

## **Property Factors (Scotland) Act 2011**

**Proposed Meeting to be held on Bowhill Centre, 145 Station Road, Cardenden, KY5 0BW  
At 6.30p.m. on Wednesday 6<sup>th</sup> November 2024**

Ore Valley Housing Association Limited registered in terms of the Cooperative and Community Benefit Societies Act 2014 having our Registered office at 114-116 Station Road, Cardenden, Fife, KY5 0BW being a Scottish Registered Charity, with Charity Registration Number SC031773 registered as a factor and provided factoring services to the Development at Cardenden (Bowhill Area 1) of which the property you own forms a part.

Ore Valley Housing Association have decided that instead of operating on the basis of custom and practice they will look to;

1. Obtain a formal mandate from the required majority of owners of the Development to provide a continuing factoring service to all owners,
2. Where appropriate, obtain a formal mandate from the required majority of owners within each block of properties within the Development to provide a continuing factoring service to the owner occupiers within that block.
3. Make clear Ore Valley's roles and responsibilities as a factor in each of the above.

### **Agenda of Meeting**

1. Why is Ore Valley Housing Association seeking to obtain a formal mandate to be appointed as factor?
2. Why are Ore Valley Housing Association doing this now?
3. How much will this cost?
4. What work will this factoring service cover?
5. Question and Answers
6. Submit Voting form

**Notes of Factoring Consultation held at Bowhill Centre, 145 Station Road, Cardenden, KY5 0BW  
at 6.30pm on Wednesday 6<sup>th</sup> November 2024**

| 1. | <b>Why is Ore Valley Housing Association seeking to obtain a formal mandate to be appointed as factor?</b>  | <b>Notes/Action</b> |
|----|---|---------------------|
| 2  | <p><b>Why are Ore Valley Housing Association doing this now?</b></p> <p>CM – The Scottish Housing Regulator expects us to take responsibility as Factors by using our majority votes to appoint ourselves so that we can perform our role as the appointed Factor. This will allow us to work with owners and tenants to maintain and improve the common areas. Plans and estimated costs have been provided – see appendix 3</p>   |                     |
| 3  | <p><b>How much will this cost?</b></p> <p>Owner – Question - How can you challenge cost and if work is not carried out satisfactorily.</p> <p>CM - Answer – as a registered property factor we must provide a complaints procedure to resolve any disputes and if you think we are not complying with the Factoring Code of Conduct you can ask for the matter to be referred to the First Tier Tribunal for assistance in resolving a dispute with a property factor.</p> <p>OVHA - Management fee to be charged to cover admin costs.<br/>Management fee is £30 + VAT - £36 pa<br/>Ground maintenance fee - £15 pa<br/>0.22% share for any additional work to each owner with an itemised invoice provided.</p> |                     |

|   |   |                   |
|---|---|-------------------|
|   | <p>If work is expensive we will speak to owners first. We will not instruct work above £5k in value without seeking permission. Public Liability Insurance cost to be covered at £15.00 pa.<br/>Update to Note of Meeting – this figure for 2025/26 has now been revised to £12.00 pa and our ground maintenance fee has been revised to £13.00 p.a.</p> <p>Total estimated fixed cost of £66pa to be invoiced twice per year, any additional reactive work that is identified by OVHA will be fully itemized and charged as a 0.22% share.</p> <p>Update to Note of Meeting – the fixed cost figure has been revised to £54.50pa for 2025-26 and £64.00 p/a for 2026-27 – see appendix 3 for the further information.</p> <p>Owner – Question – What happens if we refuse to pay?</p> <p>CM - We have provided everyone with a copy of our Written Statement of Service. We will also add our factoring debt recovery procedures to our website and an example of a standard factoring debt recovery procedures is included in your handout.</p> <p>No fee will be charged for any work done before 31<sup>st</sup> March 2025, and all ground maintenance work or additional reactive work will be recharged 6 months in arrears.</p> <p>The first invoice will be provided in January 2025 with our estimate of INVOICE 001 outlined in the handout provided (appendix 3).</p> <p>Update to Note of Meeting – the first invoice will now be issued April 2025.</p> | <b>Appendix 4</b> |
| 4 | <p><b>What work will this factoring service cover?</b></p> <p>CM - Additional reactive work will be patch and repair only unless agreed otherwise. We will aim to keep area well maintained and safe, trip hazards will be identified and made safe with any claims to be covered by public liability insurance.</p> <p>Ground maintenance work - cut grass, litter pick, maintain trees.</p> <p>Planters will be either maintained or removed but not charged to owners.</p> <p>Keep area safe, trip hazard will be identified and made safe with any claims to be covered by public liability insurance.</p> <p>Information about the Contractors used by the Ore Valley HA in our role as property factor will be shared on our website.</p>   |                   |
| 5 | <p><b>Question and Answers</b></p> <p>Owner - Conflict of Interest, no option other than OVHA to be Factor.</p> <p>OVHA – our only other option is we appoint a private factor who will be more expensive.</p>  |                   |

