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## **LIST OF CORE DUTIES TO BE CHARGED AS PART OF THE MANAGEMENT FEE**

### **Accounts and service charge**

- Opening and administering bank accounts.
- Preparing and distributing service charge estimates.
- Collecting service charges.
- Account for service charges.
- Administration of Court payroll.
- Providing information to auditors for the production of annual accounts.
- Collecting routine service charge arrears but not action requiring legal work or LVT's.

### **Administration**

- Providing management information to residents.
- Keeping records of owners.
- Administering buildings and other insurance.
- Providing professional indemnity insurance.
- All employment costs of management staff.

### **Technical**

- Entering into and managing maintenance contracts.
- Inspecting communal areas to check condition and deal with any necessary repairs other than those of a major nature.
- Preparing specifications and contracts for minor works and services such as cleaning, gardening and window cleaning.
- Periodic health and safety checks and fire risk assessments but not specific checks and tests.
- Consultation on management matters and major works required in the Code.
- Preparing specifications, obtaining tenders and supervising major repairs.

- Advising Board on Health & Safety and Employment legislation.
- Dealing with requests for improvements or alterations by owners.

#### **Secretarial**

- Reporting to the Board.
- Attending regular Board meetings.
- Administration of AGM and other statutory requirements.
- Arranging two general meetings for all owners.
- Provision of secretarial services to owner management company.

### **LIST OF DUTIES THAT MAY BE CHARGED SEPARATE TO THE MANAGEMENT FEE**

- Recruitment and training and pension costs of scheme-based staff.
- Fees for specialist advice on assessment of major repairs and redecoration.
- Preparing replacement cost assessment for insurance purposes on buildings and landlord's contents.
- Employing with advisors of a specialist nature.
- Audit fees for scheme accounts.

#### **The following extra duties will normally be chargeable to individual owners:**

- Giving court evidence on recovery of unpaid service charges or ground rents or non-compliance with leases.
- Preparing schedules of dilapidation or condition in respect of individual dwellings.
- Providing copy documents including insurance policies, copies of invoices and receipts.
- Advising and providing information on the assignment of leases, subletting and providing any necessary consents in relation to the assignment and subletting.