

Stapolin Square Baldoye, Dublin

13

Property Management Strategy Report



Stapolin Square | Baldoyle, Dublin 13

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FOR MIXED USE DEVELOPMENT AT

Baldoyle, Dublin 13

SUBMISSION TO

Fingal County Council

ON BEHALF OF

Land Development Agency

July 2026

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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 “Stapolin Square” is an 19-hectare site was acquired by the Land Development Agency (LDA) with existing planning permission for approximately 2,000 new homes. In addition to housing, the development will deliver two crèches, commercial units, enhanced transport facilities, and high-quality pedestrian and cycle connections.

A key feature of the project is a large central park, The Haggard, providing recreational, play, and fitness spaces for residents, complemented by a series of smaller pocket parks designed to enhance local amenities and community wellbeing.

Given the scale and ambition of Stapolin Square, the project is being delivered through a number of workstreams, with work progressing concurrently across each to ensure timely and coordinated delivery.

‘Workstream 1’ will be a mixed-use scheme consisting of residential units, non-residential spaces which will include commercial and retail units, a crèche and a new bus ramp connecting Stapolin Square directly to Clongriffin Station. The proposal of Workstream 1 focuses on apartment blocks A1, A2 and A3 along with D1, D2 and D3 (as redlined below).



Workstream 1 – Redline

The development will consist of the construction of 'workstream 1' with 596 units in residential development set out in 6 no. blocks (identified as block A1, A2, A3, D1, D2 and D3), ranging in height in Block A from 4 to 7 storeys to accommodate 312 apartments including 3 retail units/ a gym/retail waste storage areas and a standalone creche building. Block D is ranging in height from 5 to 10 storeys accommodate 284 no. apartments including 5 retail units and retail waste storage areas.

The 6 no. mixed use buildings are arranged around podium courtyards accommodating communal amenity spaces for future residents.

Block A1

Block A1 North is a 6-storey block containing 53 apartments.

Block A1 South is a 6-storey block containing 43 apartments.

Block A2

Block A2_North is a 6-storey block containing 54 apartments with 22 SqM of retail/ creche space.

Block A2 South is a 6-storey block containing 58 apartments.

Block A3

Block A3_North is a 6-storey block containing 54 apartments with 1,090 SqM of retail/ creche space.

Block A3 South is a 6-storey block containing 50 apartments with 727 SqM of creche space.

Block D1

Block D1 North is a 6-storey block containing 60 apartments.

Block D1 South is a 6-storey block containing 51 apartments.

Block D2

Block D2_North is a 5-storey block containing 31 apartments.

Block D2 South is a 6-storey block containing 47 apartments.

Block D3

Block D3_North is a 5-storey block containing 52 apartments.

Block D3 South is a 9-storey block containing 43 apartments with 637 SqM of retail/ creche space.

Car and bicycle parking for Residential and Commercial 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 the wider Stapolin Lands which includes;

Workstream 2- The development of workstream 2 with 279 new homes along with the delivery of Haggard Park (1.85 hectares), which will feature a multi-use games area, skate park, playground, outdoor fitness area, and scenic walking trails. The development of Workstream 2 will provide a series of pocket parks, a linear park, and the construction of a new foul pump station to support the wider development and existing community.

Future Phases - The development of future phases with approximately 1,100 new homes will be delivered as part of this ambitious project.

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 Stapolin Square 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 Stapolin Square, 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. This Plan seeks to influence sustainable consumption and prevent the generation of waste, improve the

capture of materials to optimise circularity and enable compliance with policy and legislation.
The entire estate will use communal waste centres split to Residential and Commercial/ Retail 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 Proposed Landscape Plans submitted as part of this application and Fingal County Councils Taking in Charge Requirements.

- **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 Stapolin Square Workstream 1. 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 Stapolin Square

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 diagram

There is a total provision of 368 no. vehicular parking spaces (including Residential parking, commercial parking, creche, shared parking, accessibility parking spaces, electric vehicle parking spaces,) as seen below;

GROUND LEVEL PARKING	
Commercial Parking	12
Commercial Parking as Permitted	25
Creche Drop Off	5
Accessible Spaces	2
Total Ground Level Parking	44

UNDERCROFT PARKING Residential	
Residents Parking	284
Car Share Parking	5
Accessible Parking	13
Total Under croft Parking Residential	302

UNDERCROFT PARKING Commercial	
Commercial Parking	21
Accessible Parking	1
Total Under croft Parking Commercial	22

	Fitted with EV	Without EV	Total
Residents Parking (Under croft)	45	239	284
Commercial Parking as Permitted (Ground Level)	6	32	38
Accessible Spaces (Under croft)	15	0	15
Car Share Spaces (Under croft)	2	3	5
Total	-		342

Where spaces are offered for taking in charge (TIC) they will be managed by Fingal County Council.

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 3,172 bicycle spaces split into Residential and non-residential onsite. as seen below;

Land Use (Zone 1)	Element	Standard	Quantum	Minimum Provision	Proposed Provision
Residential Bicycle Parking					
Residential (1-2 Bedroom)	Long-stay	1, plus 1 per bedroom	596 units (899 Bedrooms)	1,495 spaces	1,190 spaces (Long-stay)
	Short-stay	1 space per 2 units	596 units	298 spaces	
Residential (3+ Bedroom)	Long-stay	2, plus 1 per bedroom	10 units (30 Bedrooms)	50 spaces	300 spaces (Short-stay)
	Short-stay	1 space per 2 units	10 units	5 spaces	
	Cargo Bikes ³	n/a			51 spaces
Sub-Total (Blocks A and D)				1,848 spaces	1,541 spaces
Non-Residential Bicycle Parking Provision					
Retail (Food Store)	Long-stay	1 per 100m ²	1,075m ²	11 spaces	12 spaces
	Short-stay	1 per 80m ²		14 spaces	14 spaces
Gym	Long-stay	1 per 2 staff	6 staff ⁴	3 spaces	4 spaces
	Short-stay	1 per 30m ²	430m ²	15 spaces	16 spaces
Crèche	Long-stay	1 per classroom	7 classrooms	7 spaces	8 spaces
	Short-stay	5 per classroom		35 spaces	36 spaces
Sub-Total (Retail + Gym + Creche)				85 spaces	90 spaces
Total (Residential + Retail + Gym + Creche)				1,933 spaces	1,631 spaces

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;

Under croft Parking

The Management Company will operate fob-controlled gated access to the under-croft parking.

- Fobs will only be issued to residents/ commercial 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.

Ground Level Parking

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 1,542 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.

■ Retail/Commercial Units

There is a total 2321.80 sqm in Workstream 1 spread across Block A2, A3 and D3 as seen below;

Block	A2	A3	A3	D3
Use	Retail/ Creche	Retail/Creche	Creche	Retail/Creche
Size (SqM)	22	1090	729	637

■ Retail and Commercial 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 contractor's 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 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 Stapolin Square 'Workstream 1' 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.