Report on Mowbray Estate Management Company Limited

Author: Caroline Roughley Davis, Regional Manager, Pinnacle PM

Date: 30.04.2025

Page 2 Financial report

Pages 3-5 Example Service Charge Letter and demand – second half of 2024

Page 6-8 Example Service Charge Letter and demand – first half of 2025

MBE/001 - Financial report for the period 01.01.2024 to 31.12.2024
Mowbray Estate Management Company Limited

Income	**£**	[redacted]
On Account Service Charges - Estate Charge	£	
On Account Service Charges - Parking Charge	£	
Expenditure	**£**	
Estate expenditure		
Estate petty cash/sundries	£	
Amenity Areas Landscaping	£	
Accountancy Fee	£	
Company Secretarial Fee	£	
Client acc banking fees	£	
Managing Agent	£	
Confirmation statement	£	
Reserve fund	£	
Parking expenditure		
Managing Agent Fees	£	
Accountancy Fee	£	
Reserve Fund	£	
Debtors	**£**	
On Account Service Charges - Estate Charge	£	
On Account Service Charges - Parking Charge	£	
Receipts - Estate	£	
Receipts - Parking	£	
Number of plots completed		

«Name»
«Address1»
«Address2»
«Address3»
«Address4»
«Postcode»

Date
Property Reference: «Reference»

Dear «Dear»,

Mowbray Estate Management Company Limited - «To_unit_Desc»
Please find enclosed an application for payment for the period 1st July to 31st December 2024, as detailed in your legal transfer document.

You will have seen the progress made in completing the play area and associated landscaping within Hawksbourne, and on completion of the fencing to the adjoining construction area, the intention is this area will be open in the coming weeks. During the coming months, further areas will be completed and handed over to us to manage.

Whilst we do not want to over collect from our homeowners, we must ensure funds are available to carried out maintenance, insurance, required inspections and services for these areas.

For this reason, the attached application details a further 10% of the second half - year apportioned charge annual estate charge. This will mean 40% of your estimated annual Estate service charge will have been collected for the period to 31st December 2024.

In addition, the on-account contributions you have paid for the period to the year-end 31st December 2023, have been reconciled and are shown in the first set of year end service charge accounts attached.

Where your on-account payments total more than the reconciled expenditure for 2023, a credit has been placed to your account; details of such expenditure is shown within the service charge accounts. Therefore, your attached statement of account incorporates your second half-year demand for 2024 and the 2023 credit, which has been off set accordingly. The current balance due is detailed at the bottom of the statement of account.

We would like to draw all freehold house owners' attention to the matter of buildings and other additions being made within individual plots. Can we remind you that under the terms of the legal transfer, your signed TP1 Agreement, Clause D of the Covenants by the Transferee states that:

" 11. Not at any time:

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11.2 During the Sale Period to construct or maintain any additional buildings incidental to the single dwelling on the Property or any walls fences or other erections or alter or amend the exterior appearance of the building or remove alter or resite any existing fence or wall on the Property without the prior written approval of the Transferor and the Estate Manager (such approval not to be unreasonably withheld or delayed) to a sufficiently detailed drawing thereof and to pay the reasonable and proper fees of the Transferor and the Estate Manager and their respective Surveyor and Solicitors in connection therewith; 'Sales Period' means 'the period commencing on the date of this Transfer and expiring on the date 5 years following the sale of the final Unit'."

Please do contact us prior to planning and committing to any such works. Thank you.
If you have any queries regarding the above, your dedicated Property Manager is John Paine and he can be contacted via mowbray@pinnaclepm.co.uk or on 01403 786623.

We also enclose the following information:

1. Statement of account showing the actual balance due on your account. **This is the balance you need to pay. If the balance is a negative figure, this means your account is in credit and no payment is required at this time.**
2. Managed Parking Spaces application for payment for the period 1st July to 31st December 2024 **(if applicable)**
3. Service charge accounts for the period ended 31st December 2023

Payments in full should be made by 23rd August 2024 by one of the following payment methods: -

- Bank transfer to Pinnacle Property Mngmnt Ltd sort code 60-09-21 and a/c number 74737457.
- On our tenant portal or over the phone by debit card. Please call us on 01189 320 180 and speak to accounts.
- Cheque made payable to Pinnacle Property Management and sent to the address above.

Please ensure that your property reference (shown at the top of this letter) is quoted on all payments.

In order to keep postage costs for your development to a minimum, we will be sending all future correspondence by email where possible. Please can you provide us with an email address for all future correspondence on accounts@pinnaclepm.co.uk
If your address is different to the address on this correspondence, please email us on accounts@pinnaclepm.co.uk to confirm your up-to-date contact details.

