

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 SN3 3QB

1. It is the intention of Charminster Close Freehold Ltd to enter into an agreement to carry out works in respect of which we are required to consult leaseholders (*see Note 1 below*)

2. The works to be carried out under the agreement are as follows:

To re-roof block 19-24:

- Erection of scaffolding and handrails and provision of mechanical hoist etc. as required.
- Dry and prime roof area and clear away any debris
- Supply and fix drip battens to roof edges
- Supply and fit 6 new lead sleeves to vent pipes
- Supply and install a suitable good quality and long lasting/high performance roofing material.
- Leave clean and tidy
- Provide 20-year insurance backed guarantee.

3. We consider it necessary to carry out the works because this roof is nearing the end of its useful life. The roof has previously been patched and inspections indicate that it needs re-roofing shortly.

4. We invite you to make written observations in relation to the proposed works by sending them to Charminster Close Freehold Ltd, 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 18th March 2020. (*see Note 3 below*).

5. We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above (*see Note 4 below*).

Notes

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) (the 1985 Act) provides that a landlord (as defined by Section 30 of the 1985 Act) must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of any one leaseholder will exceed £250. 'Qualifying works' are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - a. the place and hours so specified must be reasonable; and
 - b. a description of the proposed works 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 description may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the description.

3. 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.
4.
 1. Where a single nomination is made by a recognised tenants' association (whether or not a nomination is made by any leaseholder, the landlord shall try to obtain an estimate from the nominated person.
 2. Where a single nomination is made by only one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate from the nominated person.
 3. Where a single nomination is made by more than one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate:
 - a. from the person who received the most nominations; or
 - b. if there is no such person, but two (or more) persons received the same number of nominations, being a number in excess of the nominations received by any other person, from one of those two (or more) persons; or
 - c. in any other case, from any nominated person.
 4. Where more than one nomination is made by any leaseholder and more than one nomination is made by a recognised tenants' association, the landlord shall try to obtain an estimate
 - a. from at least one person nominated by a leaseholder; and
 - b. from at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in paragraph (a).

John R Morris FCMA CGMA MIRPM

Company Secretary

Charminster Close Freehold Ltd, 15 Windsor Road, Swindon, SN3 1JP

14th February 2020