



Remus

Management Plan

In respect of

Brook Chase, Waterlooville

For

Persimmon Homes (South Coast)

On

5th January 2018

The Professionals in Residential Block and Estate Management





Contents –

- Remus Management - Property Management & Managing Agents Services
- Managing Estates
- Handover to Remus Management
- Tenants & Residential Control
- Landscape Maintenance Specification
- Remus Contact Details & Regional Office Coverage
- Master Plan Highlighting Managed Area



Property Management & Managing Agents

Remus Management is a specialist firm of Residential Managing Agents managing blocks and estates of residential flats, maisonettes and houses throughout England and Wales.

With offices in the South (Salisbury), South West (Plymouth), Wales & West (Cardiff), South East (Brighton), Central England (Birmingham), London, East of England (Chelmsford), and Thames Valley (Reading) we presently provide services to the owners of more than 25,000 properties.

Our Clients include Tenant Management Companies, Developers and Freehold Landlords. In addition we also manage a portfolio of retirement housing developments.

Our staff are trained in all aspects of property management, based on both good practice and current legislation. The Property management staff usually have qualifications from the Institute of Residential Property Management (IRPM) or other similar qualifications.

Remus Management Limited is a member of the Association of Retirement Housing Managers (ARHM) and abides by the Code of Practice of that Association and that of the Royal Institute of Chartered Surveyors (RICS). Both Codes of Practice have received approval from The Secretary of State.

We are regulated by the FCA in relation to the conduct of our insurance activities as an appointed representative of Ferndale Insurance Services Limited



Managing Estates

Services to Property Owners within Brook Chase, Watlooville

We have been instructed by Persimmon Homes to manage the site on behalf of the residents in order to keep the site maintained to a high standard in years to come. By offering this service you can be assured that the development will be managed and maintained to the highest standard as we know how important it is to our clients.

For the areas to be managed on the development please refer to the Master plan at the rear of this document. The areas shown are for illustrative purposes only and will be clarified as successive Reserved Matters and planning consents are obtained. Persimmon Homes reserve the right to add and remove plots to the development if required.

A Management Company, Brook Chase (Watlooville) Management Company Limited (Company Number 10585937) has been set up for the management and maintenance of un-adopted Public Open Spaces, roads and street lighting and drainage systems on the development. Each dwelling sold on the development will have an ongoing commitment to contribute to the Management Company allowing the upkeep of the development in perpetuity.

Initially, payment of the Management Company Charge will be collected by the Developers on completion and passed to Remus to hold in our client account pending hand over of management. By holding the money on account it is then immediately available for use when the management hand over takes place. Thereafter the Management Company Charge will be collected by the Management Company. We will be managing and maintaining the un-adopted Public Open Spaces, roads and street lighting and the un-adopted drainage systems on the site on behalf of the Management Company.

An initial annual service charge budget for the development, based on the information supplied to us by Persimmon Homes to date has been supplied later in this pack for your information. This budget has been reviewed and approved by Persimmon Homes prior to the appointment of Remus as managing agent.



In the early years of the Development, not all of the un-adopted , un-adopted Public Open Spaces roads and street lighting and drainage systems, will be laid out or maintained. However it is important to be aware that the management charges have been set to reflect this and the lower revenue that can be collected prior to all of the houses on the Development being complete.

Within your deed are details of the functions which are the responsibility of the management company, who have appointed Remus to act on its behalf. The costs of the repairs and maintenance are recovered from the residents in the proportions detailed in your deeds.

Our duties will consist of:

- Preparing a budget of likely expenditure prior to the beginning of each year so that home owners have an indication of likely costs
- Ensuring that appropriate insurance is in place
- Arranging for repairs and renewals as they fall due
- Arranging for the cleaning of the managed areas including litter picking of the estate and checking and clearing out surface water road gulleys
- Arranging for gardening of the managed communal grounds;it is intended that the soft landscaping areas will be left as wild meadow
- The maintenance and repair of the drainage systems on the development in accordance with the Surface Water Maintenance Scheme provided later in the Management Plan
- The maintenance of the north and west boundary screening
- The maintenance and repair of un-adopted roads
- The maintenance and repair of un-adopted street lighting
- Paying all invoices submitted by suppliers and utility companies
- Preparing and circulating to all residents the Certified Accounts detailing all estate expenditure at the end of the year
- Ensuring the statutory functions of the management company, filing accounts, annual returns, tax return, are kept up to date



As well as actually organising all the above, we will visit the property on a regular basis to ensure that work is being carried out satisfactorily and to see if further work is needed.

A major part of the service is maintaining records of all payments and receipts for each property, dealing with individual house owners' queries, and also liaising with your solicitors when you are contemplating selling your property.

We are not responsible for the repairs to the interior of your individual property or any design faults in the original construction or conversion.

We allocate to each development an individual Manager who visits on a regular basis, is familiar with the particular property and creates a liaison and communication between us and you. They will be generally responsible for the day to day activities relating to the upkeep of the managed estate supported by our Accounts and other centralised functions at our head office in Salisbury.

We also have Assistant Property Managers who will arrange and co-ordinate minor items of repair to the managed estate. Though your designated Property Manager will keep a watching brief on your property as a whole, it is to the Assistant Property Manager that you should report minor repairs that require attention.

