



Prepared By - Nicole
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Date - 17th June 2022

**Orchard Park
Plaistow Road
Kirdford**

**Vistry South
East**

MANAGEMENT **PROPOSAL**

Delivering bespoke management
solutions for developments of any
size and complexity



INVESTORS
IN PEOPLE



ARMA



trinity

CONTENTS

1. Executive Summary
2. Who Are Trinity
3. Service Trinity Provide
4. National Coverage, Local Knowledge
5. Support
6. Handover Process
7. Document Control Sheet
8. Service Charge Overview
9. Development Notes / Service Charge

EXECUTIVE SUMMARY

Trinity (Estates) Property Management Limited are pleased to be invited to tender for future management of the Plaistow Road, Kirdford development.

This proposal sets out the services we will provide and how we will organise them to ensure the smoothest possible transition into management.

Our services outlined within this proposal will add value through:

- Proactive management
- Health and Safety expertise
- Financial Control
- Excellent Customer communications

WHO ARE TRINITY?

Trinity are a privately owned property management company. Our focus is on our clients and our people rather than external analysts and institutional shareholders. Since 1999 we have built an enviable reputation with our clients and our management portfolio consists of everything from large, city centre, multi asset apartment blocks to simple housing estates with shared driveways and open space.

Our clients include many of the major housebuilders, smaller regional developers and individual resident run management companies. We aim to form strong relationships by providing sound advice and providing transparent and high levels of service, to ensure that Trinity are first choice for future projects.



SERVICES TRINITY PROVIDE

At Trinity, our teams are trained to the highest level and are members of a number of professional bodies to ensure all of our services are delivered effectively. These include the Institute of Residential Property Management (IRPM), The Royal Institution of Chartered Surveyors (RICS), The Association of Accounting Technicians (AAT).



Estate Management



New Schemes Setup



Financial Management



Building Surveying



Legal Services

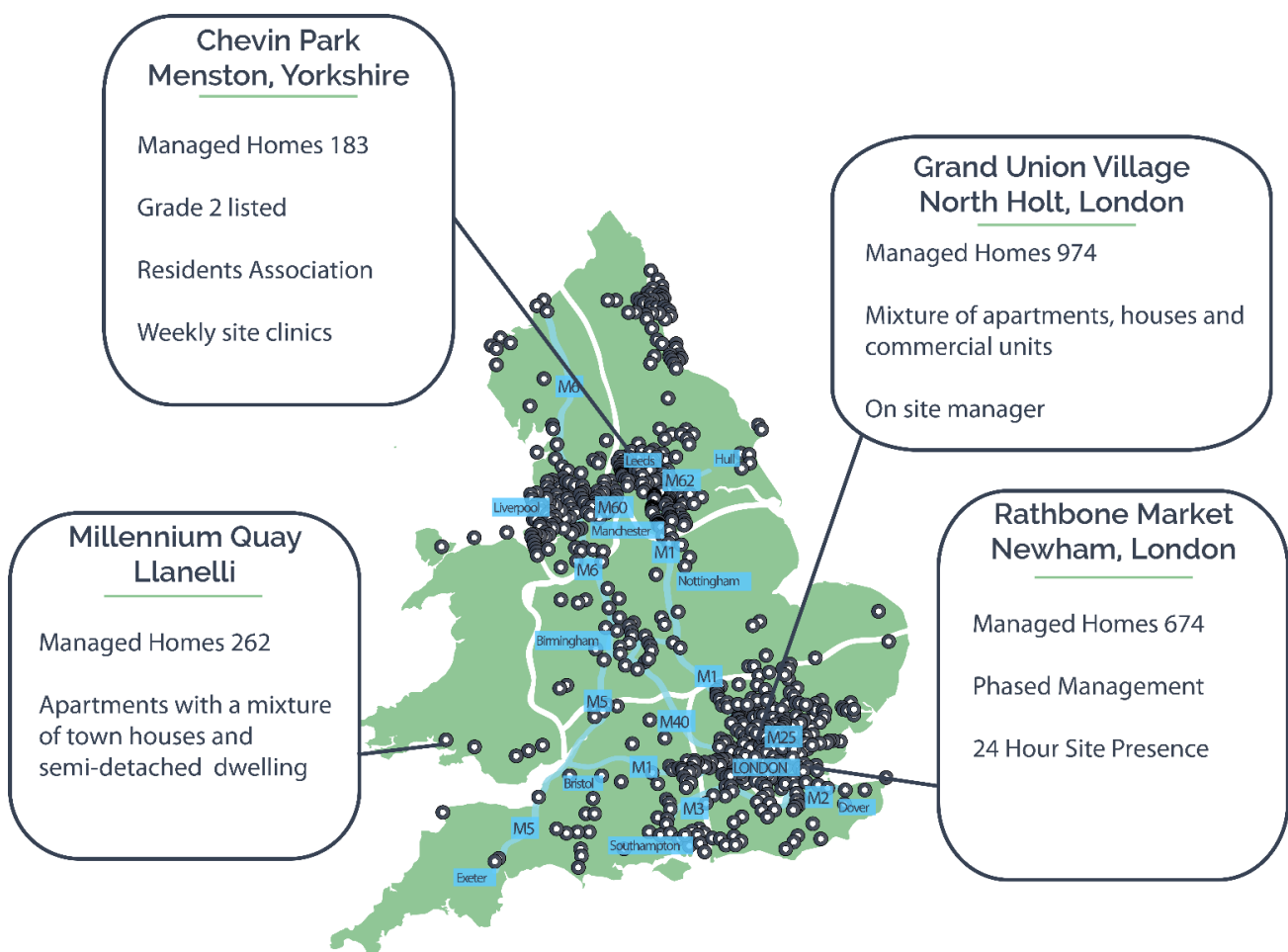
We can tailor our service delivery at every stage of the process to recognise and respond to our client's needs and to take a proactive approach. This enables us to deal with any property management issues that may arise from our clients' perspective.

