



ARMSTRONG FENTON

ASSOCIATES

PROJECT:

Proposed Large-scale Residential Development (LRD) in the townlands of Bohernabreena, Oldcourt & Killinenny, Dublin 24.

APPLICANT:

Capami Ltd.

REPORT:

Property Management Strategy

DATE:

September 2024.

**Planning &
Development
Consultants**



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1.0. Introduction

1.1. This Property Management Strategy Report describes the processes and practices to be implemented for the effective management of the proposed Large-scale Residential Development (hereafter “LRD”) in at Bohernabreena / Oldcourt, Dublin 24.

1.2. Post construction, it is envisaged that for the management and maintenance of the proposed apartments and duplex units that an Owners Management Company (hereafter “OMC”) will be established, which will enter into a contract directly with a Property Management Company for the ongoing management of the completed apartments and duplex units. As with any residential scheme, the main challenge for the developer will be to maintain a secure, peaceful and attractive environment on a 24/7 basis while each resident in the development goes about their own business.

1.3. 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.

2.0. Development Description

2.1. The LRD being put forward for permission, and as described in the public notices, is as follows:

Capami Ltd. wishes to apply for a seven year planning permission for a Large-Scale Residential Development (LRD) on a site measuring c.20.4Ha, located in the townlands of Bohernabreena, Oldcourt, and Killinenny, Dublin 24. The development site is located to the east of Bohernabreena Road, north and east of Bohernabreena cemetery, south and south-east of St. Anne’s GAA club, south and south-west of the Dodderbrook residential estate, west of the Ballycullen Gate residential development (currently under construction) and west of Oldcourt Road (R113).

The proposed development consists of 523 no. residential units comprised of 255 no. 2, 3 & 4 bed, 2 & 3 storey, detached, semi-detached and terraced houses, 206 no. 1, 2 & 3 bed duplex units in 20 no. 2 & 3 storey blocks, and 62 no. 1, 2 & 3 bed apartments in 7 no. 2-3 & 3-4 storey blocks (i.e. Blocks A, B2 & D, and 2 no. Blocks B1 & 2 no. Blocks C), along with a 2 storey childcare facility of c. 457sq.m.

Private amenity space for the residential units is provided in the form of rear gardens for houses and ground floor terraces / upper floor balconies for apartments and duplex units. The proposed development provides for a total of c. 7.3Ha of public open space, and c. 5,505sq.m of communal open space associated with proposed residential units.

Vehicular access to the development will be via 4 no. access points, as follows: (i) from the west of the site, via 2 no. accesses, located off Bohernabreena Road, (ii) from the north of the site, via 1 no. access at Dodderbrook Place, and (iii) from the east of the site, via Oldcourt Road (R113) and via adjoining residential development at Ballycullen Gate. The proposed development includes for pedestrian and cyclist connections and accesses throughout the proposed development and to adjoining lands to the north at Dodderbrook Avenue and to the north-west into St. Anne’s GAA club.

The proposed development includes the demolition of all existing structures on site, including 2 no. single storey dwellings and outbuildings/sheds (total demolition area: c. 4,152.06sq.m).

The proposed development provides for (i) all associated site development works above and below ground, including 2 no. underground foul sewerage pumping stations, (ii) public open spaces (c. 7.3Ha), (iii) communal open spaces (c. 5,505sq.m), (iv) hard and soft landscaping and boundary treatments, (v) surface car parking (746 no. car parking spaces, including EV parking), (vi) bicycle parking (1,268 no. bicycle parking spaces), (vii) bin & bicycle storage, (viii) public lighting, and (ix), plant / PV panels (M&E), utility services & 5 no. ESB sub-station/kiosks, all on an overall application site area of c.20.4Ha.

2.2. The residential element of the development consists of 523 no. dwellings, comprised of the following mix / typology:

- 255 no. 2, 3 & 4 bed, 2 & 3 storey, detached, semi-detached and terraced houses,
- 206 no. 1, 2 & 3 bed duplex units in 20 no. 2 & 3 storey blocks,
- 62 no. 1, 2 & 3 bed apartments in 7 no. 2-3 & 3-4 storey blocks (i.e. Blocks A, B2 & D, and 2 no. Blocks B1 & 2 no. Blocks C).

