



**Details of Service Charge Costs For Channels**  
**For the period from 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024**

This lists all of the expenditure for the Estate Channels. The estimated service charge budget enclosed will outline the items that you contribute toward.

As you will see from the enclosed budget there have been changes in several areas, the reasons are as follows:-

**Gardening**

This has been increased to fall inline with inflation and the new gardening contract.

**Risk Assessment**

This has been removed as is not needed within the new service charge year.

**Insurances**

These have been increase in line with inflation

**Fountain Maintenance**

This has been added to cover maintenance/repairs needed on the new fountain

As part of our management service, there will be regular visits to the site and an annual announced visit where everyone will be written to, in order that an appointment can be made to meet and discuss any specific maintenance issues or concerns that anyone on site has.

Below is a full list of all the headings for the entire budget as well as a brief explanation of each heading

**Accountancy Fees**

This covers the anticipated cost of preparing the annual Service Charge Statement of Account. This will set out the actual expenditure incurred during the financial year. These are externally certified by another accountancy firm before being issued to all property owners.

**Annual Management Fees**

The annual fee for managing the property.

N.B: These fees do not cover our co-ordination and involvement in organising Planned Maintenance, Insurance claims, Improvements requiring formal consultation under Section 20

of the Landlord and Tenant Act 1985 (as amended). A full list of what is/isn't covered by our management fees can be forwarded on request.

#### **Courtyard Maintenance**

This covers the costs for sweeping and gardening around the commercial unit.

#### **Dog Waste Collection**

This is the cost for a specialist company to attend site on a weekly basis to empty the dog waste bins on managed land.

#### **Electricity**

This covers the anticipated cost for the electricity supply to the external lighting on managed land, and the fountain.

#### **External Repairs and Maintenance**

This covers all day-to-day repairs that may be required during the year on managed land of the development.

#### **Grounds Maintenance**

The services of a gardening professional are employed at the development to undertake the grounds maintenance in keeping with the planning specification.

#### **Management Company Expenses**

This item covers the anticipated cost of producing the Company Accounts, filing Accounts with Companies House, Company Secretary duties including keeping the shareholder/ membership register, calling the AGM, circulating the agenda, producing and circulating AGM minutes etc.

#### **Insurance – Property Owners' Liability and Public Liability**

To provide cover against loss, damage or injury to a third party (a third party is anyone other than the policy holder), whilst they are on or adjacent to the policy holders' insured property.

#### **Road Cleaning**

This covers the costs for sweeping and gardening around the block of flats car park

#### **Site Wide Estate Costs**

This is the estimated budget set by PG Property Maintenance for the site wide areas. We believe there is no change from last year.

#### **Transfer to Reserve Fund**

The TP1 allows for the creation and maintaining of a reserve fund to meet cyclical and planned maintenance costs.

Regular contributions will ensure that sufficient funds are accumulated to finance future programmed works and avoid the need for large payments by members when this type of expenditure is due. An amount has been budgeted towards all three reserve funds, the general improvement fund, the road reserve fund and the external reserve fund.