450.20
18	House	0.57				450.20
19	House	0.57				450.20
20	House	0.57				450.20
21	House	0.57				450.20
22	House	0.57				450.20
23	House	0.57				450.20
24	House	0.57				450.20
25	House	0.57				450.20
26	Flat	0.57	12.5			624.73
27	Flat	0.57	12.5			624.73
28	Flat	0.57	12.5			624.73
29	Flat	0.57	12.5			624.73
30	Flat	0.57	12.5			624.73
31	Flat	0.57	12.5			624.73
32	Flat	0.57	12.5			624.73
33	Flat	0.57	12.5			624.73
34	House	0.57				450.20
35	House	0.57				450.20

36	House	0.57				450.20
37	House	0.57				450.20
38	House	0.57				450.20
39	House	0.57				450.20
40	House	0.57				450.20
41	House	0.57				450.20
42	House	0.57				450.20
43	House	0.57				450.20
44	House	0.57				450.20
45	House	0.57				450.20
46	House	0.57				450.20
47	House	0.57				450.20
48	House	0.57				450.20
49	House	0.57				450.20
50	House	0.57				450.20
51	House	0.57				450.20
52	House	0.57				450.20
53	House	0.57				450.20
54	House	0.57				450.20
55	House	0.57				450.20
56	House	0.57				450.20
57	House	0.57				450.20
58	House	0.57				450.20
59	House	0.57				450.20
60	House	0.57				450.20
61	House	0.57				450.20
62	House	0.57				450.20
63	House	0.57				450.20
64	House	0.57				450.20
65	House	0.57				450.20
66	House	0.57				450.20
67	House	0.57				450.20
68	House	0.57				450.20
69	House	0.57				450.20
70	House	0.57				450.20

Service Charge Apportionments Year 9 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
------	------	--------	--------------------------	--------------------------	----------------------	-------

71	House	0.57				450.20
72	House	0.57				450.20
73	House	0.57				450.20
74	House	0.57				450.20
75	House	0.57				450.20
76	House	0.57				450.20
77	House	0.57				450.20
78	House	0.57				450.20
79	House	0.57				450.20
80	House	0.57				450.20
81	House	0.57				450.20
82	Flat	0.57		8.33		633.49
83	Flat	0.57		8.33		633.49
84	Flat	0.57		8.33		633.49
85	Flat	0.57		8.33		633.49
86	Flat	0.57		8.33		633.49
87	Flat	0.57		8.33		633.49
88	Flat	0.57		8.33		633.49
89	Flat	0.57		8.33		633.49
90	Flat	0.57		8.33		633.49
91	Flat	0.57		8.33		633.49
92	Flat	0.57		8.33		633.49
93	Flat	0.57		8.33		633.49
94	House	0.57				450.20
95	House	0.57				450.20
96	House	0.57				450.20
97	House	0.57				450.20
98	House	0.57				450.20
99	House	0.57				450.20
100	House	0.57				450.20
101	House	0.57				450.20
102	House	0.57				450.20
103	House	0.57				450.20
104	House	0.57				450.20
105	House	0.57				450.20

106	House	0.57				450.20
107	House	0.57				450.20
108	House	0.57				450.20
109	House	0.57				450.20
110	House	0.57				450.20
111	House	0.57				450.20
112	House	0.57				450.20
113	House	0.57				450.20
114	House	0.57				450.20
115	House	0.57				450.20
116	Flat	0.57			25	673.34
117	Flat	0.57			25	673.34
118	Flat	0.57			25	673.34
119	Flat	0.57			25	673.34
120	House	0.57				450.20
121	House	0.57				450.20
122	House	0.57				450.20
123	House	0.57				450.20
124	House	0.57				450.20
125	House	0.57				450.20
126	House	0.57				450.20
127	House	0.57				450.20
128	House	0.57				450.20
129	House	0.57				450.20
130	House	0.57				450.20
131	House	0.57				450.20
132	House	0.57				450.20
133	House	0.57				450.20
134	House	0.57				450.20
135	House	0.57				450.20
136	House	0.57				450.20
137	House	0.57				450.20
138	House	0.57				450.20
139	House	0.57				450.20
140	House	0.57				450.20

