



A Dandy Wren

New homes create new communities

Welcome to The Quarters, here is some information about the managed areas relating to your new home.

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

A Dandy Wren

We have been appointed as managing agent to facilitate the handover of the management from *Vistry* to you as homeowners. Our role is to assist you as homeowners, start to build the community that will be The Quarters.

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

Managed Land

As homeowners you will all own a share of the managed land. There is a map below which shows the areas. The advantage of this is that it ensures you have an input and control of future costs, how the maintenance is conducted and the overall appearance of the development. The land will be held in a limited company: The Quarters (Redhill) Management Company Limited.



Costs

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

Soft Services	£	Explanatory Notes
POS Maintenance	£40,000	This is a provision for the grounds maintenance for the whole development. The grounds contract is currently out to tender and once the landscaping strategy is approved we will be able to confirm an exact figure.
General Repairs	£5,000	A provision for ad hoc repairs and maintenance.
Gym and Basketball Court	£2,500	
Communal Electricity	£5,000	A provision for lighting on the development.
Tree Maintenance	£5,000	There are 53 trees on the development a provision made for arbourist report and maintenance.
SUD Maintenance	£15,000	This is a provisional sum and will alter depending on the full maintenance requirements for the ponds.
Total Soft Services Costs	£72,500.00	

Compliance & Risk Assessments	£	Explanatory Notes
General Risk Assessment	£1,000	Under Health and Safety regulations the development needs to have a risk assessment carried out which helps to ensure everyone is kept safe.
ROSPA	£500	The play area needs to be inspected to ensure it is safe, this type of inspection is called a ROSPA (Royal Society for the Prevention of Accidents) these are carried out annually.
Total Compliance & Risk Assessments Costs	£1,500.00	

Insurance	£	Explanatory Notes
Public Liability	£5,000	As part of the developments are privately owned but which are open to the public there needs to be insurance in place should a claim be made.
Directors and Officers	£450	Because the managed areas are owned by The Quarters (Redhill) Management Company Limited of which you are all members there are Directors needed to assist with the running of The Quarters. As such these Directors need insurance in the event of a claim.
Total Insurance Costs	£5,450.00	

Accounting & Management Costs	£	Explanatory Notes
Accountancy Fees	£1,125	Every year the accounts for the service charge and the accounts for Marbury Meadows will be certified by an external account.
Company Secretary Fees	£400	This fee covers the administration of the company to ensure that the company complies with the companies Act and all filings at Companies House are completed.
Management Fees	£35,403.75	These are the fees paid to <i>A Dandy Wren</i> to administer the management of The Quarters. The services included with the fee cover's services such as: Site visits, resident's meetings, communications, payment of contractors and contractor administration.
VAT on Man Fees	£7,080	
Total Accounting & Management Costs	£44,008.75	

Reserves	£	Explanatory Notes
Renewals	£10,000	The renewals provision is a sum that is put towards larger items of one off expenditure for the future, for example replacing some of the play park equipment.
Total Reserves Costs	£10,000.00	

Total Service Charge	£133,458.75
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Future costs

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

Peace of mind

There are two main legal documents which help to manage The Quarters.

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

Copies of these documents will be provided by your solicitor.

Further information

Feel free to contact us at contact@adandywren.com and we will happily assist with any queries.

We also visit The Quarters regularly and will happily meet up with you.

We look forward to working with you.



A Dandy Wren

adandywren.com