Table 1 below details a breakdown of the proposed residential mix:

Dwelling Type	1 bed	2 bed	3 bed	4 bed	Total	Percentage %
Houses	0	61	160	34	255	49%
Apartments	24	31	7	0	62	12%
Duplex	0	71	71	0	142	27%
Urban Duplex (E types)	27	5	32	0	64	12%
Total	51	168	270	34	523	100%
Percentage %	10%	32%	52%	6%	100%	-

Table 1: Proposed Residential Mix

2.3. The development also provides for 1 no. childcare facility, c.457m² in a standalone 2 storey dedicated facility located in Neighbourhood Zone 3.

2.4. Car parking is to be provided in the form of surface level parking only, with no basements proposed. 1,268 no. bicycle parking spaces are also proposed, dispersed throughout the site in a variety of parking arrangements, all of which are detailed on the submitted Davey+Smith drawing no. MP22. The proposed development also includes for all associated site development works above and below ground, bin & bicycle stores, plant (M&E), 5 no. sub-stations / kiosks, public lighting, landscaping, etc.

3.0. Development Management

3.1. Property Management Company Appointment

3.1.1. The OMC will engage a suitably qualified Property Management Company at an early stage of the development to ensure that all property management functions are dealt with for the development and to ensure that all costs associated with and pertaining to the common areas within the site and buildings are kept within the agreed budgets while also ensuring that the development is properly managed, with effective and appropriately resourced maintenance and operations regimes.

3.1.2. The Property Management Company will use best practice policies and procedures to oversee the management of the entire development. The operation of a highly visible management regime is one of the key objectives of the development and is in line with good estate management practices. The Estate Director will be responsible for the overall management of the development and their key responsibilities will be team management, health and safety, risk management, mobility management, implementation of estate policies and procedures, tenant management, security, cleaning and maintenance.

3.1.3. The following responsibilities will be undertaken by the Management Team once the development is completed:

- Development Management;
- Third part contractor procurement and management;
- Preparation of service charge budget for common areas on an annual basis;
- Responsible for annual operational charges as per the Multi Development Unit Act (MUD Act);
- Preparation of the Building Investment Fund;
- Management of staff;
- Insurance Management;
- Waste Management;
- Management Reporting;
- Accounts Services;
- Commercial Services;
- After hours services.

3.2. Service Charge & Sinking Fund

3.2.1 It will be necessary to construct a service charge matrix and each apartment / duplex unit will contribute to this based on their apportionment. Each apartment / duplex unit will be legally contracted to contribute to the service charge regime through selling arrangements established. Every element of the development has their own specific use and requirements, and these interests will be managed by a professional well-established property management company with a proven track record in schemes of a similar structure.

3.2.2 The Service Charge Budget will be compiled with in accordance with the Multi Unit Development (hereafter "MUD") Act and will typically cover the following items:

- Insurance;
- General Maintenance;
- Repairs;
- Waste Management;
- Cleaning;

- Landscaping;
- Concierge and Security Services;
- Legal Services;
- Accounts Preparation;
- Property Management Fees;
- Other Expenditures.

3.2.3 As per the outlined requirements in the MUD Act, the Service Charge Budget will also include the allowance of a Sinking Fund. This fund will allow for major maintenance and upgrade costs that may come in the future. This contribution will be agreed annually and reported in the Building Investment Fund report which is prepared by the management team.

4.0. Management of Resident Support Facilities

4.1. Management Team

4.1.1. The development will have a dedicated management team, which will focus on overall estate management, with an emphasis on security, surveillance of basement, pedestrian access, waste management and parcel deliveries. The team will play a significant role in assisting in the establishment of community, providing access to information for all residents in each apartment block. It is envisaged that the team will be able to deal with initial resident queries and direct as needed. They may also be responsible for achieving a sense of community within the scheme and organizing events in the residential amenity spaces.

4.2. Onsite Caretaker

4.2.1. There may also be a caretaker on site during the day time hours responsible for ad hoc duties, including checking entry points to the development, minor repairs and maintenance tasks. The caretaker will be fully supported by skilled third-party technicians who would be responsible for all equipment, electrical maintenance and life safety system maintenance. The caretaker will ensure prompt response time to all maintenance issues ensuring the development is maintained to an acceptable standard and monitor the emergency access and make it fully accessible should the permanent accesses be blocked.

