

2.3.2 Sinking fund

A fund formed by periodically setting aside money for the replacement of a wasting asset (for example, major items of plant and equipment, such as external lighting systems plant associated with the provision of SuDs related equipment). It is usually intended that a sinking fund will be set up and collected over the whole life of the wasting asset.

2.3.3 Reserve fund

A fund formed to meet the anticipated future costs of maintenance and upkeep in order to avoid fluctuations, or an anticipated large, one-off increase in the amount of service charge payable each year (for example, regularly recurring items such as external cleaning and redecorations).

The allowance for the sinking fund and reserve fund within the service charge budget is determined by establishing the Asset Register (see Appendix B). The Asset Register identify those works which are necessary to maintain, repair, and enhance the premises over the 30 year life cycle period, as required by the Multi Unit Development Act 2011 and the costs required to achieve it. The Asset Register will form part of the report for the OMC.

2.3.4 Optimising Maintenance and Life Cycle

The design of the housing units by MOLA Architecture and its facilities in Tandy's Lane Village Phase 2, Adamstown, incorporates various measures to maximise the useful life of assets, plant and equipment focusing on the living experience for all residents. Operational management of the various facilities will include monitoring of performance and continuous re-assessment to ensure that each assets life cycle is maximized.

Monitoring run times, energy consumption and reactive maintenance patterns will influence the life cycle strategy of the building. The Sinking Fund strategy is a living document that is subject to change through the experience of use trends within the estate and monitoring technological advances and adopting same when it is economically viable.

A sample format of the typical Asset Report is set out in Appendix B.

Please Note: the sample Asset Report is based on an estimation of the types of assets that will ultimately be incorporated into the developed scheme. The final specification and estimate of the costs to maintain, repair, or replace, will only be determined after detailed design and the procurement construction of the development as concluded.

2.3.5 OMC Structure

As stated previously, an OMC needs to be established as the OMC for Tandy's Lane Village Phase 2 housing unit development. The company will be limited by guarantee with membership restricted to unit owners within the estate. Voting is on the basis of membership with each unit having a single vote. Directors will be elected by the unit owners at the first General Meeting of owners. No director will hold office for longer than three years without seeking re-election at a General Meeting of owners. The OMC will engage a firm of Chartered Accountants to Audit its accounts each year.

2.3.6 Service Charges

The company must establish a scheme for annual service charges to pay for the maintenance, insurance and repair of external common areas within its control and for the provision of common services to unit owners. The initial charge will be set in consultation with the developer prior to the sale of the first unit. Subsequent service charge budgets will be approved by a general meeting of the members.

The Service Charge Budget for the coming year will be prepared and distributed with explanations prior to a general meeting of owners convened to approve the budget. The budget is approved once it is not objected to by over 75% of members present and eligible to vote otherwise the existing charge must remain in place.

The Service Charge may not be used to pay for matters that are the responsibility of a developer or builder unless this is agreed in writing by 75% of the members of the company. This approval may only be given if 65% of the units are sold and can only come into effect 3 years after the transfer of ownership of the common areas to the owners' management company.

Unit owners are obliged to pay the service charge (including developers in the case of unsold units). The service charge must be calculated on a transparent and fair basis and expenditure must be properly recorded.

2.3.7 Service Charge Apportionment

The property management agent will review the development to determine the most equitable and transparent manner of apportionment of service charges. The apportionment will determine the contribution each unit owner makes to the OMC costs as detailed in the Service Charge Budget and which cost centres each unit will contribute towards.

The fair and equitable apportionment of service charges will assist in the perpetual collection of service charges and ensure that each unit owner contributes to those services that they enjoy or consume.

The apportionment methodology will also apply to the Building Investment Fund costs and annual contribution to the Sinking Fund.

2.3.8 OMC Annual General Meeting & Annual Report

The OMC will be established prior to the first unit being sold and will be required to hold Annual General Meetings before the development stage is completed. The OMC will convene the Annual General Meeting inviting all registered owners at that time.

