

Management of Common Areas & Factoring Information Sheet



Park View at Midmill, Kintore

1074 Revision 1
April 24, 2025

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STATEMENT OF INTENT

Vision

To create and sustain Scotia's neighbourhood developments for the benefit of all.

Aims

Scotia will provide a structure for owners which will enable them by way of legal framework (DMS: Development Management Scheme) to maintain all common areas for the benefit of all.

Delivery

The structure provided to owners through which they will be empowered to maintain common areas will be as follows:

1. The Owners' Association is created on registration of the Deed of Conditions in respect of the development.
2. Each owner will automatically become a member of the Owners' Association and will be bound by the rules set out in the DMS when they buy their house. The Owners' Association will have specified powers, including the ability to own land within the development and to maintain the common areas within the development.
3. The development and owner's use of their property will be regulated by the rules set out in the DMS. The DMS will define the common areas (referred to as "scheme property" in the DMS) which will be maintained in common. The rules contained in the DMS are enforceable by the Manager appointed by the Owners' Association. The Manager acts as an agent for the Owners' Association and must exercise their powers for the benefit of the Owners' Association.
4. All development areas which are not conveyed to individuals may be transferred to the Owners' Association and such areas will thereafter be owned by the Owners' Association and, unless adopted by the Local Authority or a Statutory Undertaker, will be managed for the benefit of the owners within the development.
5. Scotia will appoint the initial manager of the development who will manage the scheme property until the earlier of: (i) 5 years after registration of the Deed of Conditions; or (ii) the date on which Scotia no longer owns any part of the Development. Following this, the Owners' Association must appoint a manager at the next annual general meeting of the association. Thereafter, the Manager can be replaced or re-appointed by the Owners' Association at an annual general meeting. The Manager will manage the scheme property for the benefit of the owners. The Manager should be an established firm of Property Managers/Factors.

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SCOTIA

6. The Owners' Association will be entitled to elect an advisory committee for the purpose of providing advice to the Manager as to the effective management of the scheme property.
7. Scotia will collect for the Manager a deposit (a "float") equivalent to the estimate of one-year Management/Factoring charges from each owner at handover.
8. Prior to completion of the development, responsibility for share of maintenance charges will follow the phased completion of common areas. The cost of maintaining common parts in blocks of flats will be paid for only by the owners of the flats within those blocks. Scotia will be liable to meet the share of maintenance that is attributable to any properties that have been completed and passed as fit for habitation by the Local Authority but remain unsold.
9. The Manager will be responsible for ensuring the effective management of common areas based upon the initial instruction from Scotia and thereafter from the Owners' Association. The management services to be provided will include, but not be limited to:
 - o Inspection, maintenance and repair of the scheme property and the common parts of any flatted blocks within the development.
 - o Accounting i.e., advance budgeting and accounts.

Your factor

Newton Property Management Ltd.
19 Albert Place
Aberdeen
Tel: 01224 452745

Email: factorabn@newtonproperty.co.uk

Web: www.newtonproperty.co.uk

Factor's responsibilities

The factor is responsible for the management of maintenance and repairs of the common property areas only. For more information, please refer to your factoring pack which is available in summary form on the following pages and on the Newton Property Management Ltd. website. Alternatively, you can contact your Factor directly using the above contact details.

We are delighted to confirm that Newton Property Management have been appointed by Scotia Homes as factor for Park View. As factor for the development, our role is to ensure that the common areas are well maintained and continue to enhance the quality-of-life residents enjoy while living at Park View.

What does a factor do?

We maintain the development common areas on the owners' behalf, and invoice them for their share of any work carried out. We work for the owners, and we use third party contractors for all our activities and insurances – there is no conflict of interest, and we are motivated to ensure best value for our customers. We will arrange all common cyclical services, and we are on-hand to assist with ad-hoc repairs as and when required. The routine services we will be arranging are below:

Property Owners Liability Insurance

The Deed of Conditions for the development burdens the factor with ensuring that property owners' liability insurance is in place. This provides third party liability insurance cover for the common grounds within the boundary of your development.

Our policy will ensure that the development is insured for liability purposes up to £10,000,000 each. This covers all common open space within the development including the play area.

Ground Maintenance Contract

All common areas will be maintained under a ground maintenance contract with two visits per summer month (Apr. – Oct. inclusive) and one visit per winter month (Nov. – Mar.).

Winter Services – Gritting & Snow Clearing

We have incorporated a budget toward snow cleaning and gritting. We have based our budget upon 10 hours labour per annum however please note this may increase or decrease dependent on weather throughout the year, therefore actual costs may vary.

Play Area Inspections

An experienced play area inspector will undertake quarterly inspections of the play area and equipment. They will be instructed to attend to any repairs as and when the equipment or surfacing is damaged.

Street Lighting

We have included an estimate for street lighting electricity costs – one area only.

