

MANAGEMENT OF COMMON AREAS INFORMATION SHEET

COLLIEBURN, PETERHEAD

STATEMENT OF INTENT

VISION

To create and sustain the development for the benefit of all.

AIMS

Scotia will provide a structure for owners which will enable them by way of legal framework 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:

- Each owner will be a member of the Residents' Association and will be bound by the stipulations.
- Stipulations will be enforceable by way of a Deed of Conditions and the Constitution of the Residents' Association. The stipulations are enforceable by individual owners or the Residents' Association.
- The Residents' Association will have an Executive Committee (consisting of elected residents) for the purpose of overseeing the effective management of the common areas by an appointed factor.
- All development areas which are not conveyed to individuals or adopted by the Local Authority will have title passed to a constituted Company set up by the Residents' Association.
- An established firm of management factors will be appointed by Scotia for an initial period of 3 years following the settlement of the first property on the development. Thereafter, the appointed factors can be replaced or re-appointed by the Residents' Association.
- Scotia will collect a deposit (referred to as a "float") on the settlement of each plot.
- Prior to completion of the development, responsibility for the share of maintenance charges will follow the phased completion of common areas. Scotia will be liable for their completed unsold properties.
- The appointed Management Factor will be responsible for ensuring the effective management of common areas based upon the initial instruction from Scotia and thereafter from the Executive Committee of the Residents' Association. The management services to be provided will include:
 - Observe, maintain and repair common areas.
 - Insurance for Public liability and Material Damage within common areas.
 - Accounting i.e., advance budgeting and quarterly in arrears accounts.

In the event of the Management Factor being responsible for the management of buildings, the services to be provided will also include where required:

- Refurbishment of common areas.

YOUR FACTOR

James Gibb Residential Factors incorporating Bruce & Partners, 23/25 Chapel Street, Aberdeen, AB10 1SQ.

FACTOR'S RESPONSIBILITIES

The factor is responsible for the management of maintenance and repairs of the common property areas only on behalf of the Residents' Association.

FACTOR'S FLOAT

- £250 for all properties
- Payable at settlement of your new home.

FACTORING

FACTORING & MANAGEMENT FEE

- Estimated at £120 to £170 per annum including VAT for Houses
- Estimated at £240 to £290 per annum including VAT for Self Contained Apartments.
- Payable quarterly in arrears.
- Inflationary annual increases may be imposed in line with the Deed of Conditions.
- VAT charged at the current rate applicable.

BILLING DATES

- 28th February, 28th May, 28th August and 28th November
- The factoring accounts will be sent out in February, May, August and November respectively. These are billed to you quarterly in arrears and are due for payment within 14 days.

| Service | Total Development Cost | Inverurie meadows | | | Collieburn | | | | | |
|---|------------------------|-------------------|---------|---------------|-----------------------------------|---------|---------------|-----------------------|---------|---------------|
| | | Cost per House | | | Cost per House & Duplex Apartment | | | Cost per SC Apartment | | |
| | | TOTAL | Annual | Monthly | TOTAL | Annual | Monthly | TOTAL | Annual | Monthly |
| Communal Grounds Maintenance | £19,944 | £12,806 | £54.49 | £4.54 | £6,485 | £54.49 | £4.54 | £654 | £54.49 | £4.54 |
| Public Liability (Open Space Insurance inc play parks) inc IPT | £583 | £374 | £1.59 | £0.13 | £190 | £1.59 | £0.13 | £19 | £1.59 | £0.13 |
| Communal Electricity - External (TV Booster) | £200 | | | | £182 | £1.53 | £0.13 | £18 | £1.53 | £0.13 |
| Gutter Cleaning (annual) | £1,000 | | | | | | | £1,000 | £83.33 | £6.94 |
| Play Park Quarterly & Annual inspections in accordance with statutory regulations | £1,000 | £642 | £2.73 | £0.23 | £325 | £2.73 | £0.23 | £33 | £2.73 | £0.23 |
| Miscellaneous Repairs/Maintenance | £500 | | | | | | | | | |
| Satellite System | | | | | | | | | | |
| Parking/Private Roads | | | | | | | | | | |
| Footpaths | | | | | | | | | | |
| Flat types A/B will require buildings insurance | £1,431 | | | | | | | £477 | £39.75 | £3.31 |
| Bruce & Partners Management Fee | £17,568 | £11,280 | £48.00 | £4.00 | £5,712 | £48.00 | £4.00 | £576 | £48.00 | £4.00 |
| | | | | | | | | | | |
| Estimated Payment per unit: | | | £106.82 | £10.00 | | £112.16 | £10.00 | | £235.24 | £20.00 |

BANK ACCOUNT

All monies relating to the development will be deposited into account specified by the factor.

