

# Charminster Close Residents Company Limited

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

1 June 2006

Dear

## **Charminster Close, Flat Roofs**

As you may be aware from previous letters, AGM minutes and the company website the flat roofs of each block at Charminster Close require urgent re-roofing.

The latest Service Charge budget anticipated re-roofing block 1-6 and block 25-30 this year and the other two blocks next year. However, repairs have recently been required on block 25-30 and 13-18 and the contractors advise that the roof of block 13-18 is in a very poor state and is unlikely to last through the next winter.

As a result it seems likely that roofs to at least three blocks will have to be re-roofed this year. 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 for 2005 and 2006 is that the company can afford to re-roof at least two roofs this year based on a cost of £7,000 per roof. If other costs are kept down and all owners remain up to date with payments a third roof might also be able to be re-roofed this year.

Should the remaining roofs also require re-roofing before next year then the company will be left with no alternative but to obtain funds by charging an additional one-off Service Charge supplement to all owners this year. This is obviously a situation that the company would wish to avoid.

Two quotations have been obtained to date for this work. They are both priced on the basis of re-roofing a single block and receiving a 15 year written guarantee on completion. Copies of these quotations are enclosed one being for £8,092.22 and the other for £7,256.80. It is hoped that the company might further reduce these quotes by negotiation based on more than one roof being re-roofed at a time. As the cost of the work involved will be in excess of £250 per property, the company is obliged to issue a 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 therefore enclosed with this letter.

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. It is the intention of Charminster Close Residents Company Limited 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 each of the five blocks:

- Erection of scaffolding and handrails and provision of mechanical hoist etc. as required.
- Strip the existing roof felt, chippings and chipboard base and remove from site.
- Supply and fix drip battens to roof edges
- Supply and fit 6 new lead sleeves to vent pipes
- Provide three layers of high performance built up roofing.
- Supply and fit structural plyboard/Smartply and batons
- Leave clean and tidy
- Provide a 15-year insurance backed guarantee.

3. We consider it necessary to carry out the works because the roofs are nearing the end of their useful lives. The roofs are all out of guarantee and inspections indicate that they will all need re-roofing shortly. Following leaks to two of the roofs they have recently had to be patched and it is likely that all will need re-roofing within the next twelve months.

4. We invite you to make written observations in relation to the proposed works 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 30 June 2006. (*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  
Company Secretary  
Charminster Close Residents Company Limited, 15 Windsor Road, Swindon, SN3 1JP  
1 June 2006

# 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 27<sup>th</sup> 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 1<sup>st</sup> layer glass fibre, 2<sup>nd</sup> Layer glass fibre fully bonded into hot bitumen, 3<sup>rd</sup> 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.

36 The Boulevard  
Burghley Park  
Swindon  
SN25 1WD  
Tel or Fax: 01793 722405

# P C BIRD

## Roofing Contractors

### Flat Roof Specialist

VAT Reg. No. 391 9231 37



All types of  
Roof Decking  
U.P.V.C. Fascias  
and Guttering  
Supplied and Fixed

Our ref: PCB/JB Quotation No. 2558

4<sup>th</sup> October 2005

Mr. Morris  
15 Windsor Rd  
Swindon  
Wilts

Dear Mr. Morris,

**Re: Charminster Close, Nythe - 1 No. block flats (Re roofing)**

Further to our Quotation No. 2556 dated 27<sup>th</sup> September 2005 as requested please find below quotation for 15 year guarantee.

Supply and fix scaffold hand rail and mechanical hoist. Supply skips for carting away waste. Strip the existing roof covering including chipboard base and remove from site. Supply and fix new roof decking from 18mm Smartply and relay new 3 layer high performance built up roofing, 1<sup>st</sup> layer perfo base venting layer, 2<sup>nd</sup> layer Betaelost TNT 3kg underlay, top layer, welted edges and flashings Deltaelast TNT 5kg mineral finished ~~manufactured~~ by Italiana Membrane and supplied by E.D.S. Roofing Supplies, Lutterworth, Leics. This system carries an Insurance backed materials and labour 15 year guarantee.

£6,176.00 + VAT

Yours sincerely

P. C. BIRD

Total £7256.80.

See over for conditions