



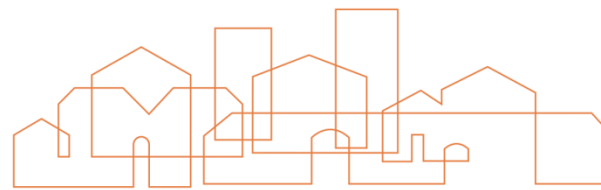
Management Strategy for

Bellway Homes Wessex

The Haven
Horndean Road, Emsworth

Proposal author – [REDACTED]

Date of initial Proposal – 14 November 2017

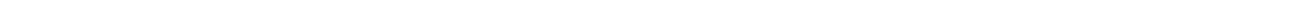
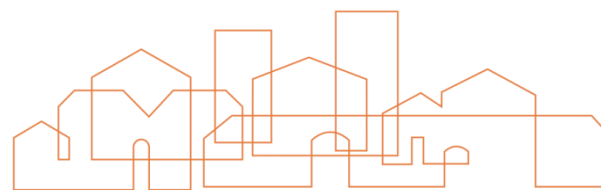


Delivering straightforward property management solutions for developments of any size and complexity.

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Document Control Sheet

Amendment Information

Date	Author	Reason for amendment
03 August 2018		Foul drainage added
21 September 2018		Adjustments to roadway split

Development Notes

This Management Proposal has been prepared in respect of the estate management and maintenance of the above development. It has been compiled on the basis of the plans, information and specifications provided by the developer at the time of preparation.

Please note

The contents of this proposal do not constitute a contract, part of a contract or warranty.

This management proposal and budget is an estimate based on information available at the time and is correct at the time of writing. Trinity reserve the right to amend both without prior notice should the developer's plans or legal requirements change.

In addition, Trinity reserves the right to update both the management proposal and the budget on an annual basis, including for the period prior to the development being handed over to our management.



About this Proposal

Trinity Estates provide a scheme specific Management Proposal to our developer clients to show how we intend to manage their property. The proposal assists both our own Legal Team and the developers' solicitors when setting out the management requirements of Leases, Transfers and Management Agreements.

There are 3 main parts to this proposal:

Development Notes

Service Charge Budget and Matrix (where applicable)

Service Charge Summary

The Development Notes summarise our understanding of the development and our approach to its management. The notes are based on information provided by the developer and our knowledge and experience of managing similar developments. Items that we are unsure of are shown as "Assumptions" and require confirmation from the developer.

The Service Charge Budget outlines the estimated maintenance costs for each element of the development. Different service charge headings are used to ensure that only those units that benefit from a particular service will contribute towards its associated costs. If there is more than one charge heading then costs are broken down plot by plot on an attached Matrix that shows what each unit will pay annually for each charge heading and, as a total.

The Service Charge Summary provides a detailed description of each maintenance item within the budget.

It is important that all 3 parts of the proposal are looked at in conjunction with each other to provide a full picture of our management proposal.

How we can assist you during sales

Trinity's goal is to offer a high quality and cost effective management service to both developers and purchasers. We have developed a number of features designed to support sales staff and to provide reassurance to prospective purchasers concerning the on-going management of the development:

Management Information Sheets are provided to the Developer's Sales Staff for handing to prospective purchasers. These include a copy of the specific Service Charge Budget, Matrix, Budget Summary and a "Your Questions Answered" information sheet.

Following handover into our management we will write to all owners enclosing a full "Residents Information Pack" which provides more comprehensive details about Trinity Estates, the services we will provide and who to contact in particular situations. In addition, copies of the "Information Pack" will be supplied to your sales staff in order to provide background information to Trinity Estates.

Management support is available to your sales staff to answer questions regarding the management of the development and the Service Charge as they arise.

Development Notes

A new development consisting of 87 private houses and 38 Housing Association (HA) houses – 125 units in total

All 125 units will be required to contribute equally towards the Service Charge for maintenance and upkeep of the open space areas, surface water drainage, private roadways etc.