FACTORING BUDGET

This budget details gardening for which an annual contract will be in place and the cost set for the year. The gardening contract will be discussed with the residents' association at the annual general meeting. As the development ages, there will be maintenance issues which arise from time to time e.g. common perimeter fences, walls etc. due to wear and tear. In these cases quotations will be sought and discussion and decisions made normally at the AGM. All residents' association members will be invited to attend either in person or represented to vote on all matters.

Ongoing maintenance in the short term may be warranted e.g. communal satellite system. Whether warranted or not, the maintenance should be minimal in the early years. As the development ages and upgrades are necessary a maintenance plan can be put in place. This, together with the method of paying for these items, will be the decision of the residents association, with guidance from the factor.

WHAT IS A FACTOR?

A Factor is a professional property manager, who works for you and the other owners in the development. They organise tradesmen for common repairs and maintenance including cleaning, gardening and grass cutting of the common property areas.

FACTORING

WHAT ARE THE COMMON PROPERTY AREAS?

In the case of Collieston, the common property areas are the garden/open space areas only.

WHY BOTHER TO LOOK AFTER COMMON PROPERTY AREAS?

It is important to keep the whole development in good order. A scruffy development will discourage purchasers and will be unpleasant for residents. A run down development becomes much more expensive to maintain. A little care on an ongoing basis will keep it looking good and will preserve the amenity of your property.

FACTOR'S FUNCTION

The factor is appointed by Scotia Homes. You can advise the factor of work which you consider requires to be done. The factor will make decisions on your behalf and organise work for you.

If owners do not pay their share of the factoring account, the factor will pursue them for monies outstanding.

HOW DOES THE FACTOR OPERATE?

The Deed of Conditions sets out the rules for undertaking factoring duties in respect of your development. Your solicitor should provide this document to you, at the time of purchase. It is important that you read the details within it.

HOW IS THE FACTOR PAID?

A statement/invoice for your share of maintenance and management fees will be issued quarterly.

WHAT IS A FLOAT?

It is a fund of money paid at settlement by each proprietor which is immediately available to the factor.

This enables the factor to pay for work when it is required. The float allows the factor to do this without carrying a heavy burden of expense. It allows for the gardening contractor to be paid promptly thus the best contractors are keen to do work for your development.

WILL I GET MY FLOAT BACK?

Yes.

When you decide to sell your property you should contact the factor immediately and they will arrange for the return of your float, subject to your having settled all factoring accounts up to your leaving date and the new purchaser having paid their float.

WILL THE FACTOR RUN UP LARGE BILLS?

No.

The factor will have the authority to carry out work to the communal areas provided that the anticipated cost of any one item at the time when it is instructed does not exceed £500. In an emergency this limit can be exceeded. Otherwise, estimates will be obtained and distributed. Instructions will be taken from you and your neighbours or the residents' association representing you before any extraordinary works are carried out. Payments may be required in advance.

GARDENING MAINTENANCE SPECIFICATION

- **1 Monthly Visit March**
- Removal of all litter and wind blown debris from landscaped areas and the site as a whole.
- Spraying of shrub beds and planted areas.
- All grass in communal areas to be cut once (if grass planted).
- **14 Fortnightly Visits from 1 April to 31 October**
- All grass to be cut every 14 days (if grass planted).
- Spraying of shrub beds and planted areas.
- Removal of all litter and wind blown debris from landscaped areas and the site as a whole.
- **1 Monthly Visit from November to March**
- *Pruning of all trees and bushes as required, pruning material to be removed from the site.
- Removal of all litter and wind blown debris from landscaped areas and the site as a whole.
- Re-staking and retying of trees and large shrubs as required.
- **MATURE TREES MAY REQUIRE A TREE MAINTENANCE PROGRAMME WITH A TREE SURGEON.*