



# Annual General Meeting 2025

## MODIFIED SCHEDULE OF WORKS

### Introduction

The modified schedule of works refers to seasonal work that should be carried out by the two grounds contractors on the development, currently Clean Sweep and McDonald Brothers.

The committee have had discussions with Hacking & Paterson with regards to making this schedule of works site specific, which it isn't at present.

The Committee would be grateful for your support in adopting the modified Schedule of Works (attached below) in order that current / any future contractors are working within site specific parameters pertinent to Brackenhill Park.

### Voting

Members are asked to vote FOR or AGAINST the Schedule of Works. Voting is online at [www.brackenhillpark.org.uk/agm](http://www.brackenhillpark.org.uk/agm).

**Thank you.**

**Brackenhill Park, Hamilton Owners' Association**



## Schedule of Works – Brackenhill Park

### For the factor:

1. Ensure planned and cyclical maintenance meets the needs of the Brackenhill Park, Hamilton Owners' Association (BPHOA) and residents.
2. To meet legal and statutory obligations as well as respective Scottish Factors Governing Body
3. Provide an efficient, effective and responsive planned & cyclical service
4. Ensure that planned and cyclical maintenance activities protect the assets of the BPHOA.
5. Ensure VFM, Quality of Contractors, Quality of Process, Resident Satisfaction (within the 3% complaints limit per quarter).

### For Contractors:

#### Summer Schedule (14 day cycle, April – October)

*Work to be undertaken EVERY VISIT:*

#### **Grass:**

1. Cutting of grass
2. Trimming of edges around all common areas (Note: H&P mention high amenity areas)
3. Dispersal of cuttings and removal of litter and debris
4. Grass clippings and litter to be removed from all hard standing areas

**Shrub Beds:**

1. Maintain weed free using only pet and child friendly pesticides. Application of pesticides also to control unwanted plants, insects and disease.

**Trees:**

1. Check all ties and stakes, attend to and report to H&P any damage, and dead trees and their position on site.

**Site Cleanliness:**

1. All areas to be cleared of litter, leaves and debris, and remove from site.

**Young Woodlands:**

1. Strimmed 3 times during the season with dates of action notified to H&P and OA in advance

*Work to be undertaken as specified (by BPHOA):*

**Grass:**

1. Weed and feed all areas a minimum of three times per season (date to be notified in advance to H&P and OA)

**Shrub Beds:**

1. Prune shrubs in accordance with good horticultural practices and determined by species and variety. Report to H&P and OA date of work undertaken

**Hard Standings:**

1. All hard surfaces including paths, courtyards, car parking bays and gravel areas to be treated for weed and moss growth once per season

**Winter Schedule (monthly visits November – March)**

*Work to be undertaken EVERY VISIT*

**Shrub Beds:**

1. Maintain in weed free / tidy condition using only pet and child friendly pesticides.

**Trees:**

1. Check all ties and stakes, attend to and report to H&P any damage, and dead trees and their position on site.

**Site Cleanliness:**

1. All areas to be cleared of litter, leaves and debris and removed from site , including pavements and roads (Report to H&P and OA dates that this is undertaken)

**Hard Standings:**

1. Maintain weed / litter free

*Work to be undertaken as specified (by BPHOA):*

**Shrub Beds:**

1. Prune shrubs in accordance with good horticultural practices and determined by species and variety, once per season. Report to H&P and OA date of work undertaken.

## Health & Safety

All work to be carried out by trained and competent personnel in full accordance with Health and Safety legislation.

Chemical applications to be carried out in full accordance with manufacturers' guidance as to application rates and method of application. Maintain weed free using only pet and child friendly pesticides.

All Contractors MUST bring to the factor and the OA attention any additional work required.

All Contractors to make written recommendations to the factor and the OA any other works which they would deem beneficial to the development.