The main estate roadways and their associated maintenance, surface water drainage and lighting will all remain private and will be the responsibility of the Management Company

Responsibility for the shared driveways serving the following plots will be divided up amongst the individual properties that use those areas – these will not be the responsibility of the Management Company:

- Plots 13-18
- Plots 34-36
- Plots 40-43 & 45
- Plots 44, 46 & 47
- Plots 64-68
- Plots 123-125

The surface water drainage systems will include porous block paving, storage tanks, silt traps, flow control devices etc. – all of these items will be the responsibility of the Management Company and will be maintained in accordance with the SUDs Operation and Maintenance Manual produced for Bellway Homes by Escher Silverman

The foul drainage systems, including the foul pumping station, will remain private and will be the responsibility of the Management Company

The Management Company will be responsible for all of the open space areas within the development – this includes the flood meadow, pond, water course/ditch, woodlands areas etc.

The Management Company will ensure that the inlets/outlets/headwalls etc. of any water features on site will be kept free flowing and clear of any litter or debris

The ditch is to be managed sparingly on a 2 year cycle with one bank maintained one year and the opposite bank maintained the following year

There will need to be twice yearly monitoring of the ditch by a fully qualified ecologist

Bat and bird boxes will be placed on trees around the development – these will be annually inspected and maintained by a fully qualified ecologist

All management operations on site will, where applicable, be carried out in accordance with the Ecological Mitigation and Enhancement Plan (Ref: BELL21129 – Revision A July 2017)

There are no electronic gates within the development

Any fencing/railings/retaining walls etc. that are located within the communal areas will be the responsibility of the Management Company

There are no children's play areas within the development

Public liability insurance will be put in place to cover the managed areas of the development

Refuse removal will be provided by the Local Authority as part of the Council Tax Charge

The substation will be adopted and will not be the responsibility of the Management Company

Service Charge Budget and the Service Charge Summary

See Appendix below comprising Budget Summary, Proposed Budget and Matrix

The Haven, Horndean Road, Emsworth
Budget period ending 31/08/19

BUDGET SUMMARY



No.	Item	Budget for the year	NOTES
1	Landscape Maintenance	£13,200	Landscape maintenance of the open space areas, includes cutting of grass, weeding, tending of flower beds, borders and shrubs, litter picking, sweeping of walkways etc. Frequency and duration of visits will vary throughout the year i.e. more frequent and longer during growing season, less frequent and shorter during winter months
2	Lake/Pond/Water Feature Maintenance	£4,800	Maintenance costs associated with the pond, flood meadow, water course etc., including any aquatic and marginal plant weeding/removal as necessary, maintenance of any water inlets, outlets and overflows, repair and maintenance of the banks etc
3	Drainage Maintenance	£1,440	Maintenance of the foul and surface water drainage systems including regular inspections, clearing as required etc.
4	Pump Maintenance	£1,800	Maintenance costs associated with the foul drainage pumping station
5	Electricity Charges	£2,625	Assuming low consumption lighting throughout. Includes estimated amounts for external lighting
6	General Repairs & Maintenance	£1,200	Budgetary costs to cover for day to day repairs of communal items
7	Private Roadway/Carpark Maintenance	£5,040	Maintenance of the un-adopted roadway and its associated lighting including regular sweeping, replacement of any light bulbs etc.
8	Directors & Officers Insurance	£314	This is to provide liability cover for the Directors of the Resident Management Company
9	Public Liability Insurance	£1,120	Includes comprehensive Public Liability cover
10	Health and Safety Assessment	£816	** The instruction of professional surveyors to carry out and certify inspections for required Health and Safety and General Risk assessments
11	Accountancy Fee	£660	Annual fee for independent certification of Service Charge Accounts
12	Management Fee	£11,250	Fixed Management Fee based on £75 plus VAT per plot (not a percentage of total Service Charge).
13	Company Administration/Secretarial Fee	£300	*** Annual fee for the administration and filing of annual RMC accounts
14	Banking Charges	£63	Bank Charges relating to scheme trustee bank account
15	Ecological Surveying Fee	£1,200	Costs for the inspection of the water course/ditch and the bat and bird boxes around site. These surveys will be carried out by fully licenced ecologists.
16	Estate Sinking Fund	£150	A fund designed to build up and pay towards the future costs of the estate and any associated major works
17	Private Roadway Sinking Fund	£1,300	A fund designed to build up and pay towards the future costs of the private roadway and pavement re-surfacing and any associated items that may include, such as drainage, street lighting, etc.
18	Arboricultural Sinking Fund	£1,000	Contribution to the arboricultural fund for future tree and planting works
19	Plant & Machinery Sinking Fund	£500	A fund designed to build up and pay towards repair and replacement of the foul pumping station
Total		£48,278	