NATIONAL COVERAGE, LOCAL KNOWLEDGE

Our Estate managers are based throughout the country in order to provide local knowledge to sites within their region. Each region consists of at least six Estate Managers and a Regional Manager who are fully supported by a comprehensive support team based in our Head Office.

Residents can locate their Estate manager's details through our Welcome pack or login into their very own portal where they can access essential site information

The map below shows our coverage with each point representing a site we manage.



CENTRAL SUPPORT FUNCTION

By centralising our support functions in our Head Office we are able to provide greater control of expenditure and offer greater savings to residents. We have a dedicated procurement team whose negotiate best value services for the residents.

Typical examples of savings through our procurement and centralised contracts are:

- Insurance
- Utilities - Electricity, Gas, Water
- Telecoms
- Health and Safety
- Accountancy
- Cleaning
- Lift Maintenance
- Fire Equipment Maintenance
- Pest Control

Trinity procures over £45 million worth of contracts each year on behalf of residents and we are dedicated to providing best value and working closely with preferred suppliers to ensure quality services are being delivered.

KEEPING OUR CUSTOMERS INFORMED

All of our residents have access to their own bespoke portal where they can:

- Manage their account and make secure payments
- Locate their Estate Managers next attendance date
- Get up-to-date, live maintenance reports
- Update their information and communication details
- Access their final accounts, insurance certificates and more



HANDOVER PROCESS

Our Handover Process is clear to all of our managed estates

Comprehensive Customer Management Support

Following handover into our management we will write to all owners enclosing a full "Residents Information Pack" which provides more comprehensive details about Trinity Estates and the services we will provide.