Service Charge Apportionments Year 9 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
141	House	0.57				450.20
142	House	0.57				450.20
143	House	0.57				450.20
144	House	0.57				450.20
145	House	0.57				450.20
146	House	0.57				450.20
147	House	0.57				450.20
148	House	0.57				450.20
149	House	0.57				450.20
150	House	0.57				450.20
151	House	0.57				450.20
152	House	0.57				450.20
153	House	0.57				450.20
154	House	0.57				450.20
155	House	0.57				450.20
156	House	0.57				450.20
157	House	0.57				450.20
158	House	0.57				450.20
159	House	0.57				450.20
160	House	0.57				450.20
161	House	0.57				450.20
162	House	0.57				450.20
163	House	0.57				450.20
164	House	0.57				450.20
165	House	0.57				450.20

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
166	House	0.57				450.20
167	House	0.57				450.20
168	House	0.57				450.20
169	House	0.57				450.20
170	House	0.57				450.20
171	House	0.57				450.20
172	House	0.57				450.20
173	House	0.57				450.20
174	House	0.57				450.20
175	House	0.57				450.20

100.00	100.00	100.00	100.00	£83,273.14
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Service Charge budget Year 10

Estate	Block A & B Externals Plots 26-33	Block C & D Externals Plots 82-93	Block E Externals Plots 166-119	Total (£ p.a.)	
Regular Maintenance					
Grounds Maintenance (<i>Incl. POS, Ponds, Swale, Play Areas, Tennis Courts, Allotments</i>)	£21,118.49			£21,118.49	
Hard Landscaping (<i>incl. Shared Access, Roads</i>)	£13,938.20			£13,938.20	
Apartment Block External Areas Maintenance		£973.14	£1,824.64	£608.21	£3,405.99
Foul Drainage Maintenance	£11,738.50				£11,738.50
General Provisions					
Repairs & Renewals (<i>incl. provision for golf netting</i>)	£844.74	£168.95	£168.95	£126.71	£1,309.35
Utilities					
Street Lighting	£506.84	£168.95	£168.95	£84.47	£929.21
Communal Car Charging Points – Usage & Maintenance	£675.79				£675.79
Statutory Risk Assessments					
Health & Safety Assessment	£1,469.85				£1,469.85
ROSPA Inspection & Assessment	£192.60				£192.60
Property Inspections	£535.23				£535.23
Professional Fees					
Management Fees	£21,287.43				£21,287.43
Company Administration	£1,621.90				£1,621.90
Accountancy	£1,135.33				£1,135.33
Bank Charges	£194.63				£194.63
Dormant Accounts	£267.61				£267.61
Filing Fee	£21.96				£21.96
Postage	£2,128.74				£2,128.74
Insurance					
Directors and Officers Insurance	£507.18				£507.18
Public Liability Insurance	£3,975.34				£3,975.34
Reserves					
Reserve Fund	£1,351.58	£168.95	£168.95	£126.71	£1,816.19
Total	£83,511.96	£1,479.98	£2,331.48	£946.11	£88,269.53

Service Charge Apportionments Year 10

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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1	House	0.57				477.21
2	House	0.57				477.21
3	House	0.57				477.21
4	House	0.57				477.21
5	House	0.57				477.21
6	House	0.57				477.21
7	House	0.57				477.21
8	House	0.57				477.21
9	House	0.57				477.21
10	House	0.57				477.21
11	House	0.57				477.21
12	House	0.57				477.21
13	House	0.57				477.21
14	House	0.57				477.21
15	House	0.57				477.21
16	House	0.57				477.21
17	House	0.57				477.21
18	House	0.57				477.21
19	House	0.57				477.21
20	House	0.57				477.21
21	House	0.57				477.21
22	House	0.57				477.21
23	House	0.57				477.21
24	House	0.57				477.21
25	House	0.57				477.21
26	Flat	0.57	12.5			662.21
27	Flat	0.57	12.5			662.21
28	Flat	0.57	12.5			662.21
29	Flat	0.57	12.5			662.21
30	Flat	0.57	12.5			662.21
31	Flat	0.57	12.5			662.21
32	Flat	0.57	12.5			662.21
33	Flat	0.57	12.5			662.21
34	House	0.57				477.21
35	House	0.57				477.21

