

# Service charges

## Wrington Lane

### Congresbury



Remus Management Ltd have been instructed by Vistry Homes Bristol to manage the communal spaces that belong to the development.

Our role is to ensure that the open spaces and managed areas are kept to a high standard at all times and your surrounding environment is safe, clean and well maintained. As your appointed managing agents, we shall ensure that placemaking is at the heart of our decision making, building a community beyond your front doors.



For access to your Homeowner Handbook, and lots more useful information, please visit:

[remus.uk.com/new-customers](https://remus.uk.com/new-customers)



## How much will I have to pay?



All plots will pay an estimated estate charge of **£273.30 per annum**

## What is a Service Charge and how is it set?

When you purchase a property, you'll sign a Transfer document (TP1) which details the 'rules and regulations'.

### Service Charge Monies

As a new purchaser, you will pay an appropriate portion of your service charge for the first year during the purchase of your new home. This will be passed to Remus and held on account until **Wrighton Lane** is handed over to us by **Vistry Homes Bristol**. We then use this as a starting balance on your account. Depending on how the development is built, our 'live' date may be some time after you have legally completed on your property.

### Local office contact details:

#### Remus Management Limited

Wales & West:  
The Maltings, Cardiff Bay, CF24 5EA.

### General enquiries

If you have any questions, please do not hesitate to contact us.

**02920 464 615**

welcome@remus-mgmt.co.uk

remus.uk.com

## What will the Estate Service Charge cover?

- Landscape Maintenance
- SUDS Maintenance
- Cleaning Surface Water Gullies
- Arboriculturist
- Ecological Management
- Public Liability Insurance
- Provision for General Repairs
- Play Equipment Inspection and Maintenance
- Estate Furniture and Bins (Litter & Dog Waste)
- Health & Safety Risk Assessment (Estate)
- Management Company Costs
- Bank Charges
- Accountancy
- Managing Agents Fee

### Transfer to Reserve Funds

- Future replacement of play equipment and estate furniture
- Future re-surfacing of shared drives/footpaths
- 3 Yearly clean of Bat Boxes

# Service charges

## Why are Remus looking after communal areas on my development?

To obtain planning permission for a new build development the developer has to agree with the Local Authority Planning Department who will look after communal assets (roads, public open space areas, drainage systems, sports facilities etc.) once the development or a particular phase is completed.

## Who is responsible for looking after the Wrington Lane communal assets?

Some assets such as roads will be adopted by the Local Authority, but other communal assets will be the responsibility of a company set up specifically for the development, again under the terms of planning permission being granted and this will be a non-trading company where all homeowners will become members of the company and ultimately, when the development is complete control of that company will be passed to the homeowners.

Currently and until the development is build complete the Management Company will be controlled by Vistry Homes. The Management Company has responsibility for appointing a Managing Agent to look after the relevant communal assets on its behalf.



# Service charges

## Who are Remus and why have they now been appointed by Vistry Homes?

Remus Management is a specialist firm of residential managing agents with over 30 years of experience in managing apartment blocks and estates of residential apartments, maisonettes and houses throughout England and Wales. Our staff are trained in all aspects of property management and are all Institute of Residential Property Management qualified or studying towards qualification.

Remus were appointed as Managing Agents by Vistry Homes, on behalf of the Management Company, after a successful tender being submitted for management of Wrington Lane. Managing Agents have to be appointed at an early stage in the build and planning process so that the management plan for the development can be agreed with the Local Authority in consultation with Vistry Homes and Remus so that planning conditions can be discharged and the Local Authority can ensure that the Management Company and their appointed agent can manage and maintain the development in the future.

## How is the estate management funded?

When you purchase your property, you will sign a transfer document (TP1 for a house and a lease for an apartment or other leasehold property). This will include details of the Management Company responsibilities and the costs arising. Under the terms of the transfer document the Management Company will be legally entitled to collect an appropriate proportion of these costs from each homeowner every year once management of the development or appropriate phase has commenced. The collected cost is called a Service Charge and Remus will hold these funds on trust on behalf of the Management Company in a separate ring fenced service charge account.