When larger items of planned maintenance are due we use a specialist, Ellis Sloane & Co. who will see to all the necessary arrangements and procedures in relation to the project management of the works and the consultation required by the Landlord & Tenant act legislation.



Handover to Remus Management

When both Remus and Persimmon Homes are satisfied that the whole development or relevant phase is fully completed a handover meeting is held to ensure that the development is handed over for management in good order. Once handover has taken place and responsibility for management of the area specified on the management plan passes from Persimmon Homes to Remus we will send a welcome letter to all owners enclosing our “Homeowners Estate Management Handbook” detailing the services we provide and other useful information for your reference going forward. Sales staff for Persimmon Homes will be supplied with copies of this handbook to assist with any queries you may have whilst purchasing your property.

Homeowners Control

When all of the Properties are sold we commence the process of handing over control of the management company to homeowners of Brook Chase, Waterloooville

An EGM is called with the homeowners where we appoint Directors thereafter we liaise with the Directors on all aspect of the estate management.



Landscape Specification For Brook Chase, Waterloooville

Duties to be carried out every three months:

- Strim soft landscape areas which are to be left as wild meadow
- Notify Property Manager of invasive weeds (such as Japanese Knotweed/Himalayan Balsam etc.) and treat immediately upon notification.
- Keep all hedges upon the development pruned and trimmed
- Apply weed killer on roadways to kill off weeds and moss. Remove arising as a result of treatment.
- Litter pick the estate and clear out surface water road gulleys

Duties to be carried out as required:

- Maintain surface water network in accordance with the enclosed Surface Water Maintenance Scheme
- The maintenance of the north and west boundary screening
- Health and Safety Risk assessment after management has commenced and thereafter in accordance with best practice



Head Office

Remus Management

Fisher House
84 Fisherton Street
Salisbury
Wiltshire
SP2 7QY

Tel: 01722 328685

Fax: 01722 413215

E-mail: admin@remus-mgmt.co.uk

Regional Offices

Southern Region – Salisbury
South West Region – Plymouth
Wales & West Region – Cardiff
South East Region – Brighton
Eastern Region - Chelmsford
Central Region – Birmingham
London Region – London
Thames Valley - Reading

www.remus.uk.com

The Professionals in Residential Block and Estate Management

Office Locations and Coverage



Surface Water Maintenance

This document sets out the principles for the long-term management & maintenance of the surface water network within the proposed development and provides information in order to clear planning condition 20 which is to ensure that the proposed development does not flood and ensure future maintenance of the surface water drainage system.

Surface Water System Maintenance

The following maintenance should be carried out every six months by experienced personnel:

- Assess the depth of accumulated silt and keep a detailed log of when the chamber is inspected.
- Parking area gullies to be cleaned
- Storm pipes to be inspected and jetted where required.

Flow Control Chamber

Key Maintenance Requirements:

The hydraulic vortex flow control unit has no moving parts and is self-activating, requiring minimal maintenance.

After initial installation, it is recommended that the unit be inspected monthly for three months.

Thereafter the manhole chamber and control device should be inspected at least every six months to verify the condition and operation of the unit and check for blockages within the inlet of the chamber and of the flow control device.

During these inspections, accumulated silts should be removed and the sump cleaned out using a conventional sump vacuum cleaner.

Flow Controls are fitted with a pivoting by-pass door, which allows the manhole chamber to be drained down should blockages occur.

Cellular Attenuation

Key Maintenance Requirements:

- Regular inspection of silt traps, manholes, pipework and pre-treatment devices, with removal of sediment and debris as required.

Regular inspection and maintenance is required to ensure the effective long-term operation

of below ground modular storage systems.

Maintenance responsibility for systems should be placed with either a responsible organisation such as a management company.

Maintenance schedule	Required action	Recommended Frequency
Regular maintenance	Inspect and identify any areas that are not operating correctly. If required, take remedial action.	Monthly for 3 months, then six monthly
	Debris removal from catchment surface (where may cause risks to performance)	Monthly
	Where rainfall infiltrates into blocks from above, check surface of filter for blockage by silt, algae or other matter. Remove and replace surface infiltration medium as necessary.	Monthly (and after large storms)
	Remove sediment from pre-treatment structures	Annually, or as required
Remedial actions	Repair/rehabilitation of inlets, outlet , overflows and vents	As required
Monitoring	Inspect/check all inlets, outlets, vents and overflows to ensure that they are in good condition and operating as designed	Annually and after large storms



Drawing Title		Job No	Drawing No	Rev
Managed Areas		471	A-02-015-MA	C
Drawn	Checked	Date	Date	
BR	KE	01.07.16	01.07.16	
Scale		Status	APPROVAL	
1:500 @ A3				
metres				

C	14.11.16	Plot 2 garage added	br	sc
B	01.09.16	Plot 26 house changed	br	sc
A	20.07.16	Amended following planners comments	br	sc
Rev	Date	Revision Details	Dr	Ch

**PERSIMMON**
Together, we make a home

File Location: s:\technical\current sites\purbrook, purbrook school lane\drawings\architect\planning\drawings