

Bourne Green Management Company

Company Responsibilities

The Bourne Green Management company will be responsible for maintaining the following services on site, and for managing the resident's service charges to provide these services :

- 1) Cutting grass, replacing shrubs trees, pruning, and other landscaping.
- 2) Maintaining the private pumping station with an annual service and with more significant replacement of pumps once every five or seven years.
- 3) Payment of the electricity bill for the private pumping station and any other on site electricity supply that is not owned by one of the units (external lights car chargers etc).
- 4) Maintaining the boundary fences that surround the plot which are not owned by SOHA or the private homes.
- 5) Ensuring the ditch along the side of the plot is kept clear and drains the site effectively.
- 6) Maintaining footpaths, common parking spaces and other hard surfaces.
- 7) Litter picking, emptying bins and cleaning any play equipment.
- 8) Dealing with any anti-social behaviours.
- 9) Dealing with car parking problems.
- 10) Collecting service charges from the residents and the housing association.
- 11) Setting an annual budget and agreeing the service charge.
- 12) Managing the bank account and getting accounts produced annually.
- 13) Various Co Sec activities including appointment of directors, annual confirmation, AGM etc.

The community building will not be the responsibility of the management company but will be run directly by HNCLT through a sub- committee. The Community Building will contribute a proportion towards the service charge.

Company structure

The management company is a separate legal entity to HNCLT, limited by guarantee. The company will be governed through representation from residents, from HNCLT and from Soha housing. It will be a requirement of the lease of sale on the market homes for residents to join the company (one membership per household) and tenants of the affordable homes will also be invited to join the company as members of HNCLT.

Directors will be drawn from Resident members, HNCLT and Soha.

Voting rights will be as follows

Private leasehold residents - 4 votes

Soha – 8 votes

HNCLT 4 votes

HNCLT will offer 1 of their votes to the affordable housing residents who are members of HNCLT.

Ad hoc admin will be appointed to carry out administrative work which will include setting and monitoring maintenance contracts, dealing with complaints, maintaining the service charge budget and collecting and monitoring service charge payments.

Service Charge Payments

Soha will collect service charges from their residents as part of the rent payments and pass these to the Management Company. Private leaseholders will pay service charges directly to the company. HNCLT will also need to pay a service charge in relation to the community building.