

Your guide to:

Resident Management Company

01

Resident Management Company

Gateway Property Management is proud to have been appointed the managing agent for your development. We will be managing the property in accordance with the lease terms, freehold transfers and in conjunction with the directions of the Residential Management Company Directors.

To assist a better understanding of the process and what this entails, summarised below is some key information on structure and responsibilities. It should be noted that the summaries are not comprehensive and are for guidance only.

1. What is the Residents Management Company (RMC)?

A Residents' Management Company is a formal legal entity registered at Companies House, and has all the rights and obligations of any other UK incorporated company. The purpose of the company is to look after the common areas of the development.

2. What does the Residents Management Company do?

Resident Management Companies typically manage common parts of a development. The individual property owners will fund these costs by making periodic contributions into a pooled fund by way of a service charge paid on account. These funds are collected and administered by Gateway, the appointed managing agent, and held in a client account on behalf of the Management Company.



3. Who controls the Management Company?

Managing the company is the responsibility of its officers. The officers are the company's Directors and the Company Secretary.

Throughout the construction and marketing period, the developers have retained control of the Management Company. It is common for the developer to appoint the first directors who generally, will be their employees, associates or solicitor to fulfil these roles.

Once the developer has finalised their sales, it is common for the first directors to then resign from the Management Company and new owner directors are appointed. From this period onwards the day to day management and responsibilities for the development lays in the hands of the property owners and the developer ceases any further involvement.

4. Who is the managing agent and what do they do?

Although sounding similar, it is important to understand that the Management Company and the managing agent are two completely separate entities.

The managing agent is a company which specialises in residential management. Where required the agent will administer the company's duties and help guide the directors of the Management Company through the framework of complex legislation, which the Management Company is required to adhere to when performing its duties and obligations. These duties and obligations are detailed within the development's leases, freehold transfers and the company's articles of association, which sets out the rules for running the company's internal affairs.

5. What are service charges?

Service charges are payments made by the home owner to the managing agent for all the services the Management Company provides. Usually the charges will also include the costs of management.

The managing agent will also undertake other essential functions on behalf of the Management Company. To name a few, these include maintaining information, putting necessary insurances in place, collecting service charges and providing maintenance services.

The service charge budget which is circulated annually lists all items included within your service charge.

6. What is the role of a Director?

As a director of a limited company, the law says a director must:

- try to make the company a success, using your skills, experience and judgment.
- follow the company's rules, shown in its articles of association.
- make decisions for the benefit of the company, not yourself.
- tell other shareholders if you might personally benefit from a transaction the company makes.
- keep company records and report changes to Companies House and HM Revenue and Customs (HMRC).
- make sure the company's accounts are a 'true and fair view' of the business' finances.

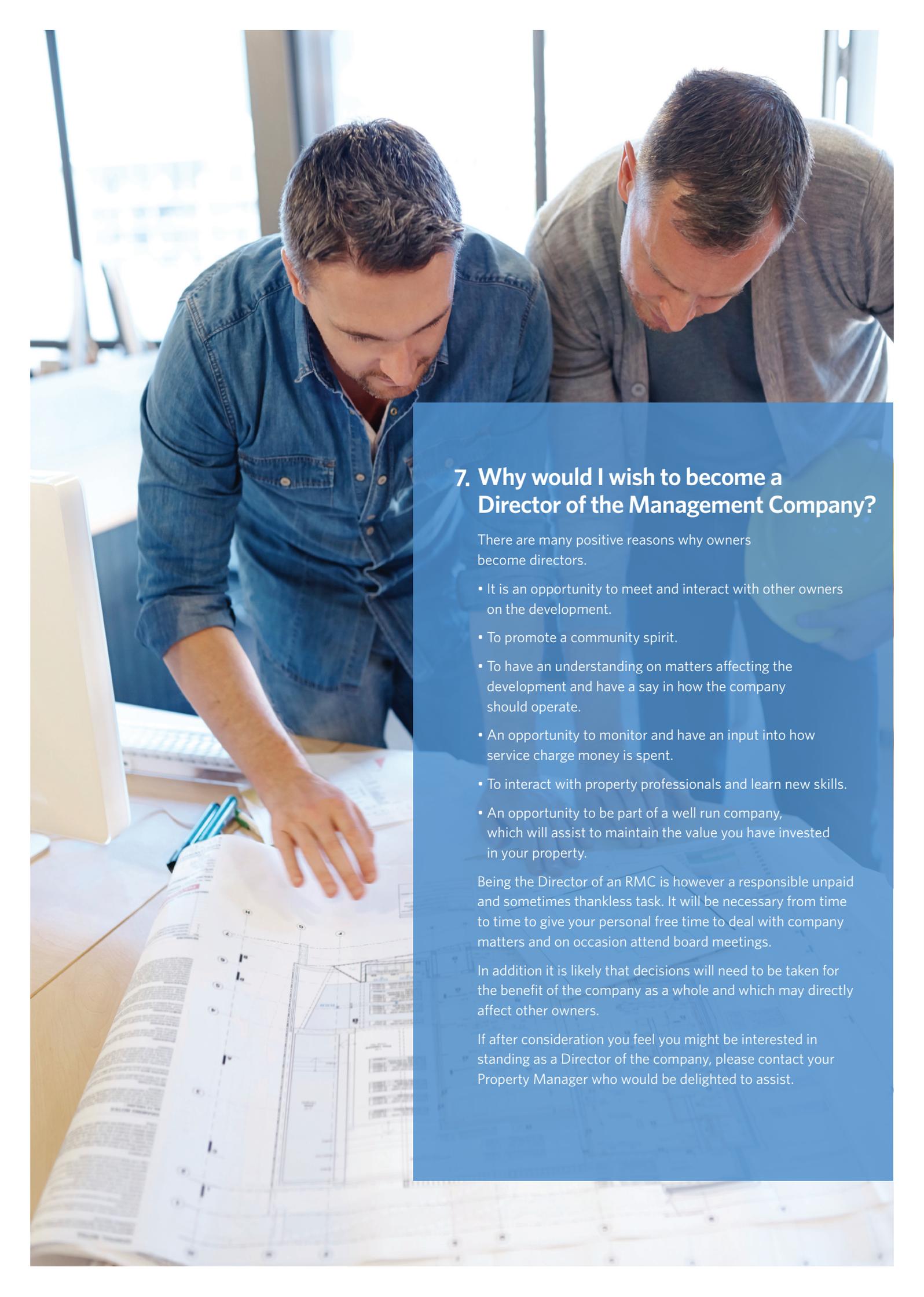
To comply with the above requirements, as a Director there are also specific annual duties that need to be undertaken, often in conjunction with the managing agent. These duties include but are not limited to:-