Management Fee

Our management fee covers all of our time in managing the development on behalf of the owners and includes:

- Regular site visits
- Collection of client funds
- Production of quarterly itemized statements
- Management of contractors
- Arranging repairs (both proactive and reactive)
- Annual General Meeting with owners
- Managing building insurance cover

Financial Arrangements

Our quote excludes costs for any general or reactive repairs. Costs for reactive repairs would be obtained as and when required then invoiced to each owner at cost. It is likely owners' factoring invoices will fluctuate dependant on the one-off repairs carried out. Owners will be made fully aware of any additional works of a larger nature which require to be tendered.

We provide a direct debit amount for those wishing to pay in that way. Alternatively, owners can settle their invoice in full upon receipt. Please note, direct debit amounts are based upon the above services only. We recommend owners always check the invoices in case additional services have been carried out and they are required to top-up their account.

All costs are actual contractor and insurance quotes obtained using the information available at the time of tender. Development visit will be required prior to handover.

Non-routine services are not included in the below costings but will be addressed as and when required then invoiced to owners at cost. The routine annual cost includes our management fee for all the administration and associated services.

At this stage, we anticipate year one costs for routine services to be:

Estimated Expenditure – Houses	ANNUAL - £140.18	MONTHLY - 12.00*
One-off Float	£100.00 per unit	

*Rounded-down figure. Prices inclusive of VAT, where applicable, and include discounts for e-billing and direct debit payment. The above costs are based on full site occupation. Please see phased handovers for more information.

At the time of writing, the estimated costs above break down into:

	Estimated Development per annum	Estimated per Unit per annum	Tax applicable
Ground Maintenance	£16,200	£96.43	Inc. VAT
Property Owners' Liability Insurance	£224	£1.33	Inc. IPT

Winter gritting	£1500	£8.93	Estimate
Play Area inspections	£384	£2.29	Inc. VAT
Newton Management fee	£18,144	£108	Inc. VAT

Management Float

As per the Deeds for your property, you are required to pay a one-off float payment. We retain this sum on your behalf, and it allows us to pay out on goods and services in advance of accounting to you in arrears.

Phased Handovers

On new build developments we implement a phased handover process. This involves adopting smaller areas as the developer completes them. The contractor will begin maintenance visits and will invoice for the areas they are maintaining only. Their charges will increase proportionately as further areas are handed over, until the full site is complete. The charges are generally apportioned between the number of sold units. For this reason, your invoices & charges will fluctuate over time until the full site is complete, and all units are sold.

Once we have adopted areas of common space, we will send you a detailed welcome pack. Should you wish to discuss any of the above at purchasing stage, please do not hesitate to contact us, we would be delighted to talk through our responsibilities with you. Our contact details are:

factorabn@newtonproperty.co.uk | 01224 45 27 45

May we take this opportunity to wish you every happiness in your new home and we look forward to working on your behalf.

The copy flyer overleaf also includes a summary of the same information.

Park View, Kintore by Scotia Homes



We are delighted to confirm that Newton have been appointed by Scotia Homes as factor for the Park View, Kintore development. As factor, our role is to ensure that the common areas are well maintained and continue to enhance the quality of life residents enjoy while living at Park View. We work for the owners, and we use third party contractors for all our activities and insurances so there is no conflict of interest. We are motivated to ensure excellent service at best value for our customers. The routine services we will be arranging are below:

Property Owner Liability Insurance

We have assumed that the Deed of Conditions will state that property owners liability insurance will be arranged via the factor. Our policy limit has been increased and will ensure that the development will be insured for liability purposes to a value of £10,000,000 each. This covers all common open space within the development.

Winter Gritting

We have provided a budget cost for winter gritting and snow clearance, however, please note actual costs may vary dependent on weather and snow fall.

Ground Maintenance Contract

All common areas will be maintained under a ground maintenance contract with two visits per summer month (April– October inclusive) and one visit per winter month (November– March). Visits can be increased or decreased at the owners discretion.

Play Park Inspections

An experienced play area inspector will undertake quarterly inspections of the play area and equipment. They will be instructed to attend to any repairs as and when the equipment or surfacing is damaged.

At this stage, we anticipate year one costs for routine services to be:

	ANNUAL	MONTHLY
Estimated Expenditure	£216.98	£19.00
Estimated Expenditure with discounts (ebilling & direct debit)	£140.18	£12.00
One-off Float	£100.00	

*Rounded up figure. Prices inclusive of VAT where applicable. Please note, the above costs are based on full site occupation. Please see phased handovers for more information.

Newton Property Management Ltd, 87 Port Dundas Road, Glasgow, G4 0HF
Property Factors Registration Number – PF000108



As per the Deeds for your property, you are required to pay a one-off float payment. We retain this sum on your behalf and it allows us to pay out on goods and services in advance of accounting to you in arrears.

We have requested a one off payment of £100.00 per owner. This should be paid directly to the developer at settlement.

Phased Handovers

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newbusiness@newtonproperty.co.uk | 0141 353 9700

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