

Our Ref: G:Devel:Brentry:Management

26 April 2005

The Occupier

Important Information



**Countryside
Properties**

2 West Point Court
Great Park Road
Bradley Stoke
Bristol
BS32 4PY
Tel: 01454 202208
Fax: 01454 202209

Dear Occupier

Management of RVP Development

Please accept our apologies for the impersonal heading on this letter, but as you can appreciate this letter is being sent to all residents on the RVP development.

As you are aware, we are now nearing the end of works at our RVP Development, with this in mind we feel that it is an ideal opportunity to write to all residents confirming exactly who is responsible for managing their property, and to provide information of other relevant management charges payable that affect your properties.

We will below briefly explain some frequently used terminology and also provide answers to a number of questions that often arise in respect of the Management of different elements within the RVP development.

1. Leasehold and Freehold Properties

Leasehold:

The occupiers of all leasehold properties, ie the apartments, have to pay three charges. Ground rent is payable to the company owning the freehold of the property and in basic terms is a rent for the land on which your apartment sits. Service charge is payable to the managing agents appointed by the freeholder. This charge covers items such as the maintenance of the main structure of the apartment block and the communal areas and the premium for buildings insurance. Leaseholders are also required to pay the Development Estate Charge via their Landlord, as explained below.

All Countryside Apartments will pay Ground Rent to Leasehold Property Management, who is a subsidiary company of Grays Inn Estates. David Wilson apartments are owned by Peverell and therefore all David Wilson leaseholders will pay their rent direct to Peverell.

Freehold:

The owners of freehold properties do not pay ground rent or service charge. Maintenance of a freehold property is the responsibility of the individual owner. These occupiers are however required to pay the Development Estate Service Charge.



2. Development Estate Charge

What is this charge?

You will all be aware from the time you purchased your properties that all properties on the development are subject to the Development Estate Service Charge (or Variable Service Charge as it is otherwise known).

The Estate Development charge covers items which relate to the development as a whole. This includes the maintenance of any incidental open spaces, which fall within the estate, the maintenance of service strips which supply services to all properties and general housekeeping of the estate.

Groewood Property Management will be responsible for this charge with effect from 1 June 2005, and will be invoicing all occupiers in the near future.

Who is responsible for paying this charge?

Your legal documents, ie Transfers or Leases make reference to this charge being applicable to all 'freehold' properties. This is somewhat confusing as this charge is payable by ALL properties either directly or indirectly.

The owners of Freehold properties, ie: houses are responsible for the charge direct; however the owners of apartments are responsible for it indirectly. The owners of the freeholds of the apartment blocks are responsible for this charge and can recover the charge through their leaseholders, ie: apartment owners.

This means that for leaseholders, your Landlord will pay this charge direct to Groewood and then they will recover it from you.

All Countryside apartment blocks are owned/ soon to be owned by Grays Inn Estates, so they will collect this charge from you, probably through your service charge. The freehold of the David Wilson Homes Apartments, 'The Regents' is owned by Peverel and they will also pay the charge up front and then recover it from the individual apartment owners.

Who is responsible for collecting this charge?

Bristol Property Management were responsible for the collection of this charge, however their appointment was terminated as at 31 December 2004.

This charge has been incorrectly collected in the past as only freehold properties have been requested to contribute. This of course does need resolving and now that the development is coming to an end, it is an opportune time for us to ensure that the matter is resolved and the charge collected in line with your legal documents.

Monies have been collected from various residents over the last few years, but not from all those responsible. Countryside will not be collecting funds due from those who have not paid into the charge in the past, but instead will essentially 'wipe the slate clean' and credit those properties who have paid and then will commence the collection of the charge from 1 June 2005. Unfortunately, we will not be in position to physically refund any monies previously collected, but for those which have paid sums for this charge, you will be issued with a credit on your account with Groewood.



To clarify, we have recently appointed Grovewood Property Management to take on the management of this Development Estate Service Charge. Grovewood will therefore be issuing invoices to you for this charge from 1 June 2005. The payment will be an annual payment so will run from 1 June 2005 to 31 May 2006. It will be payable in one instalment.

How is the payment calculated?

Your transfer or lease contains provisions for the calculation of this charge and how the payment per property is calculated. This is as follows:

The annual due proportion of the Estate Variable Rentcharge calculated on the basis of 1/X where X is the total number of freehold residential properties constructed on the Estate and then adjusted proportionate to the number of bedrooms within the Property

This means that the total budget proposed by Grovewood (attached) for 2005/ 2006 has been split down per bedroom and then this figure multiplied by the number of bedrooms in each of your properties. The sum due is calculated on a 'per bedroom basis', so a different charge is applied to 1 bed properties through to 5 bed properties. The annual sums payable for each property responsible for this charge are as follows;

No. of Bedrooms in Property	Annual Charge
1	£23.15
2	£46.31
3	£69.46
4	£92.62
5	£115.77

If you have previously paid this charge, you need to be aware that the budget now proposed by Grovewood has been based upon that previously estimated by BPM but has been updated to reflect the number of properties now included. The Management fee included in the budget has increased significantly, however this reflects the amount of administration which is involved in the collection of this fee. You will appreciate that a significant amount of manpower is required for a small fee to be collected from a large number of residents.

3. Other Service Charges

Apartment Service Charge

All residents who live in apartments are required to contribute towards the upkeep of the Block and communal areas, including gardens. All Countryside apartments (except Repton Hall) are managed by BPM and they are responsible for ensuring that the blocks are insured, cleaned and fully managed in an effective manner. Repton Hall is managed by Grovewood Property Management. David Wilson apartments, The Regents are managed by Peverel.

Brentry Estate Service Charge

Residents who live in Phase Two of the development i.e. Repton Hall, Tennyson and Gainsborough Mews and Ruskin Cottage are also subject to the Brentry Estate Charge.



4. Other Development Information

We enclose a plan of the development, which provides detail of the roads to be eventually adopted by Bristol City Council. The roads shaded grey denote those roads which are the subject of a legal agreement between Countryside/ David Wilson and Bristol City Council. Once all work is completed, inspected and approved by the Council, the maintenance of these areas will become their responsibility.

Those roads hatched denote private access ways. Any residents living off these roads will already be aware, under the terms of their legal transfers that they are responsible for the upkeep of these areas, along with their neighbours. Residents which share their access ways with apartment blocks are required to contribute to the Management Company for the maintenance of these areas, under the terms of their legal transfers.

We also enclose a table which provides details of all properties within their relevant phases, and shows the Management Companies and Freeholders for each phase of the Development. A second table is also enclosed which provides contact details for all companies involved in the management of the RVP development.

We hope that this information clarifies matters regarding the management of the development, however if you do have any queries, please do not hesitate to contact us.

Yours sincerely

Siân Byrne
Development Manager

Encs.

CC	Bernard Land	Groewood Property Management
	Debbie Gent/Alan Bickle	Countryside Legal Department
	Darren Pither	Grays Inn Estates
	Bev Griffiths	Clarke Willmott
	Martin Wickham	B.P.M.
	Rob Jones	Peeverell O.M.
	Bryan Enticott	David Wilson Homes
	Sales Consultants	RVP Sales
	Michael Litster	Development Manager