# Service charges

## How much will I have to pay?

All plots will pay an estate charge currently estimated at £273.30 per property per annum, based on details advised to us to date, but you should check with your sales team for the most up to date figure prior to purchase.

## When will I have to pay this charge?

As a new purchaser, you will pay an appropriate portion of your service charge for the first year during the purchase of your new home. These funds will be held in trust in a ring-fenced account until Wrington Lane or appropriate phase is handed over to us by Vistry Homes. We then use this as a starting balance on your account. Depending on how the development is built and when the relevant area or communal asset is handed over for management, our 'live' date when you become liable to pay your service charge may be some time after you have legally completed on your property.



# Service charges

## How are service charge costs controlled?

Homeowner involvement in how the estate is managed and the service charge payable is at the forefront of our working relationship with the Management Company and its directors.

We do not have a crystal ball to anticipate all future expenditure or required changes in how the estate needs to be managed but where possible we will give as much advance warning of any required service charge payments as possible so that homeowners can budget for the cost.

Remus will appoint contractors and professional persons to manage and maintain the development to provide best value for homeowners whilst ensuring compliance with statutory responsibilities, legislative requirements and industry best practice.

A budget will be prepared for each new service charge year based on the previous year's expenditure and our knowledge of cyclical or additional expenditure due in the next service charge period. We will ensure that reserve fund instalments are collected each year to go against future anticipated costs such as replacement of play equipment after it has reached the end of its useful life. The accumulated reserve will then be available to offset costs arising when required.

Remus is part of the Fexco Property Services Group and this group is wholly owned by Fexco, a multinational group which has been involved in block management in Australia since 1999. As part of our larger group we can use our combined knowledge, shared resources and purchasing power to maximise cost savings for our homeowners.



# Service charges

## What if I sell my property?

The requirement to pay the service charge will continue even when there is a change in ownership to ensure the development is maintained in perpetuity. If the property is sold the new homeowner will become liable to pay the service charge from the date the sale completes. Remus has a conveyancing team who would be able to assist you or solicitors in assembling all the required information concerning the service charge to provide to your purchaser as part of the sale process.

## How can I get involved in what happens at Wrington Lane whilst the estate is being built?

The Developer (if required by the Local Authority) and/or the Homeowners can look at forming working groups or a constituted Residents Association until the point the development Management Company is handed over to residential control. Template Residents Association constitutions are available.

Would you have some time to spare to join either a working group or a Residents Association to make Wrington Lane a great community to live in; Vistry Homes , Remus and your fellow residents would appreciate your input!



# Service charges

## When will Remus commence management?

Vistry Homes will advise us when they believe the next phase or communal asset is ready for management handover. In the early years whilst Wrington Lane is being built not all of the communal assets will be in place and all of the properties will have been built. The timing of management handover of each phase, the managed areas handed over and Management charges collected will be set to take into account the lower service charge revenue available prior to all the development being complete so that in particular early purchasers of properties pay a reasonable proportion of the costs of managing a particular phase or communal asset.

After management handover has taken place, any properties liable to a service charge for that phase will be invoiced for their service charge as soon as they complete their purchase ensuring they contribute to estate management costs from completion.

## What happens when the development is fully built?

When Vistry Homes, the Local Planning Authority and Remus are happy that the development is fully completed and all the properties are sold then the procedure to handover the Management Company control to homeowners can commence. Once the communal land has been transferred to the Management Company and all legal agreements including road and drainage adoptions and access agreements for third parties e.g. for maintenance of utility pipework etc. Vistry Homes will advise Remus that the Management Company can be handed over to homeowner control. We will call a meeting of all the members (homeowners) of the Management Company and invite members to put themselves forward for election as Directors of the management Company and once they are appointed Remus will work with and support those directors in determining how the estate is managed going forward whilst ensuring compliance with statutory regulation as best practice. Joining and taking part in the Residents Liaison Group and speaking to our representatives about what a Director's role involves at these meetings will be very good training for becoming a Director of the Management Company and Wrington Lane needs your valuable input to become a fantastic place to live. Thank you in advance for taking the time to give back to your community if you decide to volunteer!