We hope the above is self-explanatory but if you require any further information, please do contact us.

Yours sincerely,

Pinnacle Property Management
On behalf of Mowbray Estate Management Company Limited

Mowbray Estate Management Company Limited
C/o Pinnacle Property Management
Unit 2 Beech Court
Wokingham Road
Hurst
Berkshire
RG10 0RU

PINNACLE
PROPERTY MANAGEMENT
Tel: 0118 932 0180

Date: 1 Aug 2024

J Road
Horsham
West Sussex
RH12 1DT

Invoice No: 609229
Property Ref: MBE/RM01/012
VAT No:

Invoice

Re:

From	To	Description	Amount
1 Jan 2023	31 Dec 2023	End of year balancing charge	[redacted]
1 Jul 2024	31 Dec 2024	On Account Estate Charge	

Total Due: [redacted]

Interest will be charged on late payment as provided under the terms of your Lease or Transfer Document.
Please return the remittance Advice below with full payment to the address shown.

Bank Details for BACS: Account Name: Pinnacle Property Mngmnt Ltd, Sort Code: 600921, Account No: 74737457
Please quote property reference on all payments

Remittance Advice

Please make cheques payable to: Pinnacle Property Management Ltd Client Account

Send to:
Unit 2
Beech Court
Wokingham Road
HURST
Berkshire
RG10 0RU

Property Ref:MBE/RM01/012
[redacted]

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«Name»
«Address1»
«Address2»
«Address3»
«Address4»
«Postcode»

Date
Property Reference: «Reference»

Dear «Dear»,

Mowbray Estate Management Company Limited - «To_unit_Desc»

Please find enclosed an application for payment for the period 1st January to 30th June 2025, as detailed in your legal transfer document.

As further handovers of estate open spaces will take place across 2025, we are requesting 25% of the current apportioned annual estate charge for the year. This is to ensure that we do not over collect from our homeowners however this will be reviewed carefully ahead of the second half year application for payment, which will be issued in the summer.

The apportioned amount you may have paid for the year ending 31st December 2024, will be reconciled and shown in the year end accounts prepared in and issued by the summer.

If you have any queries regarding the above, your dedicated Property Manager is John Paine and he can be contacted via mowbray@pinnaclepm.co.uk or on 01403 786623.

We also enclose the following information:

1. Estate Service Charge Budget and Notes of Explanation
2. Parking bay application for payment for the period 1st January to 30th June 2025 **(if applicable)**
3. Statement of account showing the actual balance due on your account. **This is the balance you need to pay. If the balance is a negative figure, this means your account is in credit and no payment is required at this time.**

Payments in full should be made by 20th February 2025 by one of the following payment methods: -

- Bank transfer to Pinnacle Property Mngmnt Ltd sort code 60-09-21 and a/c number 74737457.
- On our tenant portal or over the phone by debit card. Please call us on 01189 320 180 and speak to accounts.
- Cheque made payable to Pinnacle Property Management and sent to the address above.

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Please ensure that your property reference (shown at the top of this letter) is quoted on all payments.

In order to keep postage costs for your development to a minimum, we will be sending all future correspondence by email where possible. Please can you provide us with an email address for all future correspondence on accounts@pinnaclepm.co.uk

If your address is different to the address on this correspondence, please email us on accounts@pinnaclepm.co.uk to confirm your up-to-date contact details.

We hope the above is self-explanatory but if you require any further information, please do contact us.

Yours sincerely,
Pinnacle Property Management
On behalf of Mowbray Estate Management Company Limited

Mowbray Estate Management Company Limited
C/o Pinnacle Property Management
Unit 2 Beech Court
Wokingham Road
Hurst
Berkshire
RG10 0RU

PINNACLE
PROPERTY MANAGEMENT
Tel: 0118 932 0180

Date: 30 Jan 2025

Road
Horsham
West Sussex
RH12 1DT

Invoice No: 651522
Property Ref: MBE/RM01/012
VAT No:

Invoice

Re:

From	To	Description	Amount
1 Jan 2025	30 Jun 2025	On Account Estate Charge	[redacted]

Total Due: [redacted]

Interest will be charged on late payment as provided under the terms of your Lease or Transfer Document.
Please return the remittance Advice below with full payment to the address shown.

Bank Details for BACS: Account Name: Pinnacle Property Mngmnt Ltd, Sort Code: 600921, Account No: 74737457
Please quote property reference on all payments

Remittance Advice

Please make cheques payable to: Pinnacle Property Management Ltd Client Account

Send to:
Unit 2
Beech Court
Wokingham Road
HURST
Berkshire
RG10 0RU

Property Ref:MBE/RM01/012

Total Due: £ [redacted]

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