

# Charminster Close Residents Company Limited

15 Windsor Road The Lawns Swindon SN3 1JP  
Tel 07021 186818 Fax 07092 307819  
www.charminsterclose.co.uk

8 September 2008

Dear

## **Charminster Close, Communal Doors**

As you will be aware from the Section 20 Notice the communal doors and side panels of each block at Charminster Close require urgent replacing. The company has received three estimates to carry out works as follows:

### To fit new communal entrance doors and side panels:

- Removal of existing doors and side panels.
- Supply new doors and side panels.
- Doors to be high security aluminum or steel with toughened safety glass.
- Self-closers to be fixed or incorporated into doors.
- Door locking mechanism must be capable of having a door entry system fitted at a later date.
- Fit new doors of regulation width with level threshold, opening outwards in accordance with fire regulations.
- Fit side panels.
- Leave clean and tidy
- Provide a guarantee.

These are for:

1. £ 14,746.25
2. £ 13,123.10
3. £ 9,282.50

Notes: quote 2. includes an entry key pad and all prices include VAT.

An estimate of £8,500 was allocated for this work during 2008. The doors will need to be of “commercial” quality to withstand the heavy use that they will no doubt receive. Standard UPVc residential doors are therefore not considered appropriate.

As the cost of the work involved will be in excess of £250 per property, the company is obliged to issue a further statutory Notice under Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Leasehold and Commonhold Reform Act 2002. The required notice is enclosed with this letter. It is intended that this work will commence as soon as practicable after the consultation period ends.

If owners make no written observations before 7 October 2008 the directors must proceed with the lowest quotation or issue a further notice to leaseholders stating their reasons for not proceeding with the lowest quotation.

The directors will be pleased to respond to any comments or questions from owners.

Yours sincerely

John R Morris FCMA AIRPM  
Company Secretary

## **Notice under Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Leasehold and Commonhold Reform Act 2002**

To all leaseholders of Charminster Close, Nythe, Stratton St Margaret, Swindon.

1. This notice is given pursuant to the notice of intention to carry out works issued on 11 June 2008. The consultation period in respect of the notice of intention ended on 14 July 2008.
2. We have now obtained estimates in respect of the works to be carried out. We have selected two estimates from which to make the final choice of contractor (*see Note 1 below*).
3. The amount specified in the selected estimates as the estimated cost of the proposed works is as follows:
  - a) N.G. Henderson - £9,282.50
  - b) TaylorMade Windows of Swindon - £13,123.10
4. The estimates obtained may be inspected at [www.charminsterclose.co.uk](http://www.charminsterclose.co.uk) at any time. (*see Note 2 below*).
5. We did not receive within the consultation period any written observations in relation to the notice of proposals given on 11 June 2008. (*see Note 3 below*)

John R Morris FCMA AIRPM

Company Secretary

Charminster Close Residents Company Limited, 15 Windsor Road, Swindon, SN3 1JP

8 September 2008

Notes:

1. The landlord is required to select at least two estimates in respect of the matters described in a notice of intention. At least one of the estimates must be from a person wholly unconnected with the landlord. Where an estimate has been obtained from a person nominated by leaseholders, that estimate must be among those set out in the statement of estimates.
2. Where a notice specifies a place and hours for inspection:
  - a. the place and hours so specified must be reasonable; and
  - b. copies of the estimates must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the estimates may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the estimates.
3. Where a landlord has received written observations within a consultation period in relation to a notice of proposed works, he is required to summarise the observations and respond to them in a notice of his reasons for making the agreement, or specify the place and hours at which that summary and response may be inspected.

## **Notice accompanying statement of estimates in relation to proposed works**

To all leaseholders of Charminster Close, Nythe, Stratton St Margaret, Swindon.

1. This notice is to accompany the statement of estimates in relation to proposed works, which is attached, issued on 8 September 2008.
2. All of the estimates may be inspected at [www.charminsterclose.co.uk](http://www.charminsterclose.co.uk) at any time. (*see Note 1 below*).
3. We invite you to make written observations in relation to any of the estimates by sending them to Charminster Close Residents Company Limited, 15 Windsor Road, Swindon, SN3 1JP. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 8 October 2008 (*see Note 2 below*).

John R Morris FCMA AIRPM

Company Secretary

Charminster Close Residents Company Limited, 15 Windsor Road, Swindon, SN3 1JP

8 September 2006

Notes:

1. Where a notice specifies a place and hours for inspection:
  - a. the place and hours so specified must be reasonable; and
  - b. copies of the estimates must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the estimates may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the estimates.
2. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. 'Recognised tenants' association' is defined by Section 29 of the 1985 Act.