Owner - Why should it happen that owners are charged whatever OVHA wants. Owners are not able to decide if OVHA becoming the appointed factor is the best option when there are no other options available to us. Can you put forward alternative options to the appointment of OVHA as factor?

OVHA – Appointment of private factor is not a affordable option. The management fee alone would be significantly higher than the management fee being proposed by OVHA.

Owner – Why should I pay for areas that are not my responsibility.

OVHA – Maintenance of the communal areas identified are a shared burden within the title deeds of properties purchased through the 'Right to Buy'. If individuals want to dispute this they can seek clarification by getting their own independent legal advice.

Owner - Do you guarantee that OVHA will not make a profit, if not then OVHA will be more financially beneficial to owners.

OVHA – The Scottish Housing Regulator will expect charges to be reasonable, affordable and fair and OVHA cannot make a profit. The expectation of the SHR is that we will be a responsible factor for areas where we are the majority owner and OVHA will be required to comply with the [Code of Conduct for Property Factors](#) which sets out minimum standards of practice.

Owner - What are OV Enterprises and what do they have in common with OVHA?

OVHA – Ore Valley Housing Association (OVHA) is a registered social landlord with charitable status who do not trade for profit. Ore Valley Enterprises is a subsidiary company of OVHA that can operate as a private landlord who can trade for profit. Due to our majority ownership status in the Bowhill area OVHA are required to register as a property factor so that we can provide a 'not for profit' factoring service to the other owners.

Owner – Will the costs outlined continue to increase each year?

Owner - We will need to regularly review our costs but there will be an expectation on the part of the Scottish Housing Regulator that our charges will continue to transparent and affordable.

Owner – Not getting money due to Brexit so we you are now looking to make money by providing a factoring services.

OVHA – The reason for us doing this now is to ensure that our tenants are not having to cover the full cost of the maintenance of common areas where OVHA have a shared responsibility with other owners as outlined in their deed of conditions.

Owner – Our Street hasn't been worked on in many years and will need a lot of work done.

OVHA - We would need to speak with owners before agreeing to bring work up to an adoptable standard for Fife Council, in most cases we will not be able to afford the do the work required to bring it up to an adoptable standard.

Owner - Why have roads, paths not been maintained by Fife Council.

OVHA - Due to custom and practice, with the exception of the Wallsgreen Gardens area, Fife Council carryout and will continue to carry out repairs to roads, pavements and kerbs in the Bowhill area but they have no obligation to take ownership for the upkeep of common areas we have identified as being covered by the 1980 Deed of Conditions.

Owner – The footpaths and pavements in Wallsgreen Gardens are terrible who is responsible for their upkeep

OVHA - The owners including OVHA as the majority owner are responsible, and this is why we need to appoint a factor to manage these areas on our behalf.

Owner – There was a meeting held with the residents from Wallsgreen Gardens a couple of years ago. No one was provided with notes, no follow-up communication. Why are we now having this meeting?

OVHA – The meeting with residents from Wallsgreen Gardens was an informal meeting with no decisions made. The meeting today is a part of a formal process involving all residents with a shared burden so that we can formally appoint OVHA as the factor.

OVHA - UPDATE to Note of Meeting - We did have an informal public meeting in Sept 2017 with the residents at Wallsgreen Gardens to discuss our concerns about shared responsibilities and what work would need to be done to bring this area up to an adoptable standard for Fife Council. Following our appointment as Factor OVHA plan to contact tenants and residents at Wallsgreen Garden to discuss creating a focus group to consider our options for this area.

