CLONGRIFFIN PHASE 2 LRD

Estate & Common Area Management Plan



CUSHMAN & WAKEFIELD

Clongriffin Phase 2 LRD

Estate & Common Area Management Plan

FOR MIXED USE DEVELOPMENT AT

CLONGRIFFIN, DUBLIN 13

SUBMISSION TO
Dublin City Council

ON BEHALF OF
Land Development Agency
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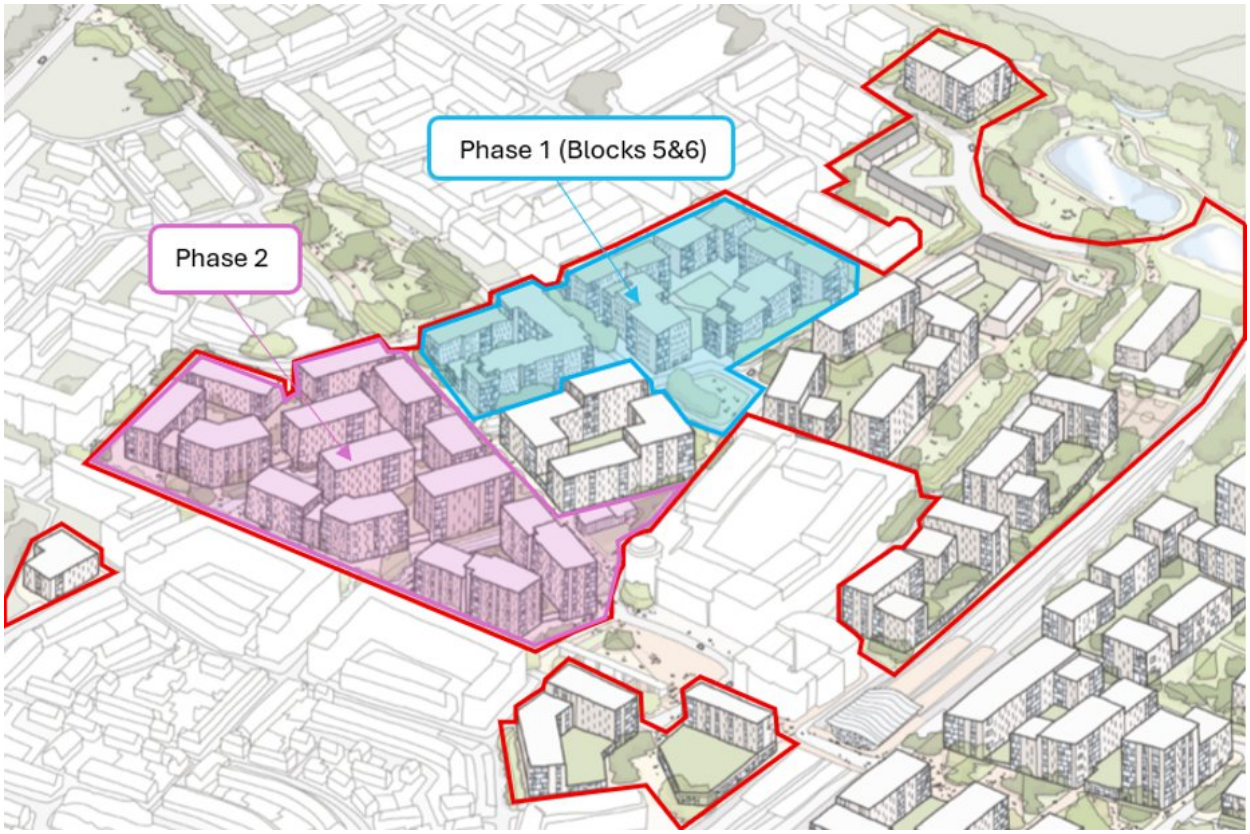
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1. Introduction

This report has been prepared on behalf of the Land Development Agency by Cushman & Wakefield with assistance from the wider design team.

The proposed development "Clongriffin Phase 2 LRD" will be a mixed-use scheme consisting of residential units, non-residential spaces, leisure facilities, creche and a medical centre. The proposal of phase 2 focuses on the consolidation of retail around Station Square and the reactivation of the town square in Clongriffin.



