



Holistic Capital

TOTAL FUNDING SOLUTIONS

DATED

2016

**HOLISTIC CAPITAL LTD
DEVELOPMENT MANAGEMENT RESPONSIBILITIES**

SAMPLE DRAFT



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Development Management Responsibilities

General Obligations of Development Manager

Lead Role reporting to the INVESTOR's project development board.

Responsible for all professional appointments, management and negotiation of fees, appointments and warranties

Appraise existing costs/and reduce costs, identify and manage development objectives around the following issues: -

- i. Maximum profitability;
- ii. Deliverability;
- iii. Sustainability and maintainability;
- iv. Optimum design.

In association with, but ultimately responsible for the professional team, designing, negotiating and agreeing a construction contract including appointments, warranties and settlement of final account with main contractor. Responsible for scheme to be delivered on time and within price. Deal with all day to day issues effectively.

Deal with all construction documents, liaise with lawyers and ensure that interests of the investors are fully protected at all times, management of legal issues with legal team, appointments, insurances, warranties, novations etc.

Monthly reporting to the board on progress, costs and relevant issues.

Liaison and management of bank funding requirements.

Input generally to the management of the scheme.

Assist the INVESTOR in the development of a detailed brief to include all relevant objectives, constraints and their relevant priorities.

Establish clear communication, reporting and authorisation procedures to operate between legal teams, agents, project manager, cost manager, planning supervisor and the design team.

Co-ordinate programme/costs within funding agreement.

Managing key stakeholder expectations.

Identification and management of all development/project risks.

Involvement with the appropriate organisation to promote the project as required.



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Preparation and implementation of development hand book to include time constraints, obligations and conditions to be discharged during development.

Assistance in the formulation, negotiation, co-ordination and agreements for lease with future tenants in conjunction with letting agents.

Formulation and management of a master development appraisal including cash flow during pre and post contract phases.

Review and approval of professional team invoices prior to processing for payment.

Sales alignment:

1. Manage co-ordination of communication and information flow.
2. Liaise with sales regarding marketing requirements.
3. Check sales brochure/literature prior to publication for compliance with contract specification.
4. Assist sales team as required with procurement of customer extras.

Identification of further development opportunities.

Specific Obligations relating to the specific INVESTORS Development Project

1. Assist the INVESTOR in the production of an updated Business Plan. This will include the production of a development appraisal, cash flow budget, development programme and strategic funding advice.
2. Once the Business Plan has been agreed, monitor and report against this on a monthly basis and report and forecast variances from this.
3. Negotiate all Professional fees and Consultants scope of services in accordance with the Business Plan. For any new services required three competitive quotations must be obtained.
4. To manage the professional team to ensure delivery of the Employers Business Plan.
5. To attend all meetings required to achieve the Business Plan including but not limited to:
 - 5.1 Design team meetings
 - 5.2 Client progress meetings
 - 5.3 Lettings meetings
 - 5.4 Marketing meetings
 - 5.5 Strategic meetings



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- 5.6 Meetings in connection with funding
- 5.7 Meetings with City Council, Local Authorities and Tenants.

6. To assist the Employer in reviewing the mall element of the project to ensure it is compliant with the Business Plan. This includes any liaison required with the Planning Architect to achieve this.
7. Ensure all instructions are given to the team in a timely manner to achieve the development programme.
8. Keep the Employer fully informed at all times on the progress in relation to programme, cost and finance. This should be via a monthly progress report.
9. To attend and chair quarterly progress review meetings with the Employer to review and update the Business Plan/
10. To assist the Employer in obtaining all requisite consents such as Co-operation Management Agreement, Planning Consent, S106 &/or S278 agreements, and Building Permits for the project.

Acquisition

1. Advise the INVESTOR on site assembly related issues, acquisitions and to assist in negotiations with Third Parties.

Funding/Expenditure

1. Advise the INVESTOR on methods of funding and produce information required.
2. Produce bank funding packs and assist the INVESTOR in negotiating terms with banks.
3. Liaise with the banks advisers and legal teams to conclude Due Diligence and produce an exchanged funding Facility Document.
4. Monitor cost and exercise cost control in relation to the development expenditure.
5. Approve the Consultant's invoices and make recommendations for payment to the INVESTOR. This includes the issue of all appropriate documentation from the Consultants, such as Contracts and evidence of work completed to support each payment.
6. Liaise with the INVESTOR to produce applications for payment from the funding facility.



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Marketing

1. Liaise with the INVESTOR's marketing team to co-ordinate the issue of information required to assist in marketing campaigns and to manage the expenditure of this budget.

Construction

1. To review and monitor all design development, plans and specifications to ensure compliance with the INVESTOR's Third Party obligations and ensure compliance with the Employers development appraisal, cash flow and development programme.
2. Select and negotiate terms for the appointment of the Building Contractor and the professional team, including processing any Consultants applications for additional fees.
3. To monitor and report on the construction phase of the development to ensure compliance with the brief.
4. To provide all liaison and information required from the Employer by the Consultant team and the Contractor to deliver the project in accordance with the building contract.