Owner – OVHA have the majority of votes why ask owners to vote?

OVHA - OVHA have 60% of vote owners have 40% - OVHA have the same share of the vote per property but in this case we are the majority owner

Owner – OVHA knew this, why are they holding this meeting?

OVHA – Update to Note of Meeting - The Title to the area does not appoint or reserve for OVHA the duty to assume the role as Factor. Continuing to operate based on custom and practice also does not provide security for OVHA in recovering cost for provision of the factoring service. This means that OVHA needed to have an open and transparent process for our appointment as factor. This involved OVHA in their role as the majority owner calling a meeting by service of notice on each owner within the area providing them with a copy of our Written Statement of Service, holding a vote to (one vote per property) with the result of the vote being notified in unity to all the owners with confirmation of the date on which the factoring appointment commences together with details of the debt recovery procedures being imposed.

Owner - Land register document, we know the 1980 Deed of Conditions. Burdens will be slightly different in areas. Would cost owners quite a bit to ask Solicitors to check Title Deeds.

OVHA – We would not be able to provide owners with independent legal advice about their own title deeds but it is our understanding that any property in the Bowhill area purchased from Scottish Special HA, Scottish Homes, Auchterderran HA or Ore Valley HA under the ‘Right to Buy’ will be subject to the 1980 deeds of Conditions.

Owner - Will Fife Council be asking owners of their sold properties for factoring costs?

OVHA – No, former Fife Council properties in the Bowhill area are not subject to the 1980 Deed of Conditions.

OVHA – Unfortunately, there is no choice in this, when you buy the property you take on the shared burden of maintaining the common areas specified in your title deeds.

Owner – Why do we have to pay for insurance costs, I have my own insurance?

OVHA – If there is a claim Insurers will chase the owners who are responsible for the maintenance of the land but Liability Insurance obtained by the appointed Factor on behalf the owners would cover the cost of any valid claim.

Owner - If we do not pay how do you recover the money?

OVHA – As the appointed factor we will have the legal right to invoice for our service and recover any debts due to non-payment.

OVHA – Update to Note of Meeting – In the first instance we will contact you to make a suitable arrangement for recovering any debt, but as the appointed factor OVHA would be able to lodge a Notice of Potential Liability on the title of the house, not the individual owing the property. This prevents the property being sold until any outstanding debt is paid and the title is cleared. There is a cost associated with the registration, re-registration and discharge of a Notice of Potential Liability, all these costs are recoverable from the owner.

Owner - Why don't we hand common areas back to Fife Council.?

OVHA – Fife Council do not have an obligation to take on this burden. Fife Council may take back an area if it is brought up to an adoptable standard. Some areas would cost a lot of money.

Owner – Can I apply to have my burden discharged?

CM – Confirmed that he is not aware of this option but OVHA will find out and report back.

OVHA - Update to Note of Meeting – It is possible to vary or discharge a burden by written agreement if all the owners (i.e. 100%) within the community are in agreement. This would involve a Supplementary Deeds of Condition being put in place and registered in the Land Register of Scotland to narrate and regulate the updated position. In this case OVHA could not agree to a proposal where we would take on the burden of the other owners.

It is also possible to make an application to the Land Tribunal Scotland to vary or discharge a title condition. This would require the express consent of at least 25% of the owners in a community. Such an application can be made by the owner of a property who is burdened with a title condition, or by any other person against whom a title condition is enforceable. Once again in this case as the owner of the properties to be additionally burdened OVHA would object to this application if it were to be proposed.

Owner - The 1<sup>st</sup> letter dated 21.10.24 had an error, 2<sup>nd</sup> letter issued on 25.10.24 to correct the stated number of properties on the proxy/voting form. This means as a point of order the notification to call this meeting is not valid.

OVHA – The error on the 1<sup>st</sup> letter issued was noted and this is why we hand delivered the 2<sup>nd</sup> letter on 25.10.24 with the updated voting/proxy form. If anyone submitted the vote using the original form this will still be counted as a valid vote.

Owner - OVHA already have the majority vote. We don't want a Factor.