4.3. Out of Hours Repair Reporting

4.3.1. An emergency out of hours maintenance and repair reporting website and or phone line will be in operation for residents to contact in the event of a repair emergency.

5.0. Building Maintenance

5.1. It is proposed that the maintenance of the development will be managed by a suitably qualified Maintenance Manager who will ensure that all maintenance works are undertaken in accordance with servicing requirements. It will be the responsibility of the Property Management Company to ensure all maintenance works are undertaken when required and to the required standard.

6.0. Management of Communal Facilities

6.1. Postal Deliveries & Parcel Storage

6.1.1. Post boxes will be situated within the entrance lobby of each apartment block. Postal services will have access to these lobby areas only. Residents will be able to receive their post via individual lockable post boxes.

6.2 Landscaped Communal Open Space

6.2.1. There is ample communal and public open space provided near / adjacent to the apartment / duplex blocks, including children's play catered for. These features promote community interaction, enhancing wellbeing, socialising and development of relationships between neighbours. Given the proposed communal space provision, it will be essential for an appropriate maintenance schedule to be devised and implemented by the managing agents, with particular focus on the planting scheme as envisaged by the landscape architects, and the biodiversity management plan submitted by the project ecologist, being maintained and enhanced as the scheme develops. There will also be a schedule of maintenance in place for cleaning of hard surfaces, garden features etc. throughout the communal garden areas and open spaces.

6.3.2. The landscape maintenance schedule will include annual contracts that may specify weekly visits by the external contractors and this service will be closely managed and tailored to suit the scheme specifics to ensure a high standard is upheld.

6.4.3 The public open spaces are envisaged to be taken in charge by the Local Authority upon completion of the overall development..

7.0. Building Operational Management

7.1. Residential Waste Management – Refuse Disposal and Recycling

7.1.1. An 'Operational Waste Management Plan' (hereafter OWMP) has been prepared by AWN and is submitted as part of this LRD planning application – please refer to same in Appendix 13.2 of the submitted EIAR. The Property Management Company will coordinate the waste management requirements of the OWMP to ensure residents adopt the attitudes and strategies outlined in the plan. The management team will aid in the success of this and provide regular maintenance of the bin stores as outlined in the OWMP.

7.1.2 The submitted Davey+Smith Architects drawing no.s MP23 & MP24 identify the location and types of bin storage throughout the site as well as bin collection points respectively – please refer to same.

7.1.3 Facilities management will supply all residents and tenants with a document that shall clearly state the methods of source waste segregation, storage, reuse and recycling initiatives that shall apply within the development. Residents will be responsible for segregation and delivery of their own waste bags to the bin stores. The Property Manager will inspect the bin stores to ensure they are secure and free from hazards. It is expected that collections will take place on a twice weekly basis for each of the residential waste streams. This will be assessed as operations are up and running.

7.1.4 Waste Collection

There are numerous private contractors that provide waste collection services in the SDCC area. All waste contractors servicing the proposed development must hold a valid waste collection permit for the specific waste types collected. All waste collected must be transported to registered/permited/licensed facilities only.

All bins from the proposed development will be brought to the bin collection points by the waste contractor or facilities management prior to their respective collections. Bins will be returned to their respective WSAs immediately following collection. The enclosed Davey+Smith drawing no. MP24 identifies the locations of the staging areas, while Pinnacle Consulting Engineers have prepared the submitted tracking exercise for waste vehicles which are illustrated on the following drawings:

- P211102-PIN-XX-DR-D-130-S1 AUTOTRACK LAYOUT - REFUSE VEHICLE - SHEET 1 OF 4 P03
- P211102-PIN-XX-DR-D-131-S1 AUTOTRACK LAYOUT - REFUSE VEHICLE - SHEET 2 OF 4 P03
- P211102-PIN-XX-DR-D-132-S1 AUTOTRACK LAYOUT - REFUSE VEHICLE - SHEET 3 OF 4
- P03 P211102-PIN-XX-DR-D-133-S1 AUTOTRACK LAYOUT - REFUSE VEHICLE - SHEET 4 OF 4 P03

The bin collection points are such that they will not obstruct traffic or pedestrians (allowing a footway path of at least 1.8m, the space needed for two wheelchairs to pass each other) as is recommended in the Design Manual for Urban Roads and Streets (2019).