The property management agent will prepare an Annual Report on behalf of the OMC in accordance with the MUD Act together with audited accounts and prepare a service charge budget for presentation to the owners for approval. The Annual Report will contain all details required under the MUD Act to include a summary of fire safety processes in place, insurance details and information regarding the level of sinking fund etc. The Annual Report and Proposed Budget will be distributed to unit owners not less than 10 days in advance of the meeting and notice will be issued with accounts 21 days in advance of the meeting.

2.3.9 Estate Rules

The property management agent will prepare Estate Rules prior to the sale of the first unit having regard for, the title documents and the physical nature of the development with a view to the quiet enjoyment of the estate by all unit owners. The Estate Rules will be distributed as part of the Owners Management Information Booklet both prior to sale to the purchasers solicitor and immediately after sale directly to the new owner. Estate Rules can be amended at General Meetings thereafter to reflect the views of the owners and the needs of the estate.

2.3.10 Owners Management Information Booklet

The property management agent will prepare an Owners Management Information Booklet that will contain details on the OMC, service charge budget, apportionment, Estate Rules and other useful information regarding the operation of the OMC and services provided.

2.3.11 Establishment of the Sinking fund

Within 3 years of the transfer of ownership to it, the owners' management company must establish a sinking fund for spending on refurbishment, improvement or maintenance of a non-recurring nature of the multi-unit development. Unit owners are obliged to make contributions to it (including developers in the case of unsold units). The Act provides that the amount is to be €200 annually or such other amount as the members agree.

Contributions to the sinking fund must be held in a separate account

3.0. Measures Considered to mitigate and Reduce On-Going Costs of the Development

3.1 Energy and Carbon Emissions

The following are an illustration of the energy measures that are planned for the units to assist in reducing costs for the occupants.

Measure	Description	Benefit
BER Certificates	<p>A Building Energy Rating (BER) certificate will be provided for each dwelling in the proposed development which will provide detail of the energy performance of the dwellings. A BER is calculated through energy use for space and hot water heating, ventilation, and lighting and occupancy. It is proposed to target an A2 rating for the dwelling in accordance with the requirements of Part L of the Building Regulations Nov,2019, this will equate to the following emissions.</p> <p>A2 – 25-50 kwh/m2/yr with CO2 emissions circa 10kg CO2/m2 year</p>	Higher BER ratings reduce energy consumption and running costs.
Fabric Energy Efficiency	<p>The U-values being investigated will be in line with the requirements set out by the current regulatory requirements of the Technical Guidance Documents Part L, "Conservation of Fuel and Energy Buildings other than Dwellings". Thermal bridging at junctions between construction elements will be minimised in accordance Paragraphs 1.2.4.2 and 1.2.4.3 within the Technical Guidance Documents Part L. Details will be in accordance with the ACD's or will be modeled for thermal bridging analysis. Precise U-values for the development, complying with the current Building Regulations have been established by MOLA Architecture and Waterman Moylan, Engineering Consultants as part of the Planning Submission</p>	Lower U-values and improved air tightness will help minimise heat losses through the building fabric, lower the energy consumption and minimise carbon emissions to the environment.
Energy Labelled White Goods	<p>The white goods package planned for the housing units will be of a very high standard and have a high energy efficiency rating. It is expected that the below appliance ratings will be provided:</p> <ul style="list-style-type: none"> • Oven- A plus • Fridge Freezer- A plus • Dishwasher- AAA • Washer/Dryer- B (Max) 	The provision of high rated appliances reduces the amount of electricity required by occupants.

3.3 Health and Well-Being

The table below outlines measures related to health and well-being that have been incorporated into the Tandy's Lane Village Phase 2 Adamstown to manage and reduce the long-term costs for residents and enhance the overall living experience.

Health can cover physical, mental, emotional and social health factors. Wellbeing is strongly linked to happiness and life satisfaction.