OVHA – When we become the appointed factor you can hold us to account to ensure that we are complying with the Code of Conduct for Property Factors.

Owner - Do you have a tender out for work?

OVHA – We have been discussed our proposed factoring service with our current ground maintenance contractor and their details will be provided on our website. We will continue to review our costs and if we need to go to tender to ensure continued value for money we will do so and notify everyone in accordance with our Written statement of Service.

Owner – This feels like you are wasting our time.

OVHA – We understand your frustration but a formal meeting/vote is necessary to obtain a mandate from the required majority of owners so that Ore Valley can provide an continued factoring service that will benefit owners and tenants.

Owner – I have experience of private property management companies being ruthless and uncompassionate. Would it be possible for OVHA to tender so that owners can compare the cost of appointing a private factor to the numbers presented in the OVHA proposal.

OVHA – We have not done this as we know that the costs would be prohibitive with [average management fees](#) typically being between £15-£120 + VAT per quarter, compared to our proposed charge of £15 + VAT every 6 months. Private Property Management Companies want to make money, OVHA don't, we won't make a profit but we do need to cover the cost of any work that we instruct in our role as factor.

Owner – Solicitors have not mentioned shared burdens when house was purchased.

OVHA - We would not be able to provide owners with independent legal advice but is our understanding that any property in the Bowhill area purchased from Scottish Homes, Auchterderran Housing Association or Ore Valley Housing Association under the 'Right to Buy' will be subject to the 1980 deeds of Conditions.

Owner – Hoe much will the Factoring charge be increased by the following year?

OVHA - We cannot agree it will be frozen. We will need to review our charges on an annual basis and if costs increase we will need to make the necessary changes, but we have not made provision for a fixed percentage increase each year.

Owner - Who will we deal with if we have any problems?



|   |  |  |
|---|--|--|
|   | <p>OVHA – As the appointed factor we will work with you to resolve any problems that may arise. Our complaints procedure will be published on our website.</p> <p>Owner - Will OVHA’s Solicitor come along to speak to all the owners.</p> <p>OVHA – No, it is up to owners to get their own independent legal advice.</p> <p>OVHA - We have been maintaining the common areas at no charge to owners for many years and can no longer do this as we now need to maintain these area in our role as a Factor in accordance with the Property Factor (Scotland) Act 2011.</p> <p>Owner - How can you promise you will carry out work to a reasonable standard?</p> <p>OVHA - There are standards we need to work to in accordance with Factoring Code of Conduct. These are outlined in our Written Statement of Service and owners will have a legal right to hold us to account if you feel we are failing in our role.</p> <p>Owner – Do we have the opportunity to have a ‘No Confidence’ vote to stop OVHA becoming the Factor due to your conflict of interest.</p> <p>OVHA – No, the vote to obtain a mandate from the required majority of owners will result in Ore Valley Housing Association becoming the appointed Factor for the Bowhill Development area.</p> <p>OVHA - The purpose of this meeting is to formally appoint a factor, so that Ore Valley HA will then be responsible for providing a factoring service giving us the right to invoice owners and take legal action to recover costs if necessary. If we fail in our duties as a Factor owners can follow our complaint procedure which will be available on our website. If an owner is still not satisfied they can ask for the matter to be referred to the First Tier Tribunal for assistance to resolve the dispute.</p> |  |
| 6 | <p><b>Submit Voting form</b></p> <p>CM invited property owners to submit there vote and confirmed the closing date for submission was 7<sup>th</sup> November 2024.</p>  |  |

## Appendix 1

- Welcome and Introductions

*The first question I would like to answer is 'What is a property factor and why do we need one' – A Property Factor is an organisation that manages the maintenance and repair of common parts of a property or land owned by more than one individual.*

*Most of you will know Ore Valley Housing as a Social Landlord who let houses to tenants in housing need so why are we seeking to obtain a formal mandate to be appointed as Factor for the Bowhill Development area.*

Background - The Bowhill development area contains 465 properties that are subject to the 1980 Deed of Conditions. This means that property owners who are subject to the obligations of this Deed of Conditions within their title deeds share a 'common burden' for maintaining the common areas in the Bowhill development area. Ore Valley owns 283 properties which were acquired as part of a LSVT of social housing from Scottish Homes and the remaining 182 properties have been acquired by private owners or private landlords through the RTB or subsequent resale. This means that each owner shares 0.22% of the cost of maintaining the common areas referred to in their title deeds. Ore Valley has a 60% of the properties so our 'community burden' is 60% of the cost of maintaining the common areas in the Bowhill development area.