Clongriffin Masterplan Strategy

The development will consist of the construction of a residential development set out in 3 no. blocks (identified as Zone 7, 8 & 9), ranging in height from 5 to 10 storeys, to accommodate 711 no. apartments including café/restaurant/retail units, community/cultural spaces, a standalone creche building and the completion of the southern side of Market St.

The 3 no. residential buildings are arranged around podium courtyards accommodating communal amenity spaces for future residents. Zone 7 is a 5 to 7 storey block onto Main St, Friar's St, Park St and Market St containing 280 apartments. Zone 8 is a 6 to 8 storey block between Main St and Market Street containing 263 apartments. Zone 9 is a 6 to 10 storey block located on Main St, Station Square and Market Street containing 168 units.

Car and cycle parking for both residents and visitors is provided below podium and at surface level throughout the scheme. The proposed development includes all site landscaping works, open space, green roofs, lighting, servicing and utilities, signage, and associated and ancillary works, including site development works above and below ground.

The proposed development sits as part of a Masterplan for a wider Clongriffin landbank which includes the under-construction Block 5 & 6 to the north of Market Street.

This report demonstrates the measures which have been considered to effectively manage and reduce costs for the benefit of residents and the environment with an objective of improving the overall living experience for all residents while adopting best practice in co-operative living to reduce impact on the environment.

2. An Assessment of Long-Term Maintenance and Running Expenses

2.1 Property Management of the Common Areas of the Development

A professional licensed property service provider will be engaged from the outset to ensure that all property management functions are dealt with for the development and that the operational and maintenance costs of the common areas are kept within the approved Annual Service Charge Budget. An Owners Management Company will be established by the developers for the purposes of holding the reversionary interest and common area title of the development. The licensed property service provider will act as managing agent (MA) for the development. That agent will operate the service charge scheme to include the identification of services required for the estate to ensure the sustained and effective management of the estate and maintenance of all facilities in the development.

The MA will work with the Owners Management Company (OMC) to ensure that the OMC can operate effectively and advise on the transparent and equitable apportionment of charges to each unit. The MA will enter into a contract directly with the Owners Management Company for the ongoing management of the built development.

2.2 Responsibilities of the MA

- Advise on the fair and equitable apportionment of the Annual operational charges in line with the Multi-Unit Development Act 2011 and reflecting the different needs and services provided to different unit types.
- Engagement of independent legal representation on behalf of the OMC in keeping with the MUD Act – including completion of Developer OMC Agreement and transfer of common areas on a phased basis.
- Transfer of documentation required by Schedule 3 of the Multi-Unit Developments Act 2011.
- Identification of services required by the OMC for the benefit and enjoyment of individual properties and the estate by residents and owners
- Preparation of annual service charge budget for the development common areas.
- Estate Management.
- Third Party Contractors Procurement and management.
- Reporting to OMC in accordance with the MUD Act and to include reports to OMC directors and members
- Keeping proper books of account in accordance with the Companies Act 2014 and MUD Act 2011 and preparing a file for Audit by the OMC accountant at year end.
- Corporate Services to include convening of general meetings of members, establishing and maintaining the register of members of the OMC
- Insurance Procurement and Management to ensure that the OMC and its members interests are protected.
- After Hours Emergency Services.
- Staff Administration.
- Estate initiatives to facilitate the future needs of unit owners and adapt with technology that effect the living experience of owners and changes in the built environment

2.2.1 Common Areas are areas including:

- The external walls, foundations and roofs and internal load-bearing walls the entrance halls, landings, lifts, lift shafts, staircases and passages
- The access roads, footpaths, kerbs, paved, planted and landscaped areas, and boundary walls Architectural and water features as applicable.
- All ducts and conduits, other than those within and serving only one unit in the development
- Cisterns, tanks, sewers, drains, pipes, wires, central heating boilers, other than such items within and serving only one unit in the development
- Carparks
- Bicycle and Bins Stores
- Other areas that are from time to time provided for common use

2.2.2 OMC Services and Obligations

The OMC through the offices of their MA will provide services required to the estate and detailed in the title documents of all units. In addition to the prescribed services, the OMC is best positioned to provide additional services to improve the living experience for all residents on the estate. The appointed management agent will endeavour to introduce initiatives for approval by the OMC and its members designed to deliver a strategy of better living balanced with value for money.