Item	Details	Benefits
Activity & Usability Areas	There are several activity areas provided in Tandy's Lane Village Phase 2 as per Phase 1 to include: <ul style="list-style-type: none"> ▪ Residents children's playground as part of the estate; ▪ Outdoor living and dining areas; ▪ Informal play, outdoor gym equipment and grass areas for small ball games. ▪ Seating areas of varying sizes for groups of people, around the planted spaces. ▪ Landscaped walks through the estate and connecting to adjacent lands 	The range of activity and usability areas incorporated into the internal and external common areas to Tandy's Lane Village development (Phase 1 & 2) promoting the health & well-being of residents.
Traffic & Transport Assessment (TTA)	The overall aim of the TTA for the proposed development is to minimise the proportion of single occupancy vehicle trips, including commuter-based trips, which have the greatest influence on traffic congestion, as well as leisure trips.	The TTA for Tandy's Lane Village Phase 2, will promote health, social and economic benefits of sustainable travel; including: <ul style="list-style-type: none"> • To improve the travel options for residents; • To increase awareness of the available sustainable travel modes; • To minimise the incentives for private car usage; • To manage car use.
Personal Health & Fitness	Active travel encouraged as part of the TTA enables people to enjoy health benefits as part of their daily routine. Choosing a sustainable travel mode can reduce the stress associated with commuting, bringing benefits to health, mood and job. Walking is of course free of charge and delivers additional health benefits and cycling can be undertaken at a very modest cost in comparison with car ownership.	The measures implemented within the Traffic & Transport Assessment will raise awareness and support residents of the overall, Tandy's Lane Village Phase 2 development to become more active and through this to be healthier, fitter and more productive by encouraging physical exercise as part of residents' day-to-day travel behaviour. There are also added financial benefits to using sustainable modes of transport as opposed to private car trips.

Environmental Benefits Climate change is one of the most significant challenges facing the world today. If unaddressed, it has the potential for far reaching economic and societal impacts both locally and internationally. Globally, transport is the fastest growing source of greenhouse gas emissions, particularly carbon dioxide.

Changes to reduce greenhouse gas emissions at a local level, like Tandy's Lane Village Phase 2, can combine to have a real impact on overall emissions to benefit the health of residents

Welcome Travel Pack	<p>The Welcome Travel Pack will include a variety of sustainable transport information, including:</p> <ul style="list-style-type: none"> • Information on the health benefits of walking and cycling; • Advice on ways to reduce the need to travel and details of club cars and shared bicycle schemes in the area • Details of the benefits of journey sharing, such as reduced congestion, better air quality, reduction in traffic noise and cost savings to the individuals taking part; and • Provide information on the financial and environmental costs associated with driving. 	<p>The implementation of the Welcome Travel Pack for the overall Tandy's Lane Village development will highlight many of the measures in the proposed development to encourage residents to travel sustainably</p>
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Walking The proposed development will have multiple access points to integrate into the local area, making use of the existing pedestrian links together with public transport opportunities. Several locations such as supermarkets, schools, cinemas, public transport stations and multiple shops and restaurants are easily accessible by good quality footways. It is expected that the surrounding network of pedestrian infrastructure is suitable to accommodate additional trips on-foot generated by the proposed development. The proximity of the overall Tandy's Lane Village (Phase 1 & 2) development to the local public amenity areas offers amenities to residents of the estate.

Walking is of course free of charge and is the most sustainable form of travel and improves the health of individuals.

Cycling	<p>The proposed development is well situated with regards to cycling facilities with cycle lanes, on and off-road routes and cycle parking racks located within the vicinity of the development.</p> <p>High quality and aesthetically pleasing secure bicycle racks, strategically placed, externally to encourage bicycle use within the development</p>	<p>Cycling can be undertaken at a very modest cost in comparison with car ownership. Secure visitor bicycle storage will encourage visitors to travel by bicycle.</p>
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Open Space

The open space will enjoy a good level of natural surveillance from the houses so that users of the open space will feel comfortable and safe.

By creating a strong relationship between the private and public space at Tandy's Lane Village development, residents will be encouraged to feel a strong sense of ownership over the public realm.

This will serve to reinforce the safety and security of the public realm by ensuring that anti-social behaviour will not go unchallenged.