At the moment we are providing a basic maintenance service for the common areas in the Bowhill development area, and we are covering 100% of this cost from our rental income.

As a Social Landlord we are regulated by the Scottish Housing Regulator and through over conversations with them they have made it clear that we need to formally appoint a Factor to manage the Bowhill development area so that our tenants are no longer paying the full cost of maintaining the common areas. In addition to this because we are the majority owner the Scottish Housing Regulator expects Ore Valley HA to provide this service so that in our role as a Registered Property Factor we will be openly accountable to owners for the service we provide.

Having talked to our Solicitors they have confirmed that title for the Bowhill Development area does not appoint or reserve for Ore Valley Housing Association the duty to assume the role as factor and that

continuing to operate based on 'custom and practice' does not provide security for OVHA in recovering costs for providing a factoring service.

This is why we called this meeting. By serving notice to obtain a mandate from the required majority of owners Ore Valley will be formally appointed as Factor as we are the majority owner.

The benefit to owners of our formal appoint as Factor to manage the common areas on your behalf is that we have a vested interest in working with you to control costs and as a Registered Property Factor and a community based Registered Social Landlord there is an expectation from the Regulator that we are best placed to work with tenants and owners to maintain or improve the upkeep of the common areas for the benefit of everyone while keeping costs as low as possible.

We have already issued a copy of our 'Written Statement of Service', and in your handouts I have also provided you with an outline of the areas to be factored together with a schedule of our planned routine maintenance work, and our estimated costs for the year commencing 1<sup>st</sup> January 2025.

- Refer to handouts – explain invoicing and estimated cost breakdown, and confirm that planned work due to be completed before 31.03.25 will not be charged to owners.
- Q&A
- VOTING

## Appendix 2

| Location Description                                  | Area      | Land Type (1)  | Land Type (2) | Comments                                      |
|---|-----------|--|---------------|---|
| Corner of Orebank Road and Church Road                | Cardenden | Communal grass area with associated footpath and large tree                  | Factored      | Grass maintained by FC                        |
| Car park at Orebank Road/Derran Drive                 | Cardenden | Car park area with associated access road and footpaths                      | Factored      |   |
| 13 Orebank Road                                       | Cardenden | Common areas   | OVHA          | Area to be maintained by OVHA at own cost     |
| Landscaped area between Orebank Road and Derran Drive | Cardenden | Communal grass area, landscaped area and associated footpaths                | Factored      | Grass maintained by FC                        |
| Car park area in front of 48-58 Orebank Road          | Cardenden | Car park area and associated landscaping                                     | Factored      | Planters to be maintained by OVHA at own cost |
| Orebank Road in front of 76-90                        | Cardenden | Communal grass area, shrubs and landscaped area with grasscrete for parking. | Factored      |   |
| 5 Church Place  | Cardenden | Common areas   | OVHA          | Areas to be maintained by OVHA at own cost    |
| 8-10 Derran Drive                                     | Cardenden | Common areas   | OVHA          | Areas to be maintained by OVHA at own cost    |
| 12 Derran Drive                                       | Cardenden | Common areas   | Factored      | ¼ share with block                            |