36	House	0.57				477.21
37	House	0.57				477.21
38	House	0.57				477.21
39	House	0.57				477.21
40	House	0.57				477.21
41	House	0.57				477.21
42	House	0.57				477.21
43	House	0.57				477.21
44	House	0.57				477.21
45	House	0.57				477.21
46	House	0.57				477.21
47	House	0.57				477.21
48	House	0.57				477.21
49	House	0.57				477.21
50	House	0.57				477.21
51	House	0.57				477.21
52	House	0.57				477.21
53	House	0.57				477.21
54	House	0.57				477.21
55	House	0.57				477.21
56	House	0.57				477.21
57	House	0.57				477.21
58	House	0.57				477.21
59	House	0.57				477.21
60	House	0.57				477.21
61	House	0.57				477.21
62	House	0.57				477.21
63	House	0.57				477.21
64	House	0.57				477.21
65	House	0.57				477.21
66	House	0.57				477.21
67	House	0.57				477.21
68	House	0.57				477.21
69	House	0.57				477.21
70	House	0.57				477.21

Service Charge Apportionments Year 10 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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71	House	0.57				477.21
72	House	0.57				477.21
73	House	0.57				477.21
74	House	0.57				477.21
75	House	0.57				477.21
76	House	0.57				477.21
77	House	0.57				477.21
78	House	0.57				477.21
79	House	0.57				477.21
80	House	0.57				477.21
81	House	0.57				477.21
82	Flat	0.57		8.33		671.50
83	Flat	0.57		8.33		671.50
84	Flat	0.57		8.33		671.50
85	Flat	0.57		8.33		671.50
86	Flat	0.57		8.33		671.50
87	Flat	0.57		8.33		671.50
88	Flat	0.57		8.33		671.50
89	Flat	0.57		8.33		671.50
90	Flat	0.57		8.33		671.50
91	Flat	0.57		8.33		671.50
92	Flat	0.57		8.33		671.50
93	Flat	0.57		8.33		671.50
94	House	0.57				477.21
95	House	0.57				477.21
96	House	0.57				477.21
97	House	0.57				477.21
98	House	0.57				477.21
99	House	0.57				477.21
100	House	0.57				477.21
101	House	0.57				477.21
102	House	0.57				477.21
103	House	0.57				477.21
104	House	0.57				477.21
105	House	0.57				477.21

106	House	0.57				477.21
107	House	0.57				477.21
108	House	0.57				477.21
109	House	0.57				477.21
110	House	0.57				477.21
111	House	0.57				477.21
112	House	0.57				477.21
113	House	0.57				477.21
114	House	0.57				477.21
115	House	0.57				477.21
116	Flat	0.57			25	713.74
117	Flat	0.57			25	713.74
118	Flat	0.57			25	713.74
119	Flat	0.57			25	713.74
120	House	0.57				477.21
121	House	0.57				477.21
122	House	0.57				477.21
123	House	0.57				477.21
124	House	0.57				477.21
125	House	0.57				477.21
126	House	0.57				477.21
127	House	0.57				477.21
128	House	0.57				477.21
129	House	0.57				477.21
130	House	0.57				477.21
131	House	0.57				477.21
132	House	0.57				477.21
133	House	0.57				477.21
134	House	0.57				477.21
135	House	0.57				477.21
136	House	0.57				477.21
137	House	0.57				477.21
138	House	0.57				477.21
139	House	0.57				477.21
140	House	0.57				477.21

Service Charge Apportionments Year 10 (cont.)

Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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Plot	Type	Estate	Block A & B Externals	Block C & D Externals	Block E Externals	Total
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141	House	0.57				477.21
142	House	0.57				477.21
143	House	0.57				477.21
144	House	0.57				477.21
145	House	0.57				477.21
146	House	0.57				477.21
147	House	0.57				477.21
148	House	0.57				477.21
149	House	0.57				477.21
150	House	0.57				477.21
151	House	0.57				477.21
152	House	0.57				477.21
153	House	0.57				477.21
154	House	0.57				477.21
155	House	0.57				477.21
156	House	0.57				477.21
157	House	0.57				477.21
158	House	0.57				477.21
159	House	0.57				477.21
160	House	0.57				477.21
161	House	0.57				477.21
162	House	0.57				477.21
163	House	0.57				477.21
164	House	0.57				477.21
165	House	0.57				477.21

166	House	0.57				477.21
167	House	0.57				477.21
168	House	0.57				477.21
169	House	0.57				477.21
170	House	0.57				477.21
171	House	0.57				477.21
172	House	0.57				477.21
173	House	0.57				477.21
174	House	0.57				477.21
175	House	0.57				477.21

100.00	100.00	100.00	100.00	£88,269.53
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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 MAINTENANCE

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 a minimum of 15 times per year
- All lawn edges and pathway edges will be strimmed 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
- Border and beds with mulch finishes will be weeded then hoed
- Litter and loose-leaf removal
- Weed removal
- Maintain planted beds and bulbs

PLAY AREAS AND TENNIS COURTS

- Grass cutting of low-level grassed areas within play area boundary
- Empty any litter bins upon each visit
- Visually inspect the equipment and report any issues to head office

HARD LANDSCAPING

- To keep hard landscapes areas free of debris, litter, graffiti and dog waste
- To keep weed colonization at a minimum and acceptable level
- To maintain hard landscaped areas in safe condition
- To maintain street furniture, including litter bins, seating and bollards if necessary
- To inspect areas for subsidence and damage reporting any issues to head office for resolution

Service Charge explanatory notes (cont.)

- Hard sweeping of all managed hard standing areas to remove any weed or moss growth in between individual blocks to keep paving clear and clean.

ATTENUATION PONDS & SWALE

Maintenance Schedule	Required Action
Regular Maintenance	Litter and debris removal.
	Inspect and clear inlets, outlets and control structures
	Review silt accumulation and remove when necessary
	Remove build of sediment or debris for continual operation
	Grass cutting - for spillways and access routes.
	Grass cutting meadow grass in and around basin.
	Manage other vegetation and remove nuisance plants.
	Tidy all dead growth before start of growing season.
	Remove sediment from inlets, outlet and forebay.
Manage wetland plants in outlet pool - where provided	
Occasional Maintenance	Re seed areas of poor vegetation growth
	Prune and trim trees and remove cuttings
	Remove sediment from forebay, when 50% full and from micro pools if volume reduced by > 25%
Remedial Actions	Repair of erosion or other damage by re-seeding or re-turfing
	Realignment of rip rap
	Repair / rehabilitation of inlets, outlets and overflows.
	Re-level uneven surfaces and reinstate design levels.
Monitoring	Inspect inlets, outlets and overflows for blockages and clear if required
	Inspect banksides, structures, headwalls, pipe-work, etc for evidence of physical damage.
	Inspect inlets and facility surface for silt accumulation. Establish appropriate silt removal frequencies.

SUDS - FOUL WATER DRAINAGE SYSTEM

Combination unit and CCTV used to carry out the cleaning and surveying of the foul water drainage system.

Service Charge explanatory notes (cont.)

General provisions

REPAIRS & RENEWALS

An allowance for any minor or ad-hoc repairs and maintenance is put in place for areas under management jurisdiction, including repairs required to the managed golf netting.

Utilities

STREET LIGHTING

An allocated cost in respect of electricity costs coming from the external lighting provisions within the communal managed areas.

COMMUNAL CAR CHARGING POINTS

A cost has been included for the usage and maintenance of the communal car charging points on the development.

Statutory risk assessments

HEALTH & SAFETY ASSESSMENT

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 Estate Management Team of any other issues which may need to be progressed either with the client, residents, or both.

Service Charge explanatory notes (cont.)

Professional fees

MANAGEMENT FEES

These are Gateway Property Management'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
- 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
- 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

Service Charge explanatory notes (cont.)

- 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.

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 Property Management 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