Management Packs

Management Packs are provided to the Developer's Sales Staff for handing to prospective purchasers. These include a site specific information as well as details about the services Trinity offer.



trinity
Management

Sales Support

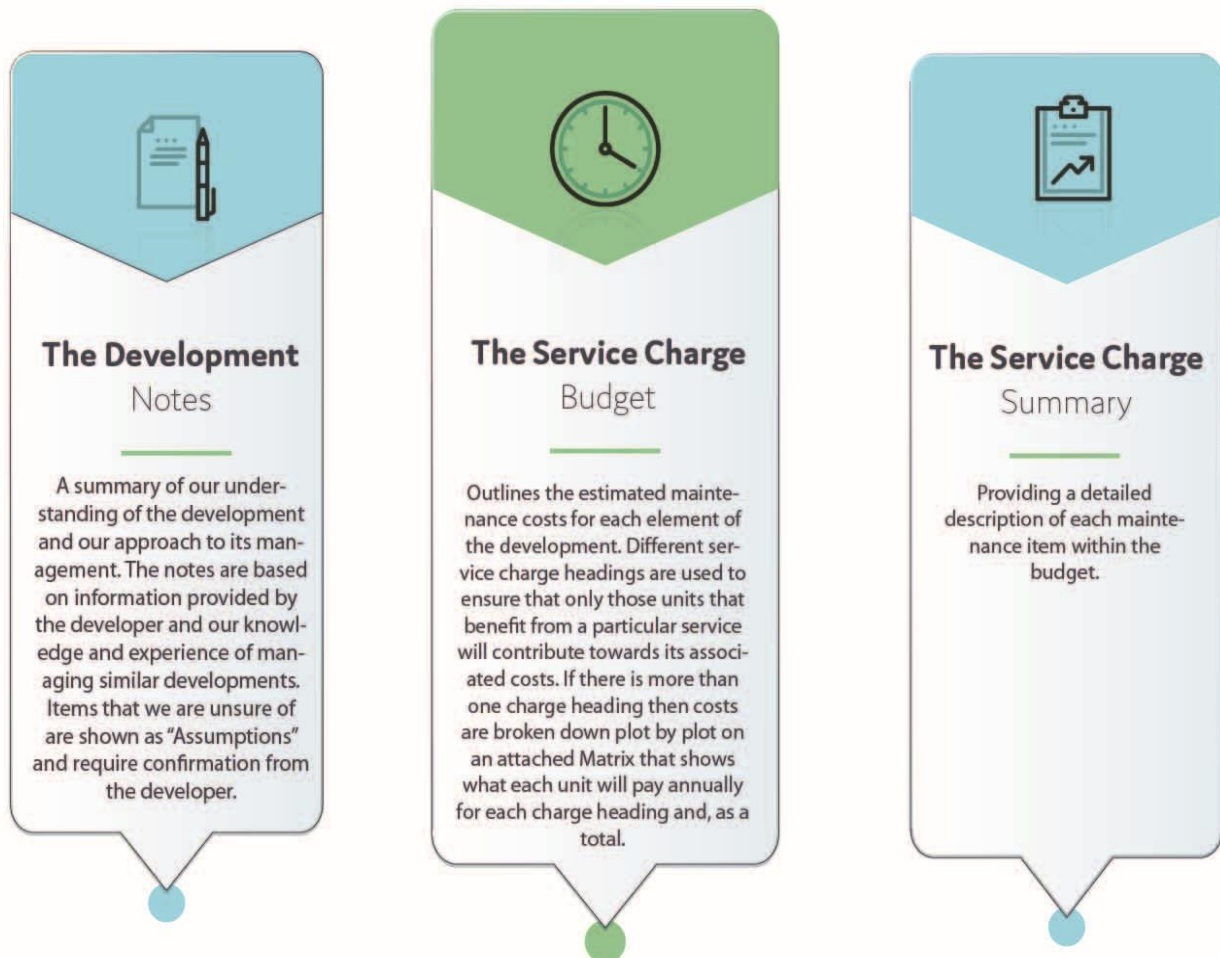
Management support is available to your sales staff to answer any questions regarding the management of the development and the service charge as they arise.