Resident Management Company

- Signing off the company's accounts.
 - Signing of statutory documents.
 - Approving the annual service charge budget.
 - Operating on a board of fellow owner directors and attending meetings of the Management Company.
 - Liaising with the managing agent in relation to items of expenditure and major works.
- Providing clear instructions to the managing agent for issues which may arise, and which affect the smooth running of the development.

When you are appointed as an officer, you therefore take on some very important obligations. If you do not comply with them, there could be serious consequences.





7. Why would I wish to become a Director of the Management Company?

There are many positive reasons why owners become directors.

- It is an opportunity to meet and interact with other owners on the development.
- To promote a community spirit.
- To have an understanding on matters affecting the development and have a say in how the company should operate.
- An opportunity to monitor and have an input into how service charge money is spent.
- To interact with property professionals and learn new skills.
- An opportunity to be part of a well run company, which will assist to maintain the value you have invested in your property.

Being the Director of an RMC is however a responsible unpaid and sometimes thankless task. It will be necessary from time to time to give your personal free time to deal with company matters and on occasion attend board meetings.

In addition it is likely that decisions will need to be taken for the benefit of the company as a whole and which may directly affect other owners.

If after consideration you feel you might be interested in standing as a Director of the company, please contact your Property Manager who would be delighted to assist.

BOORLGRN

Boorley Green, Southampton SO32
 Boorley Green (Southampton) Management Co Ltd
 Units: 1356 -966 Managed
 Year End: 31/12
 Demand: Annual

BUDGET	Provisions			APPORTIONMENT		2024	2024	2024	2024
		2024	Per Unit	Qube	Unit	Man Co	Estate	A3, A4 & A5	
						% revised	% revised	%	
Management Company Schedule									
Health & Safety		1,190.59	0.88	KINGSDR107	107 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Management Fees		108,675.44	80.14	KINGSDR109	109 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Account Management Fee		32,544.00	24.00	KINGSDR111	111 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Company Administration Charge		3,794.40	2.80	KINGSDR113	113 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Accountancy Fees		2,076.00	1.53	KINGSDR115	115 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Bank Charges		115.20	0.08	KINGSDR117	117 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Dormant Accounts		180.00	0.13	KINGSDR119	119 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Filing Fee		13.00	0.01	KINGSDR141	141 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Postage		9,763.20	7.20	KINGSDR143	143 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Directors & Officers Insurance		774.00	0.57	KINGSDR145	145 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Public Liability Insurance		2,437.08	1.80	KINGSDR147	147 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Site Inspections		671.62	0.50	KINGSDR149	149 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
professional Fees		360.00	0.27	KINGSDR151	151 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
				KINGSDR153	153 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
				KINGSDR155	155 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
TOTAL Man Co		162,594.53	119.91	KINGSDR157	157 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Estate									
Grounds Maintenance		64,222.93	89.45	KINGSDR159	159 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Tree Works		5,400.00	7.52	KINGSDR161	161 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Repairs and Renewals		2,000.00	2.79	KINGSDR163	163 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
Reserve		1,000.00	1.39	KINGSDR165	165 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
				KINGSDR167	167 Kingsman Drive Botley Hampshire SO32 2SB	Transition			221.06
TOTAL Estate		72,622.93	101.15	MERION001	1 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
A3, A4 and A6									
Grounds Maintenance		20,640.00	83.23	MERION002	2 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
Repairs and Renewals		2,000.00	8.06	MERION003	3 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
Reserve		1,000.00	4.03	MERION004	4 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION005	5 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
Total A3, A4 and A6		23,640.00	95.32	MERION007	7 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION009	9 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION011	11 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION015	15 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION016	16 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION017	17 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION018	18 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION019	19 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION020	20 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION021	21 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION023	23 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION025	25 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION027	27 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION029	29 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION031	31 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION033	33 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION046	46 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION048	48 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION050	50 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION052	52 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION054	54 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION056	56 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION058	58 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION060	60 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION061	61 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION062	62 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION063	63 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION064	64 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION065	65 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION066	66 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION067	67 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION068	68 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION070	70 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION072	72 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION074	74 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION076	76 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION078	78 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION079	79 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION080	80 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION081	81 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION082	82 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION083	83 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION084	84 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION085	85 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION086	86 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION087	87 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION088	88 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION089	89 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION090	90 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION091	91 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION092	92 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION093	93 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION094	94 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION095	95 Merion Road Botley Hampshire SO32 2SQ	Transition			221.06
				MERION096	96 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION098	98 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION100	100 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION102	102 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION104	104 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION106	106 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
				MERION108	108 Merion Road Botley Hampshire SO32 2SR	Transition			221.06
GRAND TOTAL		258,857.46	316.38						