



# Property Management Plan



APRIL 2024

John Walter Burke

Caltragh LRD

---

## Contents

<b>1</b>	<b>Overview .....</b>	<b>1</b>
<b>2</b>	<b>Development Description .....</b>	<b>1</b>
<b>3</b>	<b>Property Management Company .....</b>	<b>1</b>
<b>4</b>	<b>Management Company Services .....</b>	<b>1</b>

---

## **1 Overview**

The intention of this report is to set out the management strategy for the scheme post construction in order to demonstrate how once operational, the mechanics of the property management and public realm maintenance will work in practice and be maintained to the highest standards.

## **2 Development Description**

The proposed development site is located on the Newtownholmes Road at Caltragh, Co. Sligo. The proposed development consists of the construction of residential accommodation in the form of 118 no. units and a creche as set out above. There is a mix of 2, 3 & 4/5 bed houses and 1 & 2 bed apartments proposed for the site.

## **3 Property Management Company**

A management company will be set up for the development until such a time that the local authority takes the development in charge. The role of the management company within this developments includes the property management of the common areas of the apartment blocks, public road and footpath, public open space and amenity areas, site services excluding water and wastewater services. It will be the role of the management company to maintain the estate and common areas to a high standard as well as meeting the requirements of the different interested parties. The management company will take ownership over the development post construction phase. The development's common areas, public realm including the communal and public open space and shared areas of the development will be the legal responsibility of the Management Company.

## **4 Management Company Services**

The operational service charge budget will cover all aspects of the estate and common area management. A brief overview of the services that would be temporarily covered prior to taking in charge by the local authority are:

### **Management Costs**

This would cover direct management of the development within the boundaries. This includes on site staffing costs and any consultancy works that may be required.

---

## **Utilities**

Any costs incurred for water usage by the management company and electricity (public lighting).

## **Cleaning**

The cleaning of the external and internal common areas of the apartments will be covered under this section. It is vitally important that the common areas are kept as clean as possible, and any vandalism or graffiti is addressed as quickly as possible. A maintenance schedule will be put in place and will ensure common areas are checked and cleaned regularly. Any common furniture, sculptures and litter bins will form part of the cleaning and maintenance protocols which will be defined by the maintenance staff. Any common areas will form part of the cleaning and maintenance protocols.

## **Waste Management**

Bin stores will be regularly inspected to ensure the area is clean, secure and free from hazards. The residents will take all waste and recycling to this location for disposal. Facilities and guidance to residents will be provided to ensure high levels of recycling/brown bin recycling and to encourage a reduction of waste. Residents will be required to segregate waste within their own units. This will be closely monitored by the management team. Signage will be posted on or above the bins to show which wastes can be put in each receptacle. Residents will be informed by the management company where they are required to deposit their waste and fobs/keys for access will be provided to their dedicated storage areas. Collection's frequency and designated collection points to be communicated to residents upon move in. Please refer to the Operational Waste Management Plan for further details.

## **Open Spaces & Landscaping**

Based on the landscape plans, the communal areas will be of the forefront of management's maintenance priorities. An appropriate maintenance schedule will be devised and implemented with a focus on the planting scheme as envisaged by the landscape architects. A schedule of maintenance will be implemented for cleaning of hard surfaces and garden features throughout the landscaped areas and open spaces. The landscape maintenance schedule will include annual contracts that specify timing

---

of visits by external contractors and this service will be closely managed and tailored to suit the scheme specifics to ensure a high standard is upheld. A policy document will be developed around this process and issued to all residents of the overall estate.