

## Contents

Section 1: What is a Management Company and why is it required?

Section 2: Which parts of the development are covered by the Management Company?

Section 3: What is the role of the Managing Agent

Section 4: What is a service charge and how is it calculated?

Section 5: What do the elements of the service charge cover?

Section 6: How and when is the service charge levied?

Section 7: Who maintains the communal areas from the start?

Section 8: What happens when the development is finished?

Section 9: Who should I contact with any queries?

## What is a Management Company and why is it required?

A Management Company called Hogwood Park Estate Management Company Limited has been set up for your development to manage areas of the development and some parts of its buildings, where ownership of those areas is not transferred to the residents directly. You will be responsible for the maintenance of your home and any land conveyed to you, whilst the Management Company will maintain any areas which are not conveyed to any purchaser. These are communal areas for the benefit of some or all residents and therefore have to be held in a separate entity.

During the initial set up and construction of the development, Bovis Homes provide the directors of the Management Company. This is common practice as it provides time for the communal areas to be completed and Bovis Homes are responsible for making sure that happens. Once the communal areas are ready, Bovis Homes will hand control of them over to the Management Company and when the development is complete, residents will take over as directors of the Management Company.

The Managing Agent (see below) will continue to support the residents in the running of the Management Company so that communal areas are maintained after Bovis Homes have left the development.

## Which parts of the development are covered by the Management Company?

The development known as Coronation Fields is situated in Finchampstead, Wokingham, Berkshire and comprises of 140 homes, an extensive area of Suitable Alternative Natural Greenspace (SANG) and an equipped area of play.

The areas which are planned to fall to the Management Company to manage and maintain are highlighted indicatively on the plan attached at the end of this document which includes the insurance, management, and maintenance of the areas shown.

## What is the role of the Managing Agent?

The Managing Agent for Hogwood Park Estate Management Company Limited is Trinity Estates who are an external company, appointed by the developer (Bovis Homes), to maintain the communal areas of the development/buildings once they have been handed over to the Management Company.

Their role is to assist the residents of the development in building their community, by maintaining the communal areas to a good standard and ensuring that the administration of the Management Company is professionally handled. This ensures that the residents don't have to worry about getting areas insured, getting accounts and audits done for the Management Company, appointing landscapers to care for public open space and play areas or appointing cleaners to maintain stairwells and other internal communal areas.

Whilst initially appointed by the developer, before any homes are handed over, the Managing Agent is employed by the Management Company and therefore by the residents. The residents can challenge the Managing Agent on their performance and on the service charge and, if necessary, replace them with a different Managing Agent.

## What is a service charge and how is it calculated?

When you legally complete, you will become a member of the Management Company and you will agree to pay an annual service charge for the maintenance of the communal areas on the development.

The service charge is paid to the Managing Agent so that they can then pay for all the costs which they incur in managing the estate and buildings on your development. The amount you pay is your share of the total cost, based on the Managing Agents estimate of what they will spend, given their experience of other similar developments.

Below is a schedule of the items which the Managing Agent will maintain on behalf of the Management Company, together with their estimate of the likely cost for the coming year.

## Hogwood Park

Budget period ending 31/06/26

No.	Item	Budget for the year
1	Landscape Maintenance	£2,268
2	General Repairs & Maintenance	£1,300
3	Private Roadway/Car Park Maintenance	£2,160
4	Electricity Charges	£650
5	Directors & Officers Insurance	£350
6	Public Liability Insurance	£600
7	Health & Safety Assessment	£858
8	Accountancy Fee	£1,014
9	Management Fee	£10,380
10	Company Administration/Secretarial Fee	£336
11	Banking Charges	£63
12	Estate Sinking Fund	£250
13	Private Roadway Sinking Fund	£1,000
Total		£21,229

Your service charge is likely to increase, year on year, because prices of labour and materials are likely to rise in line with inflation. The Managing Agent will keep you informed of any increases each year and provide an explanation of why the increase is necessary. Below is an example on what the anticipated costs could be over the first 10 years of the development:

Property Type	2025 Annual Costs per Plot	2026 Increase at 5%	2027 Increase at 4%	2028 Increase at 3%	2029 Increase at 3%	2030 Increase at 3%	2031 Increase at 3%	2032 Increase at 3%	2033 Increase at 3%	2033 Inflation at 2%
Estate Charge	£116.56	£122.39	£127.29	£131.11	£135.04	£139.09	£143.26	£147.56	£151.99	£156.55
Driveway Charge	£98.20	£103.11	£107.23	£110.45	£113.76	£117.18	£120.69	£124.31	£128.04	£131.88