SERVICE CHARGE BUDGET

The Haven, Horndean Road, Emsworth
Budget period ending 31/08/19

Units: 125

<u>Expenditure Headings</u>		<u>2018/19</u>
<u>Regular/Cyclical (Contract) Maintenance</u>		
1	Landscape Maintenance	13200
2	Lake/Pond/Water Feature Maintenance	4800
3	Drainage Maintenance	1440
4	Pump Maintenance	1800
<u>Utilities</u>		
5	Electricity Charges	2625
<u>General & Reactive Expenditure</u>		
6	General Repairs & Maintenance	1200
7	Private Roadway/Carpark Maintenance	5040
<u>Insurance</u>		
8	Directors & Officers Insurance	314
9	Public Liability Insurance	1120
<u>Health and Safety</u>		
10	Health & Safety Assessment	816
<u>Professional Fees/Services</u>		
11	Accountancy Fee	660
12	Management Fee	11250
13	Company Administration/Secretarial Fee	300
14	Banking Charges	63
15	Ecological Surveying Fee	1200
<u>Reserve Funds</u>		
16	Estate Sinking Fund	150
17	Private Roadway Sinking Fund	1300
18	Arboricultural Sinking Fund	1000
19	Plant & Machinery Sinking Fund	500
<u>SERVICE CHARGE TOTAL</u>		48778

Please see attached Matrix for Individual Service Charges

All service charge monies are held in trust by Trinity Estates' bankers, Royal Bank of Scotland ("the Bank"), 402 Lower 12th Street, Central Milton Keynes, MK9 3LF, in account named "Trinity Estates Property Management Limited - Client Account". This is an interest bearing account with no restrictions on withdrawal of funds, where any interest payable in respect of sums credited to that account is also credited to that account. All money credited to that account is Client Money, where the Bank is not entitled to combine the account with any other account or to exercise any right of set-off or counterclaim against money in that account in respect of any sum owed to it on any other of Trinity Estates' accounts.

The contents of this budget do not constitute a contract, part of a contract or warranty