The services identified for the proper maintenance and upkeep of the residential development at Clongriffin are;

- ### Insurance

All shared structures, land and property owned by the OMC and used by residents collectively must be insured against normal risks protecting shared and private property against all insurable risks.
The MA on behalf of the OMC will procure a comprehensive all risks property damage policy prior to the handover of the first unit reflecting the full reinstatement value of the development as completed. In addition to buildings insurance the OMC will require public and employers' liability insurance, directors and officers' liability insurance, engineering insurance for lifts and other mechanical installations and contents insurance for its fitness centre, management office and common areas.

- ### Life Safety Systems, Fire Prevention and Protection

The safety of residents is paramount. Each apartment building will be designed and built within strict regulatory requirements in respect of fire safety.
The OMC will then have a duty of care to each resident to ensure that the building is maintained in accordance with its fire safety certificate and fire strategy. This will involve quarterly maintenance and inspection of fire alarm, emergency lighting and ventilation systems, daily and weekly checks by onsite personnel to ensure faults and failures are identified and corrected and an ongoing understanding of the fire strategy to ensure that the integrity of the fire safety certificate is never compromised by minor alterations to the building.
Residents and owners will be advised to provide fire blankets and multi-purpose fire extinguishers to their apartments on an annual basis. Relevant signage and notices will assist compliance by residents in the operation of the buildings and evacuation plans will be provided as necessary.

- ### Energy Consumption and Management

As part of the sustainability strategy for Clongriffin Phase 2, Common area lighting and power consumption will be monitored on a regular basis to strike a balance between comfort and efficiency. All plant and equipment will be maintained in accordance with manufacturers guidance and guarantees to ensure that they are operated efficiently, and that the full life expectancy is delivered.

- ### Waste Management

The Management Company will also be managing the collection of waste for the site in accordance with the waste management plan.

The types of waste which will be generated at the site include:

- Cardboard and Paper
- Plastics (bottles and containers)
- Food Waste
- Glass (green, clear and brown)
- Metals (aluminium cans and tin cans)

Waste which will primarily be generated, is recycling and domestic waste from the occupants of the apartments. Waste will be collected from the site on a weekly basis with segregation between the commercial and residential waste streams.

The waste collections will be scheduled so they are completed off peak times and will not disrupt local traffic. The strategy for domestic waste will be based upon the Operational Waste Management Plan. The entire estate will use communal waste centres split to Residential and Commercial for all types of waste.

- ## Service Deliveries

Where possible, the service deliveries to the site will be scheduled to ensure that there is minimal disruption to the traffic flow and operation of the surrounding road network.
The Management Company will also be ensuring that service to the Development does not prejudice the safety of vulnerable road users.
Peak hour deliveries will be discouraged, and retail lease agreements will reflect the Management Companies regulations and schedules for deliveries.

- ## Public Realm & Open Space

All public open spaces, landscaped routes and town centre streets to be delivered in accordance with the Landscape Masterplan and retained for public access in perpetuity

- ## Public Spaces

All streets, routes, squares and landscaped spaces to remain publicly accessible at all times.

- ## Landscaping and environmental maintenance

The landscaping plan has been designed to provide both hard and soft landscaped areas throughout Clongriffin Phase 2. As part of the management strategy, particular attention will be taken to keep the landscaped areas clear and free from debris and waste and generally enhance the natural environment for all owners and residents use and leisure. Ecological conservation measures will be adapted as part of the overall landscaping and grounds maintenance strategy with a view to encouraging diversity of wildlife at Clongriffin.

2.3 Residential Car Parking Management/ Cycle Parking Management

- ## Residential Car Parking Management

All parking is managed by the **Management Company**. The authority of the management company to dictate the management of the car parking is embedded in the long lease agreements. The rules for car parking will be reflected in the leases and in the House Rules for the development which are enforceable under the Multi Unit Developments Act 2011 ('MUD Act'). The Land Development Agency will have a duty to ensure that the House Rules and terms of the long lease agreements are reflected in short term lease agreements with residential tenants.