It is recommended that bin collection times/days are staggered to reduce the number of bins required to be emptied at once and the time the waste vehicle is onsite. This will be determined during the process of appointment of a waste contractor.

7.2. Mechanical & Electrical Systems Maintenance & Management

7.2.1. The Property Management Company will be responsible for maintenance and servicing of the Mechanical and Electrical (M&E) equipment which is fundamental to the running of the development. The Property Management Company will ensure that a maintenance contract is in place for each system with a suitable contractor and routine maintenance checks are carried out in accordance with manufacturer guidelines. The developer will provide commissioning certificates and warranty arrangement with the equipment manufacturer. A full asset register will be compiled in advance of building handover and servicing contracts will be in place prior to completion.

7.3. Fire, Health & Safety Strategy

7.3.1. The Management Company will instruct an independent and comprehensive Risk Assessment to be completed by an approved surveyor prior to occupation. The Property Management Company will effectively manage risk and to comply with statutory requirements to protect the health and safety of the occupants of the development. The Operator will complete a risk register upon receipt of the Fire Risk and General Risk Assessments.

7.3.2. Residents of the apartments and duplex units will receive a step by step guide of the evacuation procedures in the event of a fire, where necessary. Fire detection & alarm / life safety systems and equipment will be regularly serviced and maintained. Out of hours emergency escalation will be attended to by nominated security staff. These staff will be adequately trained to have knowledge and understanding of the emergency procedures on site.

7.4. Cleaning

7.4.1. The Property Management Company will be responsible for the management of services contractors for critical elements such as pest control, cleaning and exterior window cleaning for the common residential areas.

7.5. Vacant Apartment Management

7.5.1. Where an apartment is vacant, the Property Management Company will follow their internally agreed voids process. Prior to occupation, it is considered best practice to ensure the apartments are flush tested on a weekly basis to prevent bacteria build up within the pipework. This is responsibility of the Property Management Company.

7.6. Residential Fittings and Equipment Maintenance & Repair

7.6.1. All apartments will be fitted with a kitchen containing a hob, oven, microwave oven, fridge freezer, dishwasher, sink and cooker hood. All apartments will have a utility / store room containing a heat recovery unit and washing machine and dryer or a washer-dryer. The apartment will also have a number of sanitary fittings and wardrobes fitted. These fittings and equipment that fall within the apartments will be subject to maintenance and repair by the owners / residents.

8.0. Security

8.1. Access will be given to Residents by means of the access fobs or key codes to the individual blocks, as necessary. In addition, the development will be monitored by the Property Management Company to ensure that a high level of security is maintained which give the Residents a heightened sense of security and reduce potential costs associated with antisocial behaviour. Lighting of the site will also provide an added sense of security with the Management Team ensuring that all lights are maintained, and bulbs are changed when required.

9.0. Parking & Mobility Management

9.1. The development has provided for car parking spaces and bicycle parking spaces. Resident vehicular parking and a secure bike parking will be located at surface level.

9.2. A Travel Plan has been prepared and is submitted with the LRD planning application. This Travel Plan framework is proposed to ensure the sustainability travel patterns to/from the development. The Travel Plan Framework will actively manage the parking provision and further reduce car usage at the subject site by detailing objectives for the achievement of a sustainable travel culture for residents at the development, by listing measures to achieve these objectives and by committing to appoint a travel plan coordinator to oversee and monitor progress towards the improved modal splits predicted for the site five years after opening and in the longer term into the future.

9.3. Bicycle Storage Facilities

9.3.1. Incorporated within the design is the provision of secure internal bicycle parking facilities within the development, all of which are details on the submitted Davey+Smith drawing no. MP22 – please refer to same. Not only does this promote the use of bicycles and the health and wellbeing that comes with this use, but it also adds the security and peace of mind in knowing that it can be stored securely.



9.3.2. The Property Manager will be responsible for maintaining the bike storage areas. Individual users will be liable should they choose to store their bicycles in the cycle parking spaces provided. Clear signage will be displayed outlining owner's liability.

