

Quick guide to Owners' Associations



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This leaflet gives you some basic information on owners' associations and the benefits of setting one up. The City of Edinburgh Council encourages owners to set up their own owners' associations and has a range of advice and information to help. A more detailed leaflet on setting up and managing an owners' association is also available from homeworks.

WHAT IS AN OWNERS' ASSOCIATION?

An owners' association is a formal arrangement between owners in a tenement or block of flats to meet regularly to discuss maintenance and repair work that needs to be done in communal areas of the building. An owners' association has a constitution (set of rules) and will allocate roles and responsibilities, such as secretary and treasurer, to its members.

Owners' associations mean owners have a forum to discuss and agree:

- necessary repairs and maintenance
- what work will or will not be carried out
- which contractor to use
- who will gather quotes/estimates
- arrangements for payment, collection and saving

- whether to employ a property manager or factor

WHY DO WE NEED AN OWNERS' ASSOCIATION?

Owning your own home will probably be the biggest investment you will ever make. It's important to protect your investment by keeping your home and building in a good state of repair.

Every homeowner in a block of flats has a responsibility to maintain and repair their building.

Flat owners often find it difficult to get all their neighbours together to organise common repairs.

The law used to require that all owners in a block agreed to a repair before any work could go ahead. This often meant that work would not be done if one owner did not agree.

However, the Tenements (Scotland) Act 2004 changed the law and now a majority decision is enough to allow any repair or maintenance work to go ahead where the deeds are not specific. Any owners refusing to agree to the work will be required to pay their share of the cost. Further information about how this legislation can help

you is available in the homeworks booklet "Who Rules The Roof."

The Housing (Scotland) Act 2006 also places greater responsibility on homeowners to take a more pro-active approach to repairing and maintaining their properties. The new legislation means that when you come to sell your home you will have to provide much more

information about its condition.

It is therefore more important than ever to keep your home in a good state of repair as its value may be affected by its condition.

However, organising common repairs and maintenance is often not that straightforward. An owners' association can help make this process easier.



WHAT ARE THE BENEFITS OF AN OWNERS' ASSOCIATION?

Setting up an owners' association creates a formal setting where owners can communicate with each other, making it easier to make decisions and reach agreements.

Owners' associations mean repair and maintenance can be planned and not only carried out when it becomes an emergency or necessity. Making sure you maintain your building effectively means it will probably cost less to look after in future years.

Research indicates that owners' associations make owners more satisfied with the way their blocks of flats are managed.



HOW CAN THE COUNCIL HELP YOU SET UP AN OWNERS ASSOCIATION?

The City of Edinburgh Council is currently helping owners to set up a number of new owners' associations.

A more detailed information booklet is also available that covers:

- Specific advice about the various constitutions (or set of rules) you could consider, depending on your property type and the information in your Title Deeds
- Advice and guidance on establishing and managing an owners' association
- Information on reading and understanding, and how to make changes, to your Title Deeds and conditions



If you would like any further advice on Owners' Associations or would like a copy of the Owners Associations leaflet please contact homeworks.

homeworks
The City of Edinburgh Council
4 Queen Street
Edinburgh
EH2 1JE
0131 529 7240

OTHER PUBLICATIONS IN THE HOMEWORKS SERIES

Who Rules the Roof - a
guide to the Tenements
(Scotland) Act 2004

Building Maintenance -
it's your responsibility

Checking your building

Guide to common building
defects

Common problems in and
around your home

Paying for building repairs
and maintenance

Gas safety in your home

Electrical safety in your home

How to cope with
plumbing emergencies

Identifying and replacing lead
pipes

Organising Common Repairs

Identifying and preventing
damp and condensation

Asbestos in your home

Home safety

Reading your deeds

homeworks

help and advice for homeowners in Edinburgh

Homeworks is a Council
service offering a range
of impartial advice and
practical assistance to
homeowners on improving,
repairing or maintaining
their property.

Homeworks
The City of Edinburgh Council
4 Queen Street
Edinburgh, EH2 1JE

Tel: 0131 529 7240

www.edinburgh.gov.uk
/homeworks

Property Conservation

Property Conservation helps
property owners to carry out
repairs to keep their building in
a safe condition.

Property Conservation
The City of Edinburgh Council
329 High Street
Edinburgh, EH1 1PN

Tel: 0131 529 4902

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large print, and various computer formats if you
ask us. Please contact Interpretation and
Translation Service (ITS) on **0131 242 8181** and
quote reference number **051151**. For additional
English copies, please phone **0131 529 7240**.

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للمعلومات حول ترجمة هذه الوثيقة إلى لغة جاليتك الرجاء الاتصال بمكتب خدمة الترجمة
الفورية والتحريرية على رقم الهاتف 0131 242 8181 وذكر الإشارة رقم 051151

這單張提供如何應付家居水管緊急事故資料。欲查詢本文件的
翻譯資料，請致電愛丁堡市議會傳譯及翻譯服務部 (ITS)，
電話 0131 242 8181 並說明檔案編號 051151。

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published March 2006