



## What the Management Fee Covers

The fee is worked out so that the Association can cover our costs. We do not make a profit out of providing this service. It is set at two rates. Houses pay 75% of the rate set for flatted accommodation. This reflects that although many of costs are fixed houses do not receive the same level of repair work as flatted accommodation.

- Initial set up tasks, including IT, share of costs and title deeds
- Identifying all work required to common areas in the estate usually by regular sites by the Estate Management Inspector.
- Works undertaken generally covers hard and soft landscaping maintenance or day to day repairs to landscaping, boundary walls and the communal TV aerial.
- Liaison with owners regarding the adherence to the clauses in the deed of conditions
- Tendering for landscaping and monitoring compliance to the contract
- Dealing with specific queries from residents about the nature or standard of works and their accounts.
- Processing payments of works contractors invoices including a share for consultation fees such as landscape architect.
- Issuing quarterly invoices
- Collecting and accounting for payments.
- Debt collection action including letters and visits
- Offering owners money advice from independent and qualified Welfare Rights Officers
- Arranging building insurance. Liaison with the insurance companies regarding the any claims and overseeing remedial work.
- Producing leaflets and quarterly newsletter.
- Inspecting and processing, and billing non common repairs to individual owners up to a value of £250.00

### Additional Fees

**There is an additional £25.00 fee for** apportioning charges on the sale of property and for corresponding with Solicitors.

We charge a £20.00 administration fee for those who are continually in arrears or who fail to adhere to an agreement to clear their arrears.

The cost of legal action, which includes court costs, sheriff officer costs and solicitors' fees are billed directly to the owner affected. In the event that the action results in a decree plus expenses, the amount of expenses on the decree will be added to the debt instead of the actual costs incurred.