

HULL & CO – QUEENSWOOD GARDENS MANAGEMENT CONTRACT

Tasks covered by contract, included in annual payment

<i>Item</i>	<i>Description</i>	<i>Notes</i>
1	Proposing annual budget for approval by Queenswood Management Association Ltd board.	
2	Monitoring day-to-day financial performance including managing bank account, bank reconciliation, etc.	
3	Collecting service charges from lessees, including initiating legal action against major debtors.	
4	Inspection of common areas of Queenswood Gardens every two months.	
5	Administer work of third parties – e.g. gardener, cleaner, maintenance contractors – including agreeing terms, making payments, supervision of activities, etc.	
6	Administer contracts for goods & services and arrange payments where they are within agreed limits. (Payments above limits need the approval of the treasurer.)	Payment limit is £1,500 + VAT or £250 + VAT per flat.
7	Arrange buildings insurance to cover all Queenswood Gardens.	
8	Handle all insurance claims.	
9	Issuing statutory notices regarding major works, etc.	
10	Attending board meetings, AGM, ad hoc on-site meetings as agreed from time to time.	

Tasks not covered by contract, payable by Queenswood Management Association Ltd

<i>Item</i>	<i>Description</i>	<i>Notes</i>
1	Prepare specifications & tender documents for major projects.	Paid at rates agreed from time to time.
2	Managing major projects.	Charged as a percentage of cost of project.
3	Carrying out inspections, surveys, valuations for insurance purposes or as associated with major projects (repairs or replacements).	Paid at rates agreed from time to time.
4	Preparation and appearance at tribunals, etc, on behalf of Queenswood Management Association Ltd.	Paid at rates agreed from time to time.
5	Conducting an internal survey of an individual flat at request of Queenswood Management Association Ltd to determine the source of a problem.	If fixing problem is found to be responsibility of the lessee, then the lessee will be required to pay the fees.

Tasks not covered by contract, payable by lessees

<i>Item</i>	<i>Description</i>	<i>Notes</i>
1	Responding to pre-sales enquiries.	Fixed fee, chargeable to person making the enquiry.
2	Conducting an internal survey of an individual flat at request of lessee to determine the source of a problem.	If fixing the problem is found to be the responsibility of Queenswood Management Association Ltd, then the company will pay the fees.