## **Estate Service Charge Budget**

in respect of

**Wrington Lane  
Congresbury**

prepared for

**Vistry Homes**

on

*7th March 2024*

by

Remus Management Limited

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**Regional Offices**

**Southern Region**  
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**South West Region**  
Plymouth

**South East Region**  
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**Midlands Region**  
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**Estate Service Charge Budget  
in respect of  
Wrington Lane  
Congresbury**

	<b>£</b>
Landscape Maintenance	2,525.00
SUDS Maintenance	210.00
Cleaning Surface Water Gullies	220.00
Arboriculturist	525.00
Ecological Management	2,100.00
Public Liability Insurance	825.00
Provision for General Repairs	305.00
Play Equipment Inspection and Maintenance	735.00
Bins (Litter and Dog Bin Waste)	500.00
Health & Safety Risk Assessment (Estate)	335.00
Management Company Costs	735.00
Bank Charges	145.00
Accountancy	550.00
Managing Agents Fee	3,480.00
<b>Total</b>	<b><u>13,190.00</u></b>
<b>Transfer to Reserve Funds</b>	
Future replacement of play equipment and estate furniture	210.00
Future re-surfacing of shared drives/footpaths	105.00
3 yearly clean of Bat Boxes	160.00
	<b><u>475.00</u></b>
<b>Total</b>	<b><u>13,665.00</u></b>
Amount Per Property (÷50)	<b>£273.30</b>

## Explanatory Notes re Estate Service Charge Budget in respect of Wrington Lane Congresbury

### **Landscape Maintenance:**

To maintain the Estate in full compliance with the Landscape Management Plan (LMP) on 20 visits per annum at an anticipated sum of £2,525.00 per annum.

### **SUDS Maintenance:**

Based on an estimate of £210.00 per annum to maintain in accordance with best practice and CIRIA's Guidelines in their SUDS Manual C753 (2015) as detailed under the appropriate heading below.

### SUDS components operation and maintenance activities

Operation and maintenance activity	SUDS component												
	Pond	Wetland	Detention basin	Infiltration basin	Soakaway	Infiltration trench	Filter drain	Modular storage	Permeable pavement	Swale/bioretention/ trees	Filter strip	Green roofs	Proprietary
<b>Regular maintenance</b>													
Inspection	■	■	■	■	■	■	■	■	■	■	■	■	■
Litter and debris removal	■	■	■	■	□	■	■	□	■	■	■		□
Grass cutting	■	■	■	■	□	■	■	□	□	■	■		
Weed and invasive plant control	□	□	□	□		□	□		□		□	■	
Shrub management (including pruning)	□	□	□	□					□	□	□		
Shoreline vegetation management	■	■	□										
Aquatic vegetation management	■	■	□										
<b>Occasional maintenance</b>													
Sediment management <sup>1</sup>	■	■	■	■	■	■	■	■	■	■	■	■	■
Vegetation replacement	□	□	□	□						□	□	■	
Vacuum sweeping and brushing										■			
<b>Remedial maintenance</b>													
Structure rehabilitation/repair	□	□	□	□	□	□	□	□	□	□	□	□	
Infiltration surface reconditioning				□	□	□	□		□	□	□		

#### Key

- will be required
- may be required

#### Notes

<sup>1</sup> Sediment should be collected and managed in pre-treatments systems, upstream of the main device.

Regular maintenance will include inspection, litter and debris removal and grass cutting and occasional maintenance will include sediment management including management of any pre-treatment systems upstream of the main device. SUDS maintenance will be carried out on some of the landscaping contractor's 20 visits as required and in accordance with the maintenance plan in the CIRIA guidelines as summarised above.

