

Property Address:-

SCHEDULE 1

CORE SERVICES TO BE PROVIDED BY THE ASSOCIATION

The Association will:

1. arrange to carry out a reactive repairs and maintenance service in respect of the common parts of the block;
2. arrange for the maintenance of the stair lighting in the close;
3. carry out necessary landscaping to common areas;
4. carry out maintenance to the door entry system;
5. arrange for an electricity supply to be provided to power the lighting and other electrical devices within the common close;
6. carry out a planned programme of cyclical maintenance to common areas
7. instruct firms in accordance with our Procurement Policy (copy available on our website or at the office on request) from their experience, we believe to be reliable and capable of completing the repairs and other work satisfactorily and at a reasonable cost, to maintain, repair, decorate, arrange lighting and cleansing and renewing, reinstating and rebuilding of the common parts of the block and that irrespective of the cause of damage or destruction necessitating such repair, renewal, reinstatement of rebuilding. The Association will post inspect 5% of all works orders on a monthly basis;
8. instruct firms in accordance with our Procurement Policy which, from their experience, we believe to be reliable and capable of completing the repairs and other work satisfactorily and at a reasonable cost to inspect, maintain in good working order, repair, overhaul, replace, renew and operating the plant and equipment used in common by the owners of the block including the cost of provision for renewal and replacement of the same and the full costs of repair and maintenance staff and the maintenance of any maintenance/service contracts that the Association considers necessary. We may also use our inhouse tradesteam to carry out such work.
9. employ professionals such as accountants, architects, engineers, surveyors or other professional adviser to certify any matter or thing to be certified for the purposes of any provisions of this Schedule;
10. when instructing repairs and when appropriate, consult with the contractors as to the type of repair and the materials to be used;
11. arrange (where a repair requires the services of more than one trade) for several firms of tradesmen to co-ordinate their work;
12. provision of such security equipment and apparatus for the property the Association shall think fit and proper to employ and/or use and in the provision, maintenance, replacement and renewal of such security equipment from time to time;
13. investigate any complaints of unsatisfactory work and considered necessary by the Association and if so, instructed by a majority of the owners, arrange

for a professional report on the completed repair subject to any fees for same being chargeable to the owners;

14. check tradesmen's accounts when rendered, including any charge of VAT;
15. arrange building insurances including insurance against loss by fire and other risks normally insured against under a common comprehensive insurance Policy (which policy is to cover all the flats within the block and the block common parts) with an established insurance company for the full replacement value which insurance shall be in the name of the Association and taken out and held on behalf of all the owners and the holders of bonds or other securities over the same (if any) for their respective right and interests.

Close Common Reactive Maintenance and Repair

Common repairs to your Close can be identified under two headings "internal" and "external". The full list of both internal and external common parts is detailed in your Title Deeds, but will include the common parts listed below as a minimum.

Internal common repairs are repairs for example to:- the landing windows; front entrance doors; controlled entry system; steps and stairways; the back entrance door; stair handrails; and glazing; passages and landings; lighting equipment for stairs, entrance hall and landings (including stair lighting)

Your share for maintaining the internal common parts is NIL of any invoice relating to work carried out.

External common repairs are repairs for example to:- the solum; the foundations; outside walls and cladding; roof, roof joists, roof space and roof fascia; the common sewers and drains; soil and rain water pipes; water, gas and other pipes; gutters; any access hatchway(s) to attic; front access pathway; any fire fighting equipment.

Your share for maintaining the external common parts is 1/4 of any invoice relating to work carried out.

Block common repair

A block common repair is where the part to be maintained/repared is common to more than one tenement close. Again, these will be detailed in your Title Deeds but are likely to include the following:

Boundary walls; divisional fencing; bin store areas; sewers; any external lighting installations.

Your share for maintaining the Block common parts will be dependent on the number of properties which have a common usage of the part to be maintained /repared and will be allocated in accordance with your Title Deeds .

SCHEDULE 2

Cyclical Repairs and Planned Maintenance

Common Cyclical Repairs are works which is in accordance with NVHA's assessment of the short, medium and long-term requirements for the ongoing maintenance and preservation of the building. This can include close painting and gutter cleaning.

Your share for work carried out under the Cyclical Programme is NIL or 1/4 of the cost of any invoice relating to your close.

Planned Maintenance (or Major Repair work)

Common Planned Maintenance

Planned Maintenance is where the components within a close have a determined lifespan. When it is estimated that the lifespan has come to an end and the component may fail it is inspected and a decision taken as to whether the component needs replacement or not.

Component replacements which form Planned Maintenance include:- Close doors; close windows; roofs; gutters; controlled entry systems.

Your share for work carried out under the Planned Maintenance Programme is NIL or 1/4 of the cost of any invoice relating to your close.

SCHEDULE 3

Estate Maintenance and Services

Estate Maintenance will be carried out in accordance with your Title Deeds for the area shown on your Title Plan.

The Estate Maintenance contract is in two parts “Development ” and “Estate”.

The Landscape Maintenance contractor will each year provide North View with a cost for the **Development area** which your property forms part of. We will then divide this cost by the number of properties included in your Development Area to give the individual share you would pay. Your share of any work would be 1/38 of the cost of the invoice.

There are pockets of land throughout the **Estate** (e.g. the Windlaw Strip) which are not included within any Development Area however in accordance with your Title Deeds you will ***pay a 1/759th share of the cost of this area.***

Services

Stair/Court Lighting will be carried out including any repairs and replacement of lighting and all costs including electricity supply will be charged to the relevant owners in line with your Title Deeds.

Close Cleaning will be carried out to all blocks within the estate and charged to the relevant owners in line with your Title Deeds.

The above share does not include costs for the Grass Cutting Service that North View carries out for its tenants.

SCHEDULE 4

Building Insurance and Management Fee

Building Insurance

Currently our Insurance Provider is ZURICH MUNICIPAL. The Association insures all properties within the Estate known as Windlaw. There are 759 properties in total within the Estate which includes all owner occupied properties.

We calculate the Building Insurance premium repayable by owners on a straight division of premium paid to Zurich by the number of properties in the Estate.

This calculation is updated yearly when premiums are paid to the Insurance Company by the Association each April.

We write to each owner in March each year inviting participation in the Block Policy and return of a form advising of your decision. In accordance with your Title Deeds, if you do not participate in our Block Policy, you are obliged to give us sight of your current Insurance cover in order that we can be assured that all properties are insured. If we do not receive this by the date informed to you then you will automatically be charged for this premium.

You will be advised of any change to the annual premium each year.

There will be an excess of £100 payable for any insurance claim made and all claims will be coordinated via the Association.

Please note that the building insurance was previously charged from 1st January to 31st December each year but from 1st April 2023, this will be brought in line with your factoring invoice.

Management Fee

The Management fee applicable to your property has been calculated as **£50 per annum** which is no change to that charged in previous years. The cost will be pro rata for new owners in the year and this will be detailed on your invoice.

You will be advised of any change to the annual charge each year.