## Typically, what do the elements of the service charge cover?

- Landscape and play area maintenance** – this includes regular visits to the site to mow grass, keep down weeds, maintain trees and plants and make sure that the play equipment is safe, carrying out any maintenance as required. The visits are more frequent in the spring and summer, usually every two weeks and generally monthly in the Autumn and Winter.
- Waste and dog bin emptying and maintenance** – the bins around the communal areas are emptied and disposed of every two weeks.
- Benches and other street furniture** - there are a number of benches, seats, fences, etc which require maintaining to ensure that they do not get into disrepair.

- d) **Electricity and lighting to communal spaces** – some of the pathways have lighting which require power and maintenance, which will be covered in the charge.
- e) **Reserve fund** – whilst the equipment around the communal areas is carefully maintained, sometimes there is a requirement to replace items. This would be particularly relevant to play equipment which becomes unsafe. A fund is built up to pay for these items when such occasions require.
- f) **Public liability insurance** – whilst residents will take out insurance on their homes which they own, there is a need to have insurance for the communal areas and for the Management Company itself.
- g) **Accountancy, legal and company secretarial fees** – because the Management Company is a Limited Company, which provides a level of legal protection for the residents, the Company has to have proper accounts prepared and audited and has to register with Companies House. This will all be arranged by the Managing Agent.
- h) **Health & safety requirements** – this is an important element of running the communal areas with the need for periodic risk assessments, advice and action taken to ensure that everything is kept in a safe condition for everyone who wants to use those areas. This will include fire risk assessments for apartments.
- i) **Managing agent management fee** – this is the fee charged by the Managing Agent to act on behalf of the residents in managing the communal areas. All of the items above will need to be arranged and managed, with contractors appointed for maintenance and repair, insurance arranged, and accountants and solicitors appointed.

## How and when is the service charge levied?

When you legally complete on your home and sign up to your rights and obligations relating to the Management Company, an amount of Service Charge will be taken, in order to cover the time between your completion and the end of the service charge period.

The Managing Agent will then send you an annual service charge invoice. If you recently legally completed and therefore have just paid an amount on completion, this will be credited against the invoiced amount. You will only pay your share of the Service Charge for the period which you have been in ownership of your home.

The Managing Agent will provide you with details of how to pay when they send the invoice as there are options to spread the payment by Direct Debit if you need to.

## Who maintains the communal areas from the start?

Bovis Homes are responsible for creating and building any communal areas. With apartments, the communal areas form part of the building which is being constructed by Bovis Homes.

For a period of time, Bovis Homes will maintain everything and only when the communal areas are complete, can they be handed over to the Managing Agent for maintenance. This will vary from site to site; on some developments everything will be handed over at the end, on others there will be a phased handover over the course of the development.

When Bovis Homes are maintaining the communal areas, the residents will not be charged for the maintenance of the communal areas. However, a service charge may still be levied as there are administration costs incurred by the Managing Agent in order to ensure that insurance is in place and accounts and audits are carried out. This may be covered by the service charge collected on completion (see 6. Above) but if it continues for a long period you may be asked to pay a further service charge.

## What happens when the development is finished?

When the developer (Bovis Homes) has completed all the homes and all of the environment around the homes, the communal areas will be fully handed over to the Management Company. Those areas must be properly completed and be in good condition, otherwise the Managing Agent, acting on behalf of the residents will refuse handover. Handover will only take place when the Managing Agent is happy to take those communal areas on.

Up to this point, the Directors of the developer will have been acting as Directors of the Management Company, acting on behalf of the residents. When everything is complete, the developer will look for residents who are willing to take on the role as Directors of the Management Company.

Until the resident officers are in place, the developer may ask the Managing Agent to stand in as officer of the Management Company. However, control of the Management Company remains in the hands of the residents as members. The Managing Agent will support the residents in the running of the Management Company, but the residents always have the right to do things differently if they choose.