**Cleaning of Surface Water Gullies:**

Based on an estimated cost of £220.00 per annum to check and clear out surface water gulleys and Acco drains.

**Arboriculturist:**

An inspection of all the estate's trees will be carried out by a qualified Arboriculturist and a report on their condition produced. Any works recommended in the report will be undertaken by qualified forestry contractors.

**Ecological Management:**

Maintenance of the ecological features in accordance with the LMP/Ecologist recommendations following any required survey ensuring compliance with the Ecologist's recommendations, statutory, licencing and best practice, with work undertaken outside of usual nesting/breeding/hibernation and growing seasons (unless in an emergency under guidance from the Ecologist) where required.

**Public Liability Insurance:**

A public liability insurance policy will be put in place at a projected annual premium of £825.00, in respect of the managed areas of the development.

**Provision for General Repairs:**

A sum of £305.00 per annum to cover the cost of any reactive repairs as and when required.

**Play Equipment Inspection & Maintenance:**

To comply with ROSPA guidelines and insurers' conditions of cover the play equipment will be visually inspected on a regular basis; in addition a full examination will be carried out annually by a ROSPA qualified inspector.

**Bins (Litter & Dog Waste):**

The litter and dog waste bins will be emptied and the estate furniture inspected on a regular basis at an anticipated cost of £500.00 per annum

**Health & Safety Risk Assessment (Estate):**

A Health & Safety Risk Assessment will be carried out after management has commenced, at a cost of approximately £335.00 then as and when required in accordance with statutory regulations and guidelines.

**Management Company Costs:**

To cover the costs incurred which includes – production and filing of Company Accounts, Annual Return, Tax Return, Company Secretarial Services including Remus Management Limited acting as Company Secretary and registered office of the Residents Management Company and any required registration with the ICO re Data Protection.

**Bank Charges:**

Charges levied by the Bank for maintaining the Service Charge Client Account.

**Accountancy:**

These costs relate to the production, certification and circulation of the annual service charge accounts.

**Managing Agent Fees:**

An amount of £58.00 + VAT per property, per annum.

**Transfer to Reserve Fund:**

£210.00 per annum to cover future costs for replacement of Play Equipment and Estate Furniture

£105.00 per annum to cover future costs for resurfacing of shared drives/footpaths

£160.00 per annum to cover future costs for a three yearly clean of the Bat Boxes

Please note this is an estimate of expenditure based on a budget analysis by Remus Management Limited. Whilst every care has been taken in preparing these figures, they are estimates only based upon the inspection of architects drawing, and knowledge of expenditure incurred on similar developments. It will not be possible to gauge the accuracy of these figures until the end of the first full financial year. Please therefore note that if at the end of the first full financial year expenditure exceeds income, any shortfall will be recoverable from the Freeholders/Lessees in accordance with the terms of the lease/TP1.

**Schedule I  
Estate Service Charge Budget  
in respect of  
Wrington Lane  
Congresbury**

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Inflation Percentage</b>	<b>4.6</b>	<b>3.1</b>	<b>1.9</b>	<b>1.5</b>						

Inflation rates quoted accord with the Bank of England Monetary Policy as issued in November 2023 up to 2026 and thereafter are shown at 1.5% per annum