|  |           |   |          |   |
|--|-----------|---|----------|---|
| 48 Derran Drive                                | Cardenden | Common areas  | OVHA     |   |
| 64 Derran Drive                                | Cardenden | Common areas  | Factored | ¼ share with block                          |
| 1-7 Kirshotts Terrace                          | Cardenden | Common areas  | OVHA     | Area to be maintained by OVHA at own cost   |
| 13-19 Kirkshotts Terrace                       | Cardenden | Common areas  | OVHA     | Area to be maintained by OVHA at own cost   |
| 13-19 Kirkshotts Terrace                       | Cardenden | 2 x car parks with associated access road and footpaths | Factored |   |
| 25-31 Kirshotts Terrace                        | Cardenden | Common areas  | OVHA     | Area to be maintained by OVHA at own cost   |
| Front of 29-35 Westfield Terrace               | Cardenden | Communal Grass area                                     | Factored | Grass Maintained by FC                      |
| 2-48 Westfield Terrace                         | Cardenden | Communal areas with mono-block, shrubs and trees        | OVHA     | Areas to be maintained by OVHA at own cost  |
| Corner of Westfield Terrace and Craigside Road | Cardenden | Communal area with shrubs                               | OVHA     | Areas to be maintained by OVHA at own cost. |
| 1-18 Westfield Brae                            | Cardenden | Communal area with mono-block, shrubs and trees         | OVHA     | Areas to be maintained by OVHA at own cost  |
| Corner of Balderran Drive and Craigside Road   | Cardenden | Communal area with shrubs                               | OVHA     | Areas to be maintained by OVHA at own cost  |
| 32-38 Craigside Road                           | Cardenden | Communal area with mono-block,                          | OVHA     | Areas to be maintained by                   |

|  |           |   |          |  |
|--|-----------|---|----------|--|
|  |           | shrubs and trees  |          | OVHA at own cost   |
| 44-50 Craigside Road                   | Cardenden | Communal area with mono-block, shrubs and trees                             | OVHA     | Areas to be maintained by OVHA at own cost                             |
| 52-58 Craigside Road                   | Cardenden | Communal area with mono-block, shrubs and trees                             | OVHA     | Areas to be maintained by OVHA at own cost                             |
| 64-70 Craigside Road                   | Cardenden | Communal area with mono-block, shrubs and trees                             | OVHA     | Areas to be maintained by OVHA at own cost                             |
| 72-78 Craigside Road                   | Cardenden | Communal area with mono-block, shrubs and trees                             | OVHA     | Areas to be maintained by OVHA at own cost                             |
| 49-63 Craigside Road                   | Cardenden | Communal grass area with shrubs   | Factored | Grass maintained by FC / Planters to be maintained by OVHA at own cost |
| Craigside Road adjacent to 107 and 109 | Cardenden | Common land, grass, shrubs, access strip to culvert                         | Factored |  |
| Rear of Daisyfield Terrace             | Cardenden | Communal grass area, shrubs and landscaped area with grasscrete for parking | Factored |  |
| Rear of 2-30 Woodside Terrace          | Cardenden | Woodland area   | Factored |  |

|   |           |  |          |                                   |
|---|-----------|--|----------|-----------------------------------|
| Rear of Craigside Road 24-78                        | Cardenden | Woodland area                                      | Factored |                                   |
| Front of 29-33 Wallsgreen Gardens                   | Cardenden | Communal area, grass, shrubs, trees and footpaths. | Factored | Grass maintained by FC            |
| Front of 6-11 Wallsgreen Gardens                    | Cardenden | Communal land, car parking                         | Factored |                                   |
| Adjacent to and rear of 6-11 Wallsgreen Gardens     | Cardenden | Communal land, car parking                         | Factored |                                   |
| Front of 7-17 Main Street                           | Cardenden | Common area, shrubs, slabbed and landscaped area   | Factored | Planters to be maintained by OVHA |
| Corners of Wallsgreen Gardens and Main Street       | Cardenden | Communal area, slabbed area and shrubs.            | Factored | Planters to be maintained by OVHA |
| Opposite 1 and 2 Wallsgreen Gardens                 | Cardenden | Communal area, grass, shrubs and trees             | Factored | Planters to be maintained by OVHA |
| 37 Main Street up to gable of 33 Wallsgreen Gardens | Cardenden | Communal area, shrubs and trees                    | Factored |                                   |
| Front of 40 Wallsgreen Gardens to gable end of 37   | Cardenden | Communal area, slabs, shrubs and trees             | Factored | Planters to be maintained by OVHA |
| Wallsgreen Gardens                                  | Cardenden | Unadopted roadway and paths                        | Factored | Planters to be maintained by OVHA |