## **Who should I contact with any queries?**

The details of the contacts at the Managing Agent are as follows:

Trinity Estates

Vantage Point, 23 Mark Road, Hemel Hempstead. HP2 7DN

Tel: 0345 345 1584

Email: [customersupport@trinityestates.com](mailto:customersupport@trinityestates.com)

[www.trinityestates.com](http://www.trinityestates.com)

**SECTION 38 - APPROVED**  
**SECTION 278 - APPROVED**  
**SECTION 104 - APPROVED**  
**AGREEMENTS PENDING ALL CONSTRUCTION WORKS AT DEVELOPER'S RISK**

**NOTE:** Preliminary - subject to Developer and Solicitor approval.

1. The drawings to be made in accordance with all other relevant documents and specifications, including planning, building and other local laws.  
 2. The drawings shall be made in accordance with the following:  
 a) To be made in accordance with the following:  
 b) To be made in accordance with the following:  
 c) To be made in accordance with the following:  
 d) To be made in accordance with the following:  
 e) To be made in accordance with the following:  
 f) To be made in accordance with the following:  
 g) To be made in accordance with the following:  
 h) To be made in accordance with the following:  
 i) To be made in accordance with the following:  
 j) To be made in accordance with the following:  
 k) To be made in accordance with the following:  
 l) To be made in accordance with the following:  
 m) To be made in accordance with the following:  
 n) To be made in accordance with the following:  
 o) To be made in accordance with the following:  
 p) To be made in accordance with the following:  
 q) To be made in accordance with the following:  
 r) To be made in accordance with the following:  
 s) To be made in accordance with the following:  
 t) To be made in accordance with the following:  
 u) To be made in accordance with the following:  
 v) To be made in accordance with the following:  
 w) To be made in accordance with the following:  
 x) To be made in accordance with the following:  
 y) To be made in accordance with the following:  
 z) To be made in accordance with the following:

**KEY:**

1. Boundary  
 2. Access  
 3. Driveway  
 4. Footpath  
 5. Green Space  
 6. Watercourse  
 7. Road  
 8. Footpath  
 9. Green Space  
 10. Watercourse  
 11. Road  
 12. Footpath  
 13. Green Space  
 14. Watercourse  
 15. Road  
 16. Footpath  
 17. Green Space  
 18. Watercourse  
 19. Road  
 20. Footpath  
 21. Green Space  
 22. Watercourse  
 23. Road  
 24. Footpath  
 25. Green Space  
 26. Watercourse  
 27. Road  
 28. Footpath  
 29. Green Space  
 30. Watercourse  
 31. Road  
 32. Footpath  
 33. Green Space  
 34. Watercourse  
 35. Road  
 36. Footpath  
 37. Green Space  
 38. Watercourse  
 39. Road  
 40. Footpath  
 41. Green Space  
 42. Watercourse  
 43. Road  
 44. Footpath  
 45. Green Space  
 46. Watercourse  
 47. Road  
 48. Footpath  
 49. Green Space  
 50. Watercourse  
 51. Road  
 52. Footpath  
 53. Green Space  
 54. Watercourse  
 55. Road  
 56. Footpath  
 57. Green Space  
 58. Watercourse  
 59. Road  
 60. Footpath  
 61. Green Space  
 62. Watercourse  
 63. Road  
 64. Footpath  
 65. Green Space  
 66. Watercourse  
 67. Road  
 68. Footpath  
 69. Green Space  
 70. Watercourse  
 71. Road  
 72. Footpath  
 73. Green Space  
 74. Watercourse  
 75. Road  
 76. Footpath  
 77. Green Space  
 78. Watercourse  
 79. Road  
 80. Footpath  
 81. Green Space  
 82. Watercourse  
 83. Road  
 84. Footpath  
 85. Green Space  
 86. Watercourse  
 87. Road  
 88. Footpath  
 89. Green Space  
 90. Watercourse  
 91. Road  
 92. Footpath  
 93. Green Space  
 94. Watercourse  
 95. Road  
 96. Footpath  
 97. Green Space  
 98. Watercourse  
 99. Road  
 100. Footpath  
 101. Green Space  
 102. Watercourse  
 103. Road  
 104. Footpath  
 105. Green Space  
 106. Watercourse  
 107. Road  
 108. Footpath  
 109. Green Space  
 110. Watercourse  
 111. Road  
 112. Footpath  
 113. Green Space  
 114. Watercourse  
 115. Road  
 116. Footpath  
 117. Green Space  
 118. Watercourse  
 119. Road  
 120. Footpath  
 121. Green Space  
 122. Watercourse  
 123. Road  
 124. Footpath  
 125. Green Space  
 126. Watercourse  
 127. Road  
 128. Footpath  
 129. Green Space  
 130. Watercourse  
 131. Road  
 132. Footpath  
 133. Green Space  
 134. Watercourse  
 135. Road  
 136. Footpath  
 137. Green Space  
 138. Watercourse  
 139. Road  
 140. Footpath  
 141. Green Space  
 142. Watercourse  
 143. Road  
 144. Footpath  
 145. Green Space  
 146. Watercourse  
 147. Road  
 148. Footpath  
 149. Green Space  
 150. Watercourse  
 151. Road  
 152. Footpath  
 153. Green Space  
 154. Watercourse  
 155. Road  
 156. Footpath  
 157. Green Space  
 158. Watercourse  
 159. Road  
 160. Footpath  
 161. Green Space  
 162. Watercourse  
 163. Road  
 164. Footpath  
 165. Green Space  
 166. Watercourse  
 167. Road  
 168. Footpath  
 169. Green Space  
 170. Watercourse  
 171. Road  
 172. Footpath  
 173. Green Space  
 174. Watercourse  
 175. Road  
 176. Footpath  
 177. Green Space  
 178. Watercourse  
 179. Road  
 180. Footpath  
 181. Green Space  
 182. Watercourse  
 183. Road  
 184. Footpath  
 185. Green Space  
 186. Watercourse  
 187. Road  
 188. Footpath  
 189. Green Space  
 190. Watercourse  
 191. Road  
 192. Footpath  
 193. Green Space  
 194. Watercourse  
 195. Road  
 196. Footpath  
 197. Green Space  
 198. Watercourse  
 199. Road  
 200. Footpath  
 201. Green Space  
 202. Watercourse  
 203. Road  
 204. Footpath  
 205. Green Space  
 206. Watercourse  
 207. Road  
 208. Footpath  
 209. Green Space  
 210. Watercourse  
 211. Road  
 212. Footpath  
 213. Green Space  
 214. Watercourse  
 215. Road  
 216. Footpath  
 217. Green Space  
 218. Watercourse  
 219. Road  
 220. Footpath  
 221. Green Space  
 222. Watercourse  
 223. Road  
 224. Footpath  
 225. Green Space  
 226. Watercourse  
 227. Road  
 228. Footpath  
 229. Green Space  
 230. Watercourse  
 231. Road  
 232. Footpath  
 233. Green Space  
 234. Watercourse  
 235. Road  
 236. Footpath  
 237. Green Space  
 238. Watercourse  
 239. Road  
 240. Footpath  
 241. Green Space  
 242. Watercourse  
 243. Road  
 244. Footpath  
 245. Green Space  
 246. Watercourse  
 247. Road  
 248. Footpath  
 249. Green Space  
 250. Watercourse  
 251. Road  
 252. Footpath  
 253. Green Space  
 254. Watercourse  
 255. Road  
 256. Footpath  
 257. Green Space  
 258. Watercourse  
 259. Road  
 260. Footpath  
 261. Green Space  
 262. Watercourse  
 263. Road  
 264. Footpath  
 265. Green Space  
 266. Watercourse  
 267. Road  
 268. Footpath  
 269. Green Space  
 270. Watercourse  
 271. Road  
 272. Footpath  
 273. Green Space  
 274. Watercourse  
 275. Road  
 276. Footpath  
 277. Green Space  
 278. Watercourse  
 279. Road  
 280. Footpath  
 281. Green Space  
 282. Watercourse  
 283. Road  
 284. Footpath  
 285. Green Space  
 286. Watercourse  
 287. Road  
 288. Footpath  
 289. Green Space  
 290. Watercourse  
 291. Road  
 292. Footpath  
 293. Green Space  
 294. Watercourse  
 295. Road  
 296. Footpath  
 297. Green Space  
 298. Watercourse  
 299. Road  
 300. Footpath  
 301. Green Space  
 302. Watercourse  
 303. Road  
 304. Footpath  
 305. Green Space  
 306. Watercourse  
 307. Road  
 308. Footpath  
 309. Green Space  
 310. Watercourse  
 311. Road  
 312. Footpath  
 313. Green Space  
 314. Watercourse  
 315. Road  
 316. Footpath  
 317. Green Space  
 318. Watercourse  
 319. Road  
 320. Footpath  
 321. Green Space  
 322. Watercourse  
 323. Road  
 324. Footpath  
 325. Green Space  
 326. Watercourse  
 327. Road  
 328. Footpath  
 329. Green Space  
 330. Watercourse  
 331. Road  
 332. Footpath  
 333. Green Space  
 334. Watercourse  
 335