3.4 Landscaping

Measure	Description	Benefit
Reference Section 2.2.8. of this report		
	Hard Landscaping	<ul style="list-style-type: none"> Requires minimum on-going maintenance.
	Soft Landscaping	<ul style="list-style-type: none"> Requires minimum on-going maintenance

3.5 Waste Management

The following measures illustrate the intentions for the management of Waste (where required)

Measure	Description	Benefit
Construction Waste Management Plan	A construction management and plan will be completed prior to commencement on site. The management plan will cover waste management, licensing etc.	The report will ensure that the construction phase will be managed to comply with best practice.
Operational Waste Management Plan	Operational waste has been reviewed by the appointed design team. All bin storage is on grade, with communal bin stores for the Multi-Unit buildings.	The report will ensure that the operational waste can be managed in an efficient and cost effective manner.
Storage of Non-Recyclable Waste and Recyclable Household Waste	Domestic waste management strategy: <ul style="list-style-type: none"> Grey, Brown, Green and glass bin distinction Competitive tender for waste management collection Weekly collection of all communal waste bins Well lit, clean, ventilated communal bin stores with guidance regarding recycling and waste area usage 	Encourages the proper segregation of waste, achieving economies of scale and educating residents on recycling and composting
Comping	Organic waste bins to be provided throughout.	Helps reduce potential waste charges.



3.6 Management

Consideration has been given to ensure the homeowners have a clear understanding of their property.

Measure	Description	Benefit
House User Guide	<p>Once a purchaser completes their sale, a homeowner file will be provided which will include:</p> <p>Homeowner manual – this will provide important information for the purchaser on details of their new property. It typically includes details of the property such as Meter Point Reference Number (MPRN) and Gas Point Reference Number (GPRN), Information in relation to connect with utilities and communication providers, Contact details for all relevant suppliers and User Instructions for appliances and devices in the property. The manual will also contain details in respect of the owner’s management company and service charge budget for the first year.</p> <p>A Residents Pack prepared by the OMC which will typically provide information on contact details for the Managing agent, emergency contact information, transport links, operational details, communal facilities and a clear set of rules and regulations.</p>	<p>Residents and owners are instructed from the outset as to the optimum function of their own property and the wider functions and facilities of the OMC to encourage the enjoyment of the estate and its features.</p>

3.7 Transport

Measure	Measure Description	Benefit
Access to Public Transport (Bus & DART Services)	A total of five Dublin Bus services & Go-Ahead, service Adamstown including two Nitelink services. Aircoach serves Dublin Airport and a frequent train service operates from Heuston Station to Adamstown within close proximity to the subject site.	The proximity, frequency and range of destinations served by these transport services enhance the accessibility levels of the proposed residential development in addition to providing a viable and practical sustainable alternative to journeys undertaken by private motor car.
Permeable Connections	Provision and subsequent maintenance of dedicated pedestrian and cycle infrastructure onsite, and their connectivity with adjoining third party lands and the off-site networks.	Ensure the long-term attractiveness of walking and cycling to a range of local education, retail and community facilities and services.
Bicycle Storage	The provision of high-quality secure bicycle parking facilities, for both short term and long-term parking requirements.	Accommodates the uptake of cycling and reducing the reliance on the private motor vehicle.
Motorcycle/ Scooter Parking	The possible implementation of secure, attractive, best practice motorcycle/scooter parking facilities for residents. This provision could generally be within the curtilage of the dwelling if required by the residents	Reduces the reliance on the private motor vehicle in parallel with reducing oil dependency

4.0. Appendices

Appendix A
(Sample Annual Service Charge Budget)