Car Parking Management Plan

There is a total provision of 355 no. vehicular parking spaces (including accessibility parking spaces, electric vehicle parking spaces, accessible electric vehicle parking spaces, loading bays and set down area spaces) as seen below;

	Zone 7	Zone 8	Zone 9	Total
Podium Car Park Spaces	130	82	40	**252**
Surface Car Park Spaces	32	10	23	**65**
Visitor / Commercial Car Spaces	6	8	-	**14**
Motorbike Spaces	8	5	3	**16**
Loading Bays	4			**4**
Set Down Areas	4 (allocated to creche)			**4**
Total Parking	**179**	**105**	**66**	**355**

Accessible Spaces
The accessible spaces will be allocated to owners/residents on presentation of a valid disabled parking permit issued by the Disabled Drivers Association on behalf of the Department of Transport. Should the spaces not be required for disabled drivers, these can be licenced to residents/owners in accordance with the Management Companies allocation policy.

- ## Cycle Parking Management

There is a total provision of 1,605 bicycle spaces split into Residential and Visitor spaces across 10 bike stores onsite. as seen below;

	Zone 7 4 Bike Stores	Zone 8 4 Bike Stores	Zone 9 2 Bike Stores	Total 10 Bike Stores
Residential Bicycle Spaces	537	405	246 + 5 for the creche	**1,193**
Visitor Bicycle Spaces	152	114	146	**412**
Total	**689**	**519**	**397**	**1,605**

2.3.1 Security and Access Management

The Management Company will be responsible for the control of all access to the site. The parking will be managed as follows;

Undercroft
The Management Company will operate fob-controlled gated access to the undercroft parking.

- Fobs will only be issued to residents with valid car parking licences
- The Management Company can revoke access for misuse or any act that it is contravention of the long lease agreements, the House Rules or the Car Parking Licence Agreement.
- The Management Company can remotely deactivate fobs
- CCTV will be monitored to ensure compliance with the car parking regulations.
- Regular site inspections will be carried out by the Management Companies agents
- Enforcement.

Surface
The Management Company will manage the surface car parking by;

- Conducting regular inspections by the Management Companies agents.
- Enforcement (See Enforcement Measures Below)
- CCTV will be monitored to ensure compliance with the car parking regulations.

- ## Signage

Undercroft and external signage will be installed to communicate rules and liabilities. The signage will alert people to the regulations of the car parking including;

- General wayfinding signage to be agreed with DCC prior to occupation.
- The location of the allocated residential spaces.

- The location of the bicycle spaces.
- Which spaces are reserved for those with disabilities.
- The enforcement procedure for unauthorised parking.
- That parking is at the owners own risk.

Enforcement Measures

- **Signage**: Clear directional and regulatory signs will be displayed throughout the site.
- **Management:** The parking areas will be regularly patrolled, and any violation of the Car Park Management strategy will be escalated to the managing agents.
- **Clamping**: A clamping operator will be engaged on behalf of the Management Company. They will apply conduct regular patrols and apply clamps to vehicles in contravention of the parking rules. Clamps will be released on payment of a fine or verification of parking rights.
- **Monitoring**: Management Company retains the right to refuse entry or remove vehicles at its discretion.
- **CCTV** will be managed in the compliance with GDPR and by a provider regulated by the Private Security Regulator.

Sustainability Integration

A key objective for the Management Company will be to actively promote the use of sustainable transport options and to manage car parking in a way that supports the broader goals of reducing car dependency and encouraging low-carbon mobility. The development is equipped with 1,605 bicycle parking spaces, ensuring ample provision for active travel.

The EV-ready infrastructure further support shared mobility and the transition to electric vehicles. These facilities are seamlessly integrated with the site's pedestrian and cycle networks, enabling safe, convenient, and direct access to local amenities and public transport links. Through ongoing engagement, monitoring, and promotion, the Management Company will ensure that these sustainable transport features are fully utilised and embedded into the daily mobility patterns of residents and visitors.

2.4 Non-Residential

Community, Culture and Arts

There is a total of 1,328 sqm allocated for CCA (Community Culture and Arts) split across zone 7, 8 and 9. See breakdown below;

	CCA (sqm)
Zone 7	782
Zone 8	546



Community, Culture and Arts Spaces

- ### Retail/Café/Restaurant

There is a total 622 sqm spread across two units located in Zone 9 allocated for retail/café/restaurant amenities.