DOCUMENT CONTROL SHEET

Date	Author	Reason for Amendment
2nd Dec 2022	Nicole Baker	Added maintenance provision for one EV double charging point
18th May 2023	Nicole Baker	Added external maintenance and BI provisions for the private maisonettes at plots 44-47
27th Oct 2023	Nicole Baker	Added ten-yr forecast page
30th Jul 2024	Nicole Baker	Updated ten-yr forecast with latest %. Updated budget year-end for 2024
20th Dec 2024	Nicole Baker	Updated budget for the following year-end date Sept-2025
9th Jan 25	Nicole Baker	Updated budget Matrix with tenure details
15th Apr 25	Nicole Baker	Added water provisions to account for the landlord's water supply serving the development's POS

Trinity Estates provide a scheme specific Management Proposal to our developer clients to show how we intend to manage their property. The proposal assists both our own Legal Team and the Developers' solicitors when setting out the management requirements of

There are three elements to this proposal:



It is important that all 3 parts of the proposal are looked at in conjunction with each other to provide a full picture of our management proposal.

DEVELOPMENT NOTES / SERVICE CHARGE

Orchard Park, Plaistow Road, Kirdford is a new development consisting of a mixture of, Places For People, SAGE, private and Housing Association (HA) dwellings, including 48 houses, 2 bungalows and 4 maisonette dwellings – 54 units in total

All 54 units will be required to contribute towards the **Estate Charge** for maintenance and upkeep of the areas of public open space, POS water supply, equipped play areas & professional fees etc.

The 50 units that access their dwelling via private roadway will additionally be required to contribute towards the **Private Roadway Charge** for the maintenance and upkeep costs. This includes the following plots:

2-36
38-47
50-54

The 4 private maisonette's at plots 44-47, will additionally be required to contribute towards the **Maisonette Charge** for external structural maintenance, Buildings Insurance and Reserve Funds etc.

The HA units will be required to contribute towards the Estate Charge and Private Roadway Charge in line with the private units

The majority of estate roadways and footpaths will not be adopted by the Local Authority and will be the responsibility of the Management Company. There is no private street lighting within the private roadways to maintain

The estate foul and surface water drainage systems will not be adopted by the Local Authority and will be the responsibility of the Management Company

There is no pumping station serving the development, drainage is gravity fed

The Management Company will be responsible for the landscaping and upkeep of the areas of public open space within the development

The Management Company will be responsible for all informal footpaths, signage, bins, railings etc. within the areas of POS

The Management Company will be responsible for the maintenance of 1 EV double charging point within the development

Arboriculturalist services will be required to maintain the older trees on the development. There are TPO's in place

There is a landlord's water supply/tap serving the development's POS, the associated water provisions have been accounted for within the service charge budget

There are underground attenuation crates serving the development – these will be the responsibility of the Management Company

There is a parcel of land below the southern boundary (including the footpath, ditch and drainage headwall) this will be managed by the Management Company and the developer opposite (50/50 split)

There is a Leap within the development – this will be the responsibility of the Management Company along with any associated benches, railings, bins etc.

The Management Company will be responsible for providing buildings insurance and structural maintenance to the private maisonette units

The buildings insurance premium for the maisonette units is based on a total estimated rebuild cost (including demolition costs and professional fees) of £600,000. The insurance premium provided is subject to the current market conditions and is conditional on a formal quote being supplied by a broker

Public liability insurance will be provided through the Service Charge to cover all the managed areas of open space

Refuse removal will be provided by the Local Authority as part of the Council Tax Charge

There will be a RMC (Residential Management Company) set up for the development and we have accounted for the related Secretarial Services, Directors & Officers Insurance etc.

Prior to commencement of management of the development by Trinity, the developer (or the developer's solicitors) shall provide a list of all those documents that Trinity is to observe in their management. The Developer shall indemnify Trinity against any liability resulting from any omission in that list and any failure of Trinity to meet any obligation in a document not included in that list

The Developer and Trinity agree that Trinity's management of the development shall be on the same terms as its management of developments it has already taken into management on behalf of the developer

