



LEVERN PROPERTY
SERVICES LTD

LEVERN PROPERTY SERVICES

February 2019

Internal Paintwork Contract

Changes to the service

- **Paintwork Contract**
- **New Business for LPS**
- **Management Fee Increase**
- **VAT Registration**
- **Gutter Cleaning**
- **Close Cleaning**

Levern Property Services are pleased to announce that J.S McColl have been successful in securing the tender for the internal paintwork contract scheduled to be delivered across the BHA/LPS common close stock.

A price breakdown for each address involved in the program will be issued to all factored owners. Each owner will be invited to vote on these proposed works being undertaken by J.S. McColl. The proposed works will be awarded on a majority vote basis for each individual block. All owners must pay the amount due prior to the works commencing. Levern Property Services will be happy to discuss payment plans and payment methods with owners who require time to pay.

Meetings will be held with owners in advance of any works commencing to confirm the selections of colours for their blocks. This is a 6 year contract, and some blocks will need to wait longer than others before the works are carried out. As always, we will aim to take into the account the views and opinions of all owners, however ultimately we must work on a majority basis. Further correspondence with more information regarding this contract will be issued in due course.

Levern Property Services

Specialist services for:

- Home owners
- Private landlords
- Voluntary organisations
- Commercial companies
- Housing support services for elderly care

New Business for LPS

Levern Property Services have re-opened their doors to taking on new property management clients. This has been received positively and we have secured the management of 2 new blocks of flats within the Barrhead area.



Management Fee Increase

Levern Property Services will increase their management fee from the 1st April 2019 by 3.4%. This is the first management fee increase since 2016. The management fee will subsequently increase for flat and commercial property owners from £135.36 per annum to £139.96 per annum and for house owners from £34.16 per annum to £35.32 per annum. It should be noted that these costs are exclusive of VAT. Going forward, management fee increases will be based on the CPI rating that is released every year in October. Confirmation of any future management fee increases will be shared with owners at the annual owners forums held in November.



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Gutter Cleaning



The annual gutter cleaning program has commenced . Owners should be aware that these works, along with roof anchor inspections will be getting carried out at their properties. We continue to work with Paterson Safety Anchors for gutter cleaning and roof repairs.

New invoice layout

As many will have noticed after the most recent invoice was issued, Lavern Property Services have designed a new layout for the invoices that are issued on a quarterly basis. The main reason for this was to provide clearer information and highlight the total amount owed by owners, and not the total amount of the single invoice issued. Owners should always be striving to clear the total amount owed that is stated on the front page of the invoice. If any owners have any queries regarding the layout or contents of the new invoice, please do not hesitate to contact the office using the contact details provided..

VAT Registration

As highlighted at the factoring forums in November/December last year, Lavern Property Services is to become a VAT registered company as of April 1st 2019. As a result, this will mean VAT of 20% will be applied to the management fee and all other services provided by Lavern Property Services. Contractors invoices are already subject to VAT so there will be no change to these charges.

Close Cleaning

Lavern Property Services are currently in the process of preparing to re-tender for the close cleaning contract. Cameron Cleaning Services were awarded a 2 year contract in 2017, and the time has come to re-tender this again. As always, the procurement process will be followed in which contractors will be invited via Public Contract Scotland to submit a tender for the contract. Once this has been awarded, all owners will be notified of this and their new charges for the close cleaning service. Cameron Cleaning Services will continue cleaning the common closes until 31st March 2018, by which point Lavern Property Services aim to have a new contractor in place