- ### Retail and Town Centre Use

Retail and commercial units to operate in accordance with approved layouts; restrictions on signage, shutters and external alterations.

- ### Maintenance

Maintenance of all plant and equipment in accordance with statute, best practice and manufacturers warranties and guidance is essential for optimizing the operation of the estate and delivering comfort to residents. Maintenance contracts will be entered into for all such facilities to include lift maintenance, closed circuit television systems, access control, communal ventilation etc. In addition to maintenance contracts relevant consultants will be engaged to advise on best practice for maintenance and occasional review of contractors performance.

2.4 Service Charge Scheme

The company must establish a scheme for annual service charges to pay for the maintenance, insurance and repair of common areas within its control and for the provision of common services to unit owners. The initial charge will be set in consultation with the developer prior to the sale of the first unit, subsequent service charge budgets will be approved by a general meeting of the members.

The preparation of a Service Charge Budget is a key function of the OMC and MA as it determines the services and service levels deliverable to the residents and OMC members for the coming year. The budget covers all items in connection to the maintenance, management, insurance, repair, upkeep, cleaning of common areas and equipment in accordance with the he Multi Unit Developments Act 2011 (“MUD” Act).

The Service Charge Budget will also detail different cost centres to reflect the enjoyment and consumption of services by different property types within the estate. This will enable the OMC to recover the costs from unit owners in an equitable and transparent manner.

The service charge budget will be prepared on a "normal year" basis ignoring warranties and guarantees available in the first year to establish a realistic service charge budget that should not vary greatly within the first three years of establishment. The budget will include a reasonable reserve fund, separate to the sinking fund, to provide for unforeseen expenditure and enable the OMC to equalise its costs year to year without fluctuating the contributions from unit owners.

The MA will review the development to determine the most equitable and transparent manner of apportionment of service charges. The apportionment will determine the contribution each unit owner makes to the OMC costs as detailed in the Service Charge Budget and which cost centres each unit will contribute towards.

A service charge budget should also include an allowance for a Sinking Fund and a Reserve Fund.

- ## Sinking fund

A fund formed by periodically setting aside money for the replacement of a wasting asset (for example, major items of plant and equipment, such as heating and air-conditioning plant, lifts, etc.). It is usually intended that a sinking fund will be set up and collected over the whole life of the wasting asset.

Within 3 years of the transfer of ownership to it, the owners' management company must establish a sinking fund for spending on refurbishment, improvement or maintenance of a non-recurring nature of the multi-unit development. Unit owners are obliged to make contributions to it (including developers in the case of unsold units).

Contributions to the sinking fund must be held in a separate account.

- ## Reserve fund

A fund formed to meet the anticipated future costs of maintenance and upkeep in order to avoid fluctuations, or an anticipated large, one-off increase in the amount of service charge payable each year (for example, regularly recurring items such as external cleaning and redecorations).
The allowance for the sinking fund and reserve fund within the service charge budget is determined by establishing the Asset Register. The Asset Register will identify those works which are necessary to maintain, repair, and enhance the premises over the 30-year life cycle period, as required by the Multi Unit Development Act 2011 and the costs required to achieve it. The Asset Register will form part of the initial report for the OMC.

- ## Optimising Maintenance and Life Cycle

The design of buildings and their facilities in Clongriffin Phase 2 incorporates various measures to maximise the useful life of assets, plant and equipment focusing on the living experience for all residents. Operational management of the various facilities will include monitoring of performance and continuous re-assessment to ensure that each assets life cycle is maximized. Monitoring run times, energy consumption and reactive maintenance patterns will influence the life cycle strategy of the building. The Sinking Fund strategy is a living document that is subject to change through the experience of use trends within the estate and monitoring technological advances and adopting same when it is economically viable.

- ## House Rules

The MA will prepare House Rules prior to the sale of the first unit having regard for the title documents and the physical nature of the development with a view to the quiet enjoyment of the estate by all unit owners. The House Rules will be distributed as part of the Owners Management Information Booklet.

- ## Owners Management Information Booklet

The MA will prepare an Owners Management Information Booklet that will contain details on the OMC, service charge budget, apportionment, House Rules and other useful information regarding the operation of the OMC and services provided.