	£	Year									
		1	2	3	4	5	6	7	8	9	10
Landscape Maintenance	2,525.00	2,525.00	2,641.15	2,723.03	2,774.76	2,816.38	2,858.63	2,901.51	2,945.03	2,989.21	3,034.05
SUDS Maintenance	210.00	210.00	219.66	226.47	230.77	234.23	237.75	241.31	244.93	248.61	252.34
Cleaning Surface Water Gullies	220.00	220.00	230.12	237.25	241.76	245.39	249.07	252.80	256.60	260.45	264.35
Arboriculturist	525.00	525.00	549.15	566.17	576.93	585.58	594.37	603.28	612.33	621.52	630.84
Ecological Management	2,100.00	2,100.00	2,196.60	2,264.69	2,307.72	2,342.34	2,377.47	2,413.14	2,449.33	2,486.07	2,523.37
Public Liability Insurance	825.00	825.00	862.95	889.70	906.61	920.20	934.01	948.02	962.24	976.67	991.32
Provision for General Repairs	305.00	305.00	319.03	328.92	335.17	340.20	345.30	350.48	355.74	361.07	366.49
Play Equipment Inspection and Maintenance	735.00	735.00	768.81	792.64	807.70	819.82	832.12	844.60	857.27	870.13	883.18
and Estate Furniture and Bins (Litter and Dog Bin Waste)	500.00	500.00	523.00	539.21	549.46	557.70	566.07	574.56	583.17	591.92	600.80
Health & Safety Risk Assessment (Estate)	335.00	335.00	350.41	361.27	368.14	373.66	379.26	384.95	390.73	396.59	402.54
Management Company Costs	735.00	735.00	768.81	792.64	807.70	819.82	832.12	844.60	857.27	870.13	883.18
Bank Charges	145.00	145.00	151.67	156.37	159.34	161.73	164.16	166.62	169.12	171.66	174.23
Accountancy	550.00	550.00	575.30	593.13	604.40	613.47	622.67	632.01	641.49	651.11	660.88
Managing Agents Fee	3,480.00	3,480.00	3,640.08	3,752.92	3,824.23	3,881.59	3,939.82	3,998.91	4,058.90	4,119.78	4,181.58
<b>Total</b>	<b>13,190.00</b>	<b>13,190.00</b>	<b>13,796.74</b>	<b>14,224.44</b>	<b>14,494.70</b>	<b>14,712.12</b>	<b>14,932.81</b>	<b>15,156.80</b>	<b>15,384.15</b>	<b>15,614.91</b>	<b>15,849.14</b>
<b>Transfer to Reserve Funds</b>											
Future replacement of play equipment and estate furniture	210.00	210.00	219.66	226.47	230.77	234.23	237.75	241.31	244.93	248.61	252.34
Future re-surfacing of shared drives/footpaths	105.00	105.00	109.83	113.23	115.39	117.12	118.87	120.66	122.47	124.30	126.17
3 yearly clean of Bat Boxes	160.00	160.00	167.36	172.55	175.83	178.46	181.14	183.86	186.62	189.42	192.26
	<b>475.00</b>	<b>475.00</b>	<b>496.85</b>	<b>512.25</b>	<b>521.99</b>	<b>529.81</b>	<b>537.76</b>	<b>545.83</b>	<b>554.02</b>	<b>562.33</b>	<b>570.76</b>
<b>Total</b>	<b>13,665.00</b>	<b>13,665.00</b>	<b>14,293.59</b>	<b>14,736.69</b>	<b>15,016.69</b>	<b>15,241.94</b>	<b>15,470.57</b>	<b>15,702.63</b>	<b>15,938.17</b>	<b>16,177.24</b>	<b>16,419.90</b>
Amount Per Property (÷ 50 )	<b>£273.30</b>	<b>£273.30</b>	<b>£285.87</b>	<b>£294.73</b>	<b>£300.33</b>	<b>£304.84</b>	<b>£309.41</b>	<b>£314.05</b>	<b>£318.76</b>	<b>£323.54</b>	<b>£328.40</b>

Whilst Remus Management Limited have prepared these estimates using reasonable skill and care the actual constituent costs at the relevant time in each case may be higher or lower depending on various factors including (without limitation) inflation, changes in legislation, availability of supplies and services or the amendment of the contracted services. Remus Management Limited therefore accepts no liability for any loss damage or expenses howsoever arising from any reliance on the accuracy of these estimates or any part of them.