## Appendix 3

### Factoring Costs (Bowhill Area 1) - Estimate

| Code  | Area                            | Actual 2024/25 | Estimate 2025/26 | Status   | Estimated Cost per factored owner |
|-------|---------------------------------|----------------|------------------|----------|-----------------------------------|
| 5187  | Car parks at Kirkshotts Terrace | £420           | £500             | Factored | £1.07 per annum                   |
| 5177  | Wallsgreen Gardens              | £1110          | £1,200           | Factored | £2.58 per annum                   |
| 5180  | Orebank Road                    | £627           | £700             | Factored | £1.50 per annum                   |
| TBC   | Car Park - OBR                  | n/a            | £150             | Factored | £0.32 per annum                   |
| TBC   | Woodside Terrace (No. 30-107)   | n/a            | £1,500           | Factored | £3.25 per annum                   |
| TBC   | Daisyfield Car Park             | n/a            | £450             | Factored | £0.93 per annum                   |
| TBC   | Craigside Road (No.24-78)       | n/a            | £1,500           | Factored | £3.25 per annum                   |
| Total |                                 | £2,157         | £6,000           |          | £12.93 per annum                  |

Management fee - £30.00 + VAT = £36.00

Ground Maintenance fee - GSP - £13.00

Additional work – to be charged at 1/465 share – this charge will vary depending on the value of work instructed

Insurance £12.00 per annum (£5,000 + 12% Insurance Premium Tax = £5,600)

Notes -

1. Additional work, i.e. tree maintenance or removal, hard landscaping repairs or renewal will be charged at 1/465 share. This means that if we instruct work and this costs £100, each owner will be charged £0.22 pence.
2. We will notify everyone if we need to instruct work above the value of £5,000
3. Woodside Terrace – 2024/25 winter maintenance of trees and boundary line at rear of 30-107 WST to be completed by OVHA prior to start of factoring service with no charge to factored owners.
4. Craigside Road – 2024/25 winter maintenance of trees and common ground at rear of 24-78 CSR to be completed by OVHA prior to start of factoring service with no charge to factored owners.
5. Ground maintenance for period to 31.03.25 to be completed by OVHA with no charge to owners.



## **2025-26**

### **Estimate of INVOICE 001 to be issued on 30.04.25 = £30.00**

Management fee charge for period from 01.04.25 to 30.09.25 = £18.00

Public Liability Insurance fee charge for period from 01.04.25 to 31.03.26 = £12.00

### **Estimate of INVOICE 002 to be issued on 31.10.25 = £24.50 + 1/465 share of additional work fee**

Management fee charge for period from 01.10.25 to 31.03.26 = £18.00

Ground Maintenance fee for period 01.04.25 until 30.09.25 = £6.50

Additional Work fee for period from 01.04.25 until 30.09.25 = 1/465 share

## **2026-27**

### **Estimate of INVOICE 003 to be issued on 30.04.26 = £39.50 + 1/465 share of additional work fee**

Management fee charge for period from 01.04.26 to 30.09.26 = £18.00

Public Liability Insurance fee charge for period from 01.04.26 to 31.03.27 = £15.00

Ground Maintenance fee for period 01.10.25 until 31.03.26 = £6.50

Additional Work fee for period from 01.10.25 until 31.03.26 = 1/465 share

### **Estimate of INVOICE 004 to be issued on 31.10.26 = £24.50 + 1/465 share of additional work fee**

Management fee charge for period from 01.10.26 to 31.03.27 = £18.00

Ground Maintenance fee for period 01.04.26 until 30.09.25 = £6.50

Additional Work fee for period from 01.04.26 until 30.09.25 = 1/465 share

## **2027-28**

### **Estimate of INVOICE 005 to be issued 30.04.27 = £39.50 + 1/465 share of additional work fee**

Management fee charge for period from 01.04.27 to 30.09.27 = £18.00

Public Liability Insurance fee charge for period from 01.04.27 until 31.03.28 = £15.00

Ground Maintenance fee for period 01.10.26 until 31.03.27 = £6.50

Additional Work fee for period from 01.10.26 until 31.13.26 = 1/465 share

### **Estimate of INVOICE 006 to be issued on 31.10.27 = £24.50 + 1/465 share of additional work fee**

Management fee charge for period from 01.10.27 to 31.03.28 = £18.00

Ground Maintenance fee for period 01.04.27 until 30.09.27 = £6.50

Additional Work fee for period from 01.04.27 until 30.09.25 = 1/465 share