**Tandy's Lane Village Phase 2, Adamstown, Lucan
Co. Dublin - 352 No Dwelling Units - Common Area**

A.N. Other Property Management

**Annual Service Budget Estimate
For the year ending 31st December 2023**

	Net Budget 31/12/2023	Vat 31/12/2023	Gross Budget 31/12/2023	Per unit Gross Budget 31/12/2023
UTILITIES				
1 Electricity - Common Area	67,610	9,127	76,737	218
2 Telephone (Lift Emergency)	0	0	0	0
SOFT SERVICES				
3 Cleaning & Environmental incl Foul Drainage System	10,235	1,161	11,616	33
4 Security Emergency call outs(if required)	2,004	461	2,465	7
6 General Landscaping	20,890	4,805	25,695	73
7 Waste Management - General Litter picking	5,000	1,150	6,150	17
8 Pest Control	3,000	690	3,690	10
HARD SERVICES				
9 Building Maintenance	10,590	2,435	13,025	37
10 Mechanical & Electrical Maintenance	8,130	1,870	10,000	28
11 Drainage Systems incl equipment	11,000	1,485	12,485	35
12 Fire & Life Safety Systems - Hydrant clean etc	7,200	1,656	8,856	25
INSURANCES				
13 Insurances cost	85,185	0	85,185	242
MANAGEMENT COSTS				
14 Management Fees	12,500	2,875	15,375	44
15 Annual Audit Fees	7,500	1,725	9,225	26
16 Health, Safety & Environmental Audits	15,450	3,550	19,000	54
Grand Total Residential Dwellings (352 No Units)	266,294	32,990	299,504	849
17 Sinking Fund	74,400	0	74,400	200
Grand Total 352 Dwellings	340,694	32,990	373,904	1,049

Appendix B
(Sample Asset Register)

ASSET REGISTER Tandy's Lane Village Phase 2

Ref	Element	Life Expectancy	Yearly estimate of costs year 1 to year 30
1.00	Roof		
1.01	Pitched Roof, finishes along with with insulation – manufacturers guarantee	40	
1.02	Replacement parapet details	20	
1.03	Replace roof access hatches	25	
1.04	Specialist Roof Systems- Fall arrest	25	
2.00	Elevations		
2.01	Decorate rendered panels to apartments	18	
2.02	Minor repairs and preparation for decorations of rendered areas	18	
2.03	Replace exit/ entrance doors	25	
2.04	Replace Rainwater goods	25	
2.05	Recoat powder coated Finishes to balconies (if in managed areas)	20	
2.06	Periodic replacement and overhauling of external fixings	5	
2.07	Replace Balcony floor finishes (if part of management areas)	25	
2.08	Paint external rendered elevations	3	
3.00	Stair cores & lobbies		
3.01	Decorate Ceilings	7	
3.02	Decorate Walls	7	
3.03	Decorate Joinery	7	
3.04	Replace fire doors	25	
3.05	Replace carpets (stairwells & lobbies)	12	
3.06	Replace entrance mats	10	
3.07	Replace nosing's	12	
3.08	Replace ceramic floors tiles	20	
3.09	Fixed Furniture & Equipment- Provisional Sum	18	
4.00	M&E Services		
4.01	General- Internal re-lamping	7	
4.02	Replace Internal light fittings	18	

4.03	Replace External light fittings (lights at entrance lobbies)	18	
4.04	Replace smoke detector heads	18	
4.05	Replace manual break glass units	18	
4.06	Replace Fire alarm panel	18	

4.07	Replace lift car and controls	25	
4.08	Replace AOV's	25	
4.09	Replace security access control installation	15	
4.10	Sump pumps replacement	15	
4.11	External Mains Water connection	20	
4.12	Electrical Mains and Sub Mains distribution	20	
4.13	Emergency Lighting	20	
5.00	Exterior		
5.01	Entrance Gate - motor renewal	12	
5.02	Entrance Gate & pedestrian gate – redecoration	60	
5.03	External boundary treatments - Recoat powder coated Finishes to railings	60	
5.04	Replace cobble lock areas	18	
5.05	15-year cutback & thinning of trees. Overhaul landscaping	15	
5.06	Replace CCTV provision	12	
5.07	External Handrails and balustrade	18	
6.0	Management & Security Office (if provided)		
6.01	Decorate Ceilings	7	
6.02	Decorate Walls	7	
6.03	Decorate Joinery	7	
6.04	Replace fire doors	25	
6.05	Replace carpets and acoustic floor coverings	12	
6.06	Replace tiled floors and walls	15	
6.07	Changing rooms, washrooms and showers	15	
6.08	Fixed Furniture & Equipment- Provisional Sum	18	
6.09	Management Office Desks and Chairs	10	
6.10	Management Office IT	5	
6.11	Intruder Alarms	15	



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