

Charminster Close Residents Company Limited

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

13 September 2006

Dear

Charminster Close, Flat Roofs

As you may be aware from the Section 20 Notice flat roofs of each block at Charminster Close require urgent re-roofing. Since the Section 20 Notice was issued the roof of Block 13-18 has also been patched following a leak.

Our insurance company requires us to undertake urgent repairs and have applied an increased policy excess until such time as the work is completed. The cost of these repairs is substantial and the funds set aside to meet this cost in the years to December 2004 were totally inadequate. The position today, following the increases in Service Charge from 2005 and with all owners substantially up to date with their Service Charge payments is that the company can just afford to re-roof three roofs this year based on a cost of £7,300 per each.

However, all five roofs require urgent re-roofing.

Following the Section 20 Notice a further quotation has been received from Steve Keene giving a total of three quotations obtained to date for this work. However, P C Bird who had quoted £7,256.80 per roof has written to withdraw his quote as he is retiring. This leaves two remaining quotations priced on the basis of re-roofing a single block and receiving a 15-year written guarantee on completion. These prices including VAT are:

A J Vines - £8,092.00

Steve Keene - £7,314.37

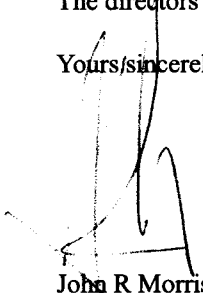
Steve Keene has further agreed to undertake the work on all five roofs and to defer payment on the remaining two (until early 2007 when the company will have additional funds from next year's Service Charge receipts).

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.

If owners make no written observations before 13 October 2006 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
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 1 June 2006. The consultation period in respect of the notice of intention ended on 30 June 2006.
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) A J Vines - £8,092.00
 - b) Steve Keene £7,314.37

Note:

i) Both prices are fully inclusive of 15-year guarantee and VAT.

ii) A letter has been received from P C Bird who had previously quoted to say that he would be unable to undertake the work due to retirement.

4. All of the estimates obtained may be inspected at 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 1 June 2006. (*see Note 3 below*)

John R Morris FCMA

Company Secretary

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

13 September 2006

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 13 September 2006.
2. All of the estimates may be inspected at 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 13 October 2006 (*see Note 2 below*).

John R Morris FCMA

Company Secretary

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

13 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.

A. J. Vines Flat Roofing Ltd

Built up Flat Roofing specialist

12 Lucerne Close

Wootton Bassett

Swindon

Wiltshire

SN4 7JQ

Tel: (01793) 850900

VAT Reg No 435404667

September 27th 2005

Alan Hawkins Estate Agents,
High Street,
Wootton Bassett,
Swindon
Wiltshire

Dear Mr Hawkins,

I thank you for your enquiry regarding the re-roofing of the five blocks of flats at Charminster close Nythe; I have pleasure in confirming the following quotation to you.

Work Entails: Per Block

- Provide erection of hand rail, scaffolding and ladder access and all specialist tools to allow work to progress.
- Strip off existing felt, and chippings.
- Provide and fix drip battens to roof edges.
- Provide and fix 6 new lead sleeves to vent pipes
- Provide and fix 1st layer glass fibre, 2nd Layer glass fibre fully bonded into hot bitumen, 3rd layer, 250 high performance mineral cap sheet fully bonded into hot bitumen, 250 high performance mineral weltd drips around roof edges.
- Estimated cost to reboard roof area with 46 sheets of structural plyboard and battens
- ✕ £1,680 - 00 + Vat
- Remove all debris from premises and leave clean and tidy.

15 year written guarantee, life expectancy, 35 years

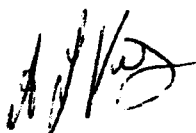
Sub Total: £ 5, 207 - 00

VAT: £ 911 - 23

✕ Total: £ 6, 118 - 23

I look forward to hearing from you.

Yours sincerely



A. J. VINES

✕ Total £ 8,092-22.



steve keene

ROOFING SPECIALIST
PROPERTY MAINTENANCE

tiling slating upvc facias gutters repairs renewals

8 cloverlands haydon wick swindon wiltshire sn25 1rw

No obligation quotes available VAT No 787 7042 86

t & f: 01793 321068 m: 07974 211227
email: stevekeene1@hotmail.co.uk

Mr Morris
C/O Charminster Close Residents Company Ltd
15 Windsor Road
Swindon
Wilts

10th September 2006

Dear Mr Morris,

RE: Charminster Close, Nythe – 1 No. Block of flats

We are pleased to submit the quotation for the following works to be carried out.

- Supply and fit scaffolding hand rail and mechanical hoist
- Supply Skips for Waste
- Strip existing roof covering including chipboard base and dispose of
- Supply and fit new roof decking from 18mm Smartply and relay new 3 layer high performance built up roofing
- 1st layer perfobase venting layer
- 2nd layer Betaelost TNT 3kg underlay
- Top layer welded edges and flashings Deltaellast TNT 5kg mineral finished manufactured by Italiana Membrane and supplied by E.D.S Roofing supplies
- This system carries an insurance backed by materials and labour 15 yea guarantee

Total £6,225 + VAT

Kind Regards

Katrina

PP Steve Keene