No.	Item	Budget for the year	NOTES
1	Landscape Maintenance	£13,000	Landscape maintenance of communal gardens, includes cutting of grass, weeding, tending of flower beds, borders and shrubs, litter picking, sweeping of parking areas, walkways etc. Frequency and duration of visits will vary throughout the year i.e. more frequent and longer during growing season, less frequent and shorter during winter months
2	Play Area Maintenance	£350	Maintenance of the play equipment and its safety surface including treatment/painting as required etc.
3	Drainage Maintenance	£240	Maintenance of the drainage systems including regular inspections, clearing as required etc.
4	Car Charging Point Maintenance	£500	Provision to cover the maintenance and inspection of the vehicle echarging point(s).
5	Water Charges	£300	Water Charges do not include individual units water usage i.e. individual units pay their water charges directly and not through the Service Charge. This item covers the landlords water supplies – for use by gardeners etc.
6	General Repairs & Maintenance	£532	Budgetary costs to cover for day to day repairs of external communal items such as railings, bird/bat boxes, signage, informal pathways etc. Such repairs exclude any work to private units or anything within their demise.
7	Private Roadway/Carpark Maintenance	£300	Maintenance of the un-adopted roadway, including regular sweeping, weed treatments etc.
8	Arboriculturalist Costs	£500	Costs relating to minor tree works that are required
9	Buildings Insurance	£583	Includes comprehensive Buildings Insurance & Public Liability, plus specific Terrorism cover
10	Insurance Valuation	£112	Amount payable towards the cost of periodic insurance re-valuation by independent surveyors
11	Directors & Officers Insurance	£270	This is to provide liability cover for the Directors of the Resident Management Company
12	Public Liability Insurance	£600	Includes comprehensive Lift Insurance cover.
13	Health and Safety Assessment	£756	** The instruction of professional surveyors to carry out and certify inspections for required Health and Safety, Fire Risk and General Risk assessments
14	Play Area Inspection Costs	£252	** Costs for regular Health & Safety inspection for play equipment and safety surface
15	Accountancy Fee	£468	Annual fee for independent certification of Service Charge Accounts
16	Management Fee	£5,076	Fixed Management Fee (not a percentage of total Service Charge).
17	Company Administration/Secretarial Fee	£336	*** Annual fee for the administration and filing of annual RMC accounts
18	Banking Charges	£63	Bank Charges relating to scheme trustee bank account
19	Block Sinking Fund	£100	A fund designed to build up and pay towards the long term maintenance of the blocks for items such as replacement windows, roofing, etc.
20	Estate Sinking Fund	£108	A fund designed to build up and pay towards the future costs of the estate and any associated major works
21	Private Roadway Sinking Fund	£250	A fund designed to build up and pay towards the future costs of the private roadway and pavement re-surfacing and any associated items that may include, such as drainage etc.
22	Arboricultural Sinking Fund	£150	Contribution to the arboricultural fund for future tree and planting works
23	Play Area Sinking Fund	£150	A fund designed to build up and pay towards the future costs of the play area including re-surfacing and associated items such as replacement play equipment, gates or benches etc
Total		£24,996	

**The Health & Safety reports are undertaken by Trinity2

***The Company Secretarial compliance role is undertaken by Trinity2

2Trinity is a trading name of Trinity (Estates) Property Management Limited

Orchard Park, Kirdford
Budget period ending 30/09/25

<u>Expenditure Headings</u>		<u>Total</u> <u>Charges</u> <u>2024/25</u>	<u>Estate</u> <u>Charge</u> <u>54</u>	<u>Private</u> <u>Roadway</u> <u>Charge</u> <u>50</u>	<u>Maisonette</u> <u>Charge</u> <u>4</u>
<u>Regular/Cyclical (Contract) Maintenance</u>					
1	Landscape Maintenance	13000	13000		
2	Play Area Maintenance	350	350		
3	Drainage Maintenance	240		240	
4	Car Charging Point Maintenance	500	500		
<u>Utilities</u>					
5	Water Charges	300	300		
<u>General & Reactive Expenditure</u>					
6	General Repairs & Maintenance	532	162	250	120
7	Private Roadway/Carpark Maintenance	300		300	
8	Arboriculturalist Costs	500	500		
<u>Insurance</u>					
9	Buildings Insurance	583			583
10	Insurance Valuation	112			112
11	Directors & Officers Insurance	270	270		
12	Public Liability Insurance	600	600		
<u>Health and Safety</u>					
13	Health & Safety Assessment	756	756		
14	Play Area Inspection Costs	252	252		
<u>Professional Fees/Services</u>					
15	Accountancy Fee	468	468		
16	Management Fee	5076	3888	900	288
17	Company Administration/Secretarial Fee	336	336		
18	Banking Charges	63	63		
<u>Reserve Funds</u>					
19	Block Sinking Fund	100			100
20	Estate Sinking Fund	108	108		
21	Private Roadway Sinking Fund	250		250	
22	Arboricultural Sinking Fund	150	150		
23	Play Area Sinking Fund	150	150		
<u>SERVICE CHARGE TOTAL</u>		24996	21853	1940	1203

