

ADMINISTRATION

BUILDINGS INSURANCE

- ❑ **Will be arranged in advance of the expiry date of the current building insurance policy.**
- ❑ **Each year three competitive insurance premium quotes will be sought to maximise clients savings.**

EMPLOYERS LIABILITY

- ❑ **Will be included in a case a contractor such as a gardener suffers an injury.**

PROPERTY LIABILITY

- ❑ **Will be included in case part of the property breaks loose due to bad weather and causes an injury.**

CONTENTS INSURANCE

- ❑ **Will be included for the communal parts of the Estate.**

DIRECTORS & OFFICERS LIABILITY

- ❑ **Can be arranged, if agreed by the client.
The policy insures that Directors personal wealth and assets are not at risk if an individual decides to take legal action for any reason against the Board of Directors.**

MEETINGS

- ❑ **Meetings can be held during the evenings as well as Saturday mornings between 10am and 12 noon.**
- ❑ **The client can walk around the Estate during daylight hours and discuss matters in a relaxed and friendly manner.**

ANNUAL GENERAL MEETINGS

- ❑ **All lessees are notified of the meeting at least 21 days prior to the meeting being held.**
- ❑ **If possible AGM can be held on the premises in a marquee on Sunday Morning between 10 am and 12 noon. This will encourage more lessees to attend the AGM.**
- ❑ **Some clients may wish to turn the meeting into a social BBQ or drinks event which will encourage a community spirit.**

ATTENDANCE ON SITE

- ❑ **Elmslea Ltd will attend site and carry out site inspections on monthly basis.**
- ❑ **In addition to this a representative from Elmslea Ltd will attend site whenever necessary.**

OFFICIAL NEWS LETTER

- ❑ **An official quarterly or monthly newsletter can be circulated to all lessees so that all the tenants and lessees are informed of what is happening around their homes.**

SUPERVISION OF CONTRACTS/PLANT AND MACHINERY

- ❑ **Contracts for gardening, drainage, cleaning etc. will be reviewed frequently to ensure efficiency.**

EMPLOYMENT of CARETAKERS/PORTERS/GENERAL STAFF

- ❑ **Job specifications and descriptions will be drawn up at client's request.**
- ❑ **Recruitment will take place with the client's approval.**
- ❑ **Relief caretakers will be provided for long sickness periods and holiday cover.**