The Haven, Horndean Road, Emsworth
INDIVIDUAL SERVICE CHARGE MATRIX

Plot No.	Postal Address	Type	Service Charge £	Service Charge %	Total Service Charge £
1	28 Kennett Way	Private House	£390.22	0.8000%	£390.22
2	30 Kennett Way	Private House	£390.22	0.8000%	£390.22
3	32 Kennett Way	Private House	£390.22	0.8000%	£390.22
4	34 Kennett Way	Private House	£390.22	0.8000%	£390.22
5	36 Kennett Way	Private House	£390.22	0.8000%	£390.22
6	4 Foster Close	Private House	£390.22	0.8000%	£390.22
7	3 Foster Close	Private House	£390.22	0.8000%	£390.22
8	2 Foster Close	Private House	£390.22	0.8000%	£390.22
9	1 Foster Close	Private House	£390.22	0.8000%	£390.22
10	8 Kennett Way	Private House	£390.22	0.8000%	£390.22
11	10 Kennett Way	Private House	£390.22	0.8000%	£390.22
12	12 Kennett Way	Private House	£390.22	0.8000%	£390.22
13	14 Kennett Way	Private House	£390.22	0.8000%	£390.22
14	16 Kennett Way	Private House	£390.22	0.8000%	£390.22
15	18 Kennett Way	Private House	£390.22	0.8000%	£390.22
16	20 Kennett Way	Private House	£390.22	0.8000%	£390.22
17	22 Kennett Way	Private House	£390.22	0.8000%	£390.22
18	24 Kennett Way	Private House	£390.22	0.8000%	£390.22
19	26 Kennett Way	Private House	£390.22	0.8000%	£390.22
20	8 Enderlie Close	HA House	£390.22	0.8000%	£390.22
21	7 Enderlie Close	HA House	£390.22	0.8000%	£390.22
22	6 Enderlie Close	HA House	£390.22	0.8000%	£390.22
23	5 Enderlie Close	HA House	£390.22	0.8000%	£390.22
24	4 Enderlie Close	HA House	£390.22	0.8000%	£390.22
25	3 Enderlie Close	HA House	£390.22	0.8000%	£390.22
26	2 Enderlie Close	Private House	£390.22	0.8000%	£390.22
27	1 Enderlie Close	Private House	£390.22	0.8000%	£390.22
28	2 West Brook View	Private House	£390.22	0.8000%	£390.22
29	4 West Brook View	Private House	£390.22	0.8000%	£390.22
30	2 Kennett Way	Private House	£390.22	0.8000%	£390.22
31	4 Kennett Way	Private House	£390.22	0.8000%	£390.22
32	6 Kennett Way	Private House	£390.22	0.8000%	£390.22
33	5 Foster Close	Private House	£390.22	0.8000%	£390.22
34	1 West Brook View	Private House	£390.22	0.8000%	£390.22
35	3 West Brook View	Private House	£390.22	0.8000%	£390.22
36	5 West Brook View	Private House	£390.22	0.8000%	£390.22
37	7 West Brook View	HA House	£390.22	0.8000%	£390.22
38	9 West Brook View	HA House	£390.22	0.8000%	£390.22
39	11 West Brook View	HA House	£390.22	0.8000%	£390.22
40	15 West Brook View	Private House	£390.22	0.8000%	£390.22
41	17 West Brook View	Private House	£390.22	0.8000%	£390.22
42	19 West Brook View	Private House	£390.22	0.8000%	£390.22
43	21 West Brook View	Private House	£390.22	0.8000%	£390.22
44	29 West Brook View	Private House	£390.22	0.8000%	£390.22
45	27 West Brook View	Private House	£390.22	0.8000%	£390.22
46	25 West Brook View	Private House	£390.22	0.8000%	£390.22
47	23 West Brook View	Private House	£390.22	0.8000%	£390.22
48	1 Kennett Way	HA House	£390.22	0.8000%	£390.22
49	3 Kennett Way	HA House	£390.22	0.8000%	£390.22
50	5 Kennett Way	HA House	£390.22	0.8000%	£390.22
51	7 Kennett Way	HA House	£390.22	0.8000%	£390.22
52	6 West Brook View	Private House	£390.22	0.8000%	£390.22
53	8 West Brook View	Private House	£390.22	0.8000%	£390.22
54	10 West Brook View	Private House	£390.22	0.8000%	£390.22

