

Mr Mark S McGovern & Ms Elodie RM Bellivier
18 Columba Gardens
WOKINGHAM
RG40 1GB

20th May 2015



RE: 18 Columba Gardens, WOKINGHAM

Our Ref: AR06/11740017

Dear Mr McGovern & Ms Bellivier

Trinity are here to take care of your development so you can take care of your home. We have been instructed by the developer as managing agent for Foundry Court on 29 May 2015 and we are writing to you to introduce ourselves. Trinity (Estates) Property Management Ltd is a private national management company formed to provide the highest levels of service to residential properties.

The enclosed Welcome Pack provides information on the services that may be required to manage your development, the role of the managing agent and answers to common questions. You may find the information it contains particularly helpful if you have not previously lived on a managed development.

Once handed into our care from the developer, Trinity are responsible for providing services to the communal areas of the development. The services we cover and the proportion you pay for are as detailed in your lease or transfer. If you do not have a copy of this we would recommend contacting your solicitor to obtain one.

We have a handover process from the developer and only when we are happy that issues in the communal areas are dealt with, or the developer has confirmed the issue will be addressed in the near future, is your area of the development taken on by the local Estate Manager who will carry out regular inspections.

We will write to you again in the near future with:-

- details of the services specific to your home / development
- Service Charge information
- the various ways you can pay
- your access details for our Residents Portal

In the meantime we want to ensure we communicate with you in a way that works for you so please take the time to complete and return the enclosed Property Details Form to ensure our records are up to date. If you are renting the property please forward this letter onto your landlord.

If you have any queries regarding the handover process or about any issues you have in the communal areas please contact the New Schemes Team on 0845 345 1584 / info@trinityestates.com

Yours faithfully



Amy Williams
New Schemes Manager

27 May 2015 ←

Mr Mark S McGovern & Ms Elodie RM Bellivier
 18 Columba Gardens
 WOKINGHAM
 RG40 1GB

Our Ref: EM /11740017/

Dear Mr McGovern & Ms Bellivier

18 Columba Gardens, WOKINGHAM

As you know Trinity Estates have been appointed by the developer of your property to manage the communal areas of Buttercup Closes/Foundry Court/Columba Gardens. I hope you have had a chance to look at the Welcome Pack we sent which gives general information on how the provision of services and payment will work. This letter is all about the services at Buttercup Closes/Foundry Court/Columba Gardens and the payment options open to you.

Included within this pack are the following:-

- Service Charge Information, including a copy of:-
 - **Service Charge budget** for the financial period. This has been carefully calculated as an estimate of the cost of provision of services based on the information provided to us by the developer and on our experience of managing similar developments.
 - **Service Charge Matrix** showing the percentage your property pays towards the various expenditure headings.
 - N.B. this will depend on the terms of your transfer.
 - **Service Charge payment request** is enclosed for your attention. In order to ensure there are sufficient funds at all times for services required to maintain the development. Service Charge is payable in advance, as detailed in your transfer.
 - **Statement of your account** (where applicable) to show the current balance. If you have made a Service Charge payment to the developer on completion of your purchase this will be reflected in the enclosed Statement.
 - **Conveyance Plan** – Managed Areas highlighted in blue
- **Payment Information** including a Direct Debit mandate.
- **Residents' Portal Information** which enables residents to access their account details online – further details are enclosed.

24 August 2018



Mr Mark S McGovern & Ms Elodie RM Bellivier
18 Columba Gardens
WOKINGHAM
RG40 1GB

Our Ref: JM.11740017

Dear Mr McGovern & Ms Bellivier

Foundry Court (Wokingham) Management Limited

I wanted to take this opportunity to write to all residents of the Foundry Court development regarding the Residents Management Company (RMC), Foundry Court (Wokingham) Management Limited.

Following the transfer of land relating to the common managed areas to the RMC, residents are asked to come forward and take up voluntary Directorship of the RMC. If no resident owners come forward a representative of Trinity Estates will become the Director to avoid the company being struck off. They will continue in these positions until such time as owners are appointed Directors.

The idea of an RMC is to give owners of properties a greater control over the management of the development, including the setting of the service charge budget, financial expenditure and works to be carried out. Trinity Estates believe that a development is best served with property owners acting as Directors of the RMC. It is good practice to have at least two Directors and we would recommend at least one from each block/area of the development to ensure all residents are represented.

I have enclosed further information regarding the purpose of an RMC and the roles and responsibilities of an RMC Director to help residents make an informed decision. I have also enclosed the required form which must be completed to become a Director. I welcome applications from any owners of properties on (insert site name) to become Directors of the RMC. There is no limit to the number of Directors that can be appointed.

Please note that it is only the legally named owners of a property who can apply to be appointed, unfortunately tenants, family members or friends are not able to apply. If there are joint owners of a property only one of the owners may be appointed. Please also note you will not be able to take up Directorship if you are a non-discharged bankrupt or have a judgement pending against you.