Please see attached Matrix for Individual Service Charges

All service charge monies are held in trust by Trinity Estates' bankers, Royal Bank of Scotland ("the Bank"), 402 Lower 12th Street, Central Milton Keynes, MK9 3LF, in account named "Trinity Estates Property Management Limited - Client Account". This is an interest bearing account with no restrictions on withdrawal of funds, where any interest payable in respect of sums credited to that account is also credited to that account. All money credited to that account is Client Money, where the Bank is not entitled to combine the account with any other account or to exercise any right of set-off or counterclaim against money in that account in respect of any sum owed to it on any other of Trinity Estates' accounts.

Orchard Park, Kirdford Individual Matrix											
Plot No.	Type	Tenure	Estate Charge £	Estate Charge %	Private Roadway Charge Y/N	Private Roadway Charge £	Private Roadway Charge %	Maisonette Charge Y/N	Maisonette Charge £	Maisonette Charge %	Total Service Charge £
1	House	Private	£404.69	1.8519%	N			N			£404.69
2	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
3	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
4	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
5	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
6	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
7	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
8	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
9	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
10	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
11	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
12	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
13	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
14	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
15	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
16	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
17	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
18	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
19	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
20	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
21	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
22	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
23	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
24	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
25	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
26	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
27	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
28	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
29	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
30	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
31	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
32	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
33	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
34	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
35	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
36	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
37	House	Private	£404.69	1.8519%	N			N			£404.69
38	Bungalow	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
39	Bungalow	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
40	House	Private	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
41	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
42	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
43	House	PfP	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
44	Maisonette	SAGE	£404.69	1.8519%	Y	£38.80	2.0000%	Y	£300.65	25.0000%	£744.14
45	Maisonette	SAGE	£404.69	1.8519%	Y	£38.80	2.0000%	Y	£300.65	25.0000%	£744.14
46	Maisonette	SAGE	£404.69	1.8519%	Y	£38.80	2.0000%	Y	£300.65	25.0000%	£744.14
47	Maisonette	SAGE	£404.69	1.8519%	Y	£38.80	2.0000%	Y	£300.65	25.0000%	£744.14
48	House	HA	£404.69	1.8519%	N			N			£404.69
49	House	HA	£404.69	1.8519%	N			N			£404.69
50	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
51	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
52	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
53	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
54	House	HA	£404.69	1.8519%	Y	£38.80	2.0000%	N			£443.49
			£21,853.00	100.00%		£1,940.00	100.00%		£1,202.60	100.00%	£24,995.60

10 Year Budget Projections of Individual Service Charge Costs

Charge Type	2025 Annual Costs per Plot	2026 Inflation at 6%	2027 Inflation at 6%	2028 Inflation at 5%	2029 Inflation at 3%	2030 Inflation at 2%	2031 Inflation at 2%	2032 Inflation at 2%	2033 Inflation at 2%	2034 Inflation at 2%
Estate Charge	£404.69	£428.97	£454.71	£477.45	£491.77	£501.60	£511.64	£521.87	£532.31	£542.95
Private Roadway Charge	£38.80	£41.13	£43.60	£45.78	£47.15	£48.09	£49.05	£50.03	£51.04	£52.06
Maisonette Charge	£300.65	£318.69	£337.81	£354.70	£365.34	£372.65	£380.10	£387.70	£395.46	£403.37

Please Note: Whilst TPG 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. TPG therefore accepts no liability including (without limitation) liability for any loss damage or expenses howsoever arising from any reliance on the accuracy of these estimates or any part of them.