The Haven, Horndean Road, Emsworth
INDIVIDUAL SERVICE CHARGE MATRIX

Plot No.	Postal Address	Type	Service Charge £	Service Charge %	Total Service Charge £
55	12 West Brook View	Private House	£390.22	0.8000%	£390.22
56	14 West Brook View	Private House	£390.22	0.8000%	£390.22
57	23 Kennett Way	Private House	£390.22	0.8000%	£390.22
58	21 Kennett Way	Private House	£390.22	0.8000%	£390.22
59	19 Kennett Way	Private House	£390.22	0.8000%	£390.22
60	17 Kennett Way	Private House	£390.22	0.8000%	£390.22
61	15 Kennett Way	Private House	£390.22	0.8000%	£390.22
62	11 Kennett Way	Private House	£390.22	0.8000%	£390.22
63	9 Kennett Way	Private House	£390.22	0.8000%	£390.22
64	39 West Brook View	Private House	£390.22	0.8000%	£390.22
65	37 West Brook View	Private House	£390.22	0.8000%	£390.22
66	35 West Brook View	Private House	£390.22	0.8000%	£390.22
67	33 West Brook View	Private House	£390.22	0.8000%	£390.22
68	31 West Brook View	Private House	£390.22	0.8000%	£390.22
69	41 West Brook View	Private House	£390.22	0.8000%	£390.22
70	43 West Brook View	Private House	£390.22	0.8000%	£390.22
71	45 West Brook View	Private House	£390.22	0.8000%	£390.22
72	47 West Brook View	Private House	£390.22	0.8000%	£390.22
73	49 West Brook View	Private House	£390.22	0.8000%	£390.22
74	51 West Brook View	Private House	£390.22	0.8000%	£390.22
75	53 West Brook View	Private House	£390.22	0.8000%	£390.22
76	55 West Brook View	Private House	£390.22	0.8000%	£390.22
77	32 West Brook View	HA House	£390.22	0.8000%	£390.22
78	34 West Brook View	HA House	£390.22	0.8000%	£390.22
79	36 West Brook View	HA House	£390.22	0.8000%	£390.22
80	38 West Brook View	HA House	£390.22	0.8000%	£390.22
81	30 West Brook View	Private House	£390.22	0.8000%	£390.22
82	28 West Brook View	Private House	£390.22	0.8000%	£390.22
83	26 West Brook View	Private House	£390.22	0.8000%	£390.22
84	24 West Brook View	Private House	£390.22	0.8000%	£390.22
85	16 West Brook View	Private House	£390.22	0.8000%	£390.22
86	18 West Brook View	Private House	£390.22	0.8000%	£390.22
87	20 West Brook View	Private House	£390.22	0.8000%	£390.22
88	22 West Brook View	Private House	£390.22	0.8000%	£390.22
89	54 West Brook View	HA House	£390.22	0.8000%	£390.22
90	52 West Brook View	HA House	£390.22	0.8000%	£390.22
91	50 West Brook View	HA House	£390.22	0.8000%	£390.22
92	48 West Brook View	HA House	£390.22	0.8000%	£390.22
93	46 West Brook View	HA House	£390.22	0.8000%	£390.22
94	44 West Brook View	HA House	£390.22	0.8000%	£390.22
95	42 West Brook View	HA House	£390.22	0.8000%	£390.22
96	40 West Brook View	HA House	£390.22	0.8000%	£390.22
97	57 West Brook View	Private House	£390.22	0.8000%	£390.22
98	59 West Brook View	Private House	£390.22	0.8000%	£390.22
99	1 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
100	61 West Brook View	Private House	£390.22	0.8000%	£390.22
101	14 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
102	12 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
103	10 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
104	8 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
105	6 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
106	4 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
107	2 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
108	3 Shipwrights Close	Private House	£390.22	0.8000%	£390.22

The Haven, Horndean Road, Emsworth
INDIVIDUAL SERVICE CHARGE MATRIX

Plot No.	Postal Address	Type	Service Charge £	Service Charge %	Total Service Charge £
109	5 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
110	7 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
111	9 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
112	11 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
113	15 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
114	17 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
115	19 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
116	21 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
117	23 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
118	25 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
119	27 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
120	29 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
121	31 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
122	33 Shipwrights Close	HA House	£390.22	0.8000%	£390.22
123	35 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
124	37 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
125	39 Shipwrights Close	Private House	£390.22	0.8000%	£390.22
			£48,778	100.0000%	£48,778

Conveyancing Plan

