



Landmark Place

Budget for the year

1st July 2007 to 30th June 2008



Important Notes on Budgets

This budget has been prepared diligently and in good faith, however, it is important to understand the inherent uncertainties associated in producing a service charge for a new development.

The budget will be based on the information provided to Mainstay at the time of the preparation of the figures and cannot take into account any later variation in plans or services to be provided and will also be subjected to inflationary effects whilst the development is being built.

Additionally, pricing the cost of services from plans is inherently difficult and relies heavily on making a number of assumptions and relying on internal comparable costs and these might not be borne out in reality.

Service charge costs can, therefore, especially in the early years of a development, go up or down from that stated in this cost estimate and the liability for the payment of any increase in costs rests with the owners under the lease.

Landmark Place, Cardiff

Notes to accompany 2008 Budget need to update / remove

1. Site Staff

Following a review of current salaries and, taking into account annual pay rises, it has been possible to reduce the budget under this heading

2. Part Time Cleaner

Costs have been correctly apportioned between this level of service

3. Refuse Collections

Increased to reflect the cost of the additional refuse collections by Cardiff County Council

4. General Repairs

Provides for minor repairs and items of maintenance as required from time to time. The cost of such items tends to vary significantly from property to property, and is inherently difficult to predict. The budget has been based on Mainstay's experience of these costs at Landmark Place.

5. Landlords Electricity Supply

Increased to reflect actual expenditure. Following research carried out during the middle of last year, the Leaseholders Committee requested that we change suppliers to Npower. This was so as to obtain the best rate available at that time, and as far as possible, to reduce the impact of recent increases in the cost of electricity.

6. Door entry System Maintenance

Budget increased to include annual maintenance agreement for entrance doors, in addition to contract already in place for door entry system.

7. Buildings Insurance

Increase to reflect current premiums

8. Lift Maintenance

Current cost of fully comprehensive maintenance agreement is approximately £3k per lift. A small contingency has also been allowed for callouts not covered by the contract

9. Lift Emergency Telephone Lines

Costs are currently approximately £50 per quarter per lift

10. Management Fee

Increased in line with the Average earnings Index as per the management agreement

11. Water Charges

Increased to reflect bills received, and based on actual readings

Landmark Place, Cardiff

Sector 1 Service Charge - All Apartments

Service Charge Budget Estimate to 30th June 2008

	Budget to 30/06/2008 £	Budget to 30/06/2007 £	Variance £	Notes
Maintenance				
Site Staff	75,000	80,000	(5,000)	1
Holiday Relief Cover	10,000	10,000	0	
Part-Time Cleaner	11,000	11,000	0	2
Health and Safety/Risk Assessments	2,500	2,500	0	
Refuse - Collections	3,600	12,580	(8,980)	3
Cleaning Consumables	500	500	0	
Courtyard Landscape Maintenance	3,400	3,300	100	
General Repairs	14,500	14,500	0	4
Landlords Electricity Supply	40,000	40,000	0	5
Landlords Water Supply	450	450	0	
Door Entry System Maintenance	3,650	3,650	0	6
CCTV Maintenance	800	750	50	
Buildings Insurance	71,400	71,400	0	7
Carpet Cleaning	1,000	1,000	0	
Lift Maintenance	14,000	14,000	0	8
Lift Emergency Telephone Lines	800	800	0	9
Fire Alarm & Emergency Lighting Maintenance	5,100	4,850	250	
Smoke Vent Maintenance	3,100	1,800	1,300	
Dry Riser Maintenance	0	900	(900)	
Booster Pumps Maintenance	1,650	1,650	0	
Communal Window Cleaning	3,700	3,500	200	
Lift Insurance & Inspection	1,385	1,385	0	
Directors and Officers Liability Insurance	1,050	1,050	0	
	268,585	281,565	(12,980)	
Management & Administration				
Management Fee	45,970	40,400	5,570	10
Accountancy Fee	490	400	90	
Audit Fee	1,300	1,300	0	
Bank Charges	250	250	0	
	48,010	42,350	5,660	
Contribution to Reserves				
Cyclical Maintenance Reserve Fund	13,650	13,650	0	
Renewals Sinking Fund	23,525	23,525	0	
	37,175	37,175	0	
Total Cost	353,770	361,090	(7,320)	

Landmark Place, Cardiff

Sector 3 Service Charge - Car Park

Service Charge Budget Estimate to 30th June 2008

	Budget to 30/06/2008	Budget to 30/06/2007	Variance
	£	£	£
Maintenance			
Vehicle Entrance Gates	1,000	1,000	0
Car Park Cleaning	3,000	3,000	0
Landlords Water Supply	450	450	0
Petroleum Licence	0	0	0
Buildings Insurance	2,100	2,100	0
General Repairs	1,000	1,000	0
Maintenance of Sprinkler & Extractor System	1,300	1,300	0
Landlords Electricity Supply	5,000	5,000	0
	13,850	13,850	0
Contribution to Reserves			
Renewals Sinking Fund	1,500	1,500	0
	1,500	1,500	0
Total Cost	15,350	15,350	0

Landmark Place, Cardiff
Sector 4 Service Charge - Cold Water Costs
Service Charge Budget Estimate to 30th June 2008

	Budget to 30/06/2008 £	Budget to 30/06/2007 £	Variance £	Notes
Water Charges				
Domestic Cold Water Consumption Costs	80,000	80,000		11
	<u>80,000</u>	<u>80,000</u>	<u>0</u>	
Total Cost	<u>80,000</u>	<u>80,000</u>	<u>0</u>	