



SERVICES

L-J PROPERTY MANAGEMENT LIMITED

Providing the following services to West Field Lane Estate

St Osyth, Clacton on Sea CO16 8GW

Including but not limited to the services set out below:

1. Estate Management & Maintenance

- Coordinating and maintaining regular cleaning schedules for shared spaces within the apartment complex, including entrances, corridors, and stairwells.
- Managing landscaping and grounds upkeep, ensuring value for money, with thorough reporting, thorough removal of debris and the cleanliness of communal facilities such as refuse storage areas, the bicycle store and the circular walk, its entrance gate, including the two benches.
- Supervising repairs, ongoing maintenance activities, and refurbishment of communal amenities, including lighting systems, gates, waste storage units, and parking areas.
- Administering service contracts for cleaning, horticulture, waste management, utility provision, and related services.
- Conducting routine estate inspections to ensure standards are consistently met.

2. Financial & Administration

- Preparing and managing service charge budgets.
 - Collecting service charges and ground rents, where applicable.
 - We are undertaking a comprehensive review of all Cornerstone accounts, including paid invoices, invoiced service charges, and bank statements, to accurately verify each resident's payment obligations and actual payments. Our objective is to ensure that the invoices issued in December 2025 are correct and reflect this thorough reconciliation. We have committed to this process as a cost-effective alternative to employing external auditors.
 - Managing financial records and preparing annual statements.
 - Providing guidance on reserve funds for long-term repairs, including communal building maintenance, car parks, parking areas and driveways, roofs, and roads.
 - Arranging insurance policies for apartment buildings and management of claims processing.
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Louise & James Property Management Ltd | Trading as: L-J Property Management

25 West Field Lane, St Osyth CO16 8GW

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Website: <https://www.l-jpropertymanagement.co.uk/>

- Arranging land and public liability insurance is in place for all the communal buildings, communal land, walls, fences, car ports, lamp posts and underground services, etc.

3. Compliance & Legal

- Ensuring adherence to health and safety regulations, including fire safety and electrical testing.
- Coordinating risk assessments and obtaining necessary certifications.
- Maintaining statutory records in accordance with legal requirements.
- Providing leaseholders and residents with guidance regarding their rights and obligations.
- Managing legal notices relating to the apartment building.

4. Resident & Developer Liaison

- Serving as the primary liaison for residents' enquiries and concerns.
- Coordinating and participating in meetings with residents and management companies.
- Communicating with leaseholders regarding their maintenance, repair updates, and financial information, as well as for freehold residents.
- You have our contact details, set out below: we are on site, we live here, you can contact us at anytime for any questions or emergency.

5. Long-Term Asset Management

- Planning major works (roofing, resurfacing of roads, repainting, etc.).
- Tendering contracts for cost efficiency and quality assurance.
- Advising on sustainability measures (energy efficiency, EV charging, waste reduction).

6. Working together with St Osyth Priory Estate (Management) Limited

- Collaborating with St Osyth Priory Estate (Management) Limited to enhance communication with residents by distributing newsletters and ensuring they are consistently well-informed moving forward.

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