



## **BADSWORTH GARDENS AND COPPERBEECH PLACE NEWBURY, BERKSHIRE**

This document summarises the services and management arrangements provided at Badsworth Gardens and Copperbeech Place by Cognatum Limited.

Nineteen cottages and 8 apartments were built around a garden courtyard at Badsworth Gardens in 2004, together with a small estate office and estate manager's flat. Five cottages at Copperbeech Place were added in 2005. All the properties have private garages. The scheme is conveniently situated for Newbury and has easy access to major road and rail networks. The cost of providing the services and amenities is shared equally between all the properties.

The properties are sold on a 999-year lease from 24 March 1984, which is designed to safeguard good neighbourly relations and provide the framework for the management and services. The lease allows properties to be bought and sold on the open market. Owners are consulted annually regarding costs and there are no ground rents and no restrictions on owning a property, except that one resident must be over 55 years of age.

### **COGNATUM LIMITED**

Cognatum Ltd is a not-for-profit company, limited by guarantee, which provides management services exclusively for its private estates. The services include the care and maintenance of the gardens and buildings, employment of an estate manager and deputies, who are on hand for advice and emergencies.

It arranges the collection of the service charges and manages the audit and accounting arrangements. The management year runs from 1 January to 31 December and independently audited accounts are presented after each accounting period. The service charge is payable quarterly in advance by direct debit.

Further information about Cognatum can be seen on the web site [www.cognatum.co.uk](http://www.cognatum.co.uk).

### **ESTATE MANAGER**

The estate manager is Sue Slater who lives on site and has the responsibility for the day-to-day management of Badsworth Gardens and Copperbeech Place. She will normally be available in or around the office between 09.00 and 13.00, Monday to Thursday (telephone 01635 524246 and email [badsworthgardens@cognatum.org](mailto:badsworthgardens@cognatum.org)). Five deputies (Sarah Pinfold, Dennis Halford, Bob McLeod, Laura Curtis and Wendy Harlow) are employed to cover Fridays (the estate manager's regular day off) and other periods of absence such as holidays and sickness. There is 24-hour emergency cover in place and security checks are carried out daily by our staff.

### **COMMUNAL CHARGES**

The estate office charges cover telephone, computer, post and stationery costs.

The water and electricity charges cover supplies to the common parts and the estate office; these include the external lighting, outside water points and individual garage electric power.

### **ALARM COMPANY**

A personal emergency alarm system with 24-hour monitoring service is provided by Sovereign Careline. This uses an electronic pendant transmitter with telephone connection.

### **GARDENING**

Steve and Gill Jones do the main gardening work, looking after the lawns, shrubs and herbaceous borders. The estate handyman, Oliver Curtis, looks after refuse collection, changing exterior light bulbs, other odd jobs around the scheme as necessary and essential snow clearing.

### **MAINTENANCE AND BUILDING REPAIRS**

A provisional sum is allowed for general maintenance and building repairs to cover such items as dealing with blocked drains and replacing roof tiles.

### **BUILDINGS INSURANCE**

The fabric of the buildings and the grounds is insured against fire and general perils with the Ecclesiastical Insurance Group on a block policy. This policy covers normal employers' and public liability and everything in the common parts. Owners need only make their own insurance arrangements to cover contents and any other cover they consider necessary.

### **WINDOW AND GUTTER CLEANING**

The cleaning of the outside of all windows is arranged every other month through an outside contractor. There is also an annual gutter clean carried out by Chris Lavisher.

### **MANAGING FEE**

The managing fee is the charge payable to Cognatum for the financial and administrative services provided by head office in relation to Badsworth Gardens and Copperbeech Place.

### **RESERVE FUND**

Part of the service charge is an annual contribution towards the build-up of a fund for long term or regular maintenance and to pay for unforeseen contingencies at Badsworth Gardens and Copperbeech Place. The purpose is to ensure that the cost of major items of maintenance is spread evenly over the years. The Reserve Fund is kept separate from the annual management charge in a deposit account earning the highest appropriate rate of interest. Annual contributions are based on a long-term maintenance plan.

#### **2014 SERVICE CHARGE BUDGET FOR BADSWORTH GARDENS & COPPERBEECH PLACE 32 PROPERTIES**

<u>Income</u>	£
Total income	92,544
<u>Expenditure</u>	
Salaries	19,750
Council Tax Managers Accom	1,440
Office and sundry costs	1,414
Water charges	300
Light and heat (communal areas)	5,000
Alarm system	1,790
Maintenance – grounds	17,000
Maintenance – general	5,000
Maintenance – lifts	1,800
Buildings insurance	2,850
Window and gutter cleaning	3,360
Managing fee	15,840
Reserve fund contribution	17,000
Total expenditure	92,544

**\*ANNUAL PROPERTY SERVICE CHARGE £2,892**

\*There may be an adjustment related to surplus/deficit in previous years

*Reserve Fund balance at 31 December 2013* £37,459