

Charminster Close Residents Company Limited

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

11 June 2008

Dear

Charminster Close, Communal Doors

As you will be aware the communal doors and side panels of each block at Charminster Close require replacing.

The Service Charge budget for 2008 (agreed by owners at the AGM) anticipated replacing the communal doors this year and an estimated sum of £8,500 has been allocated for this work with a further estimated expenditure in 2011 of £7,000 to fit door entry systems.

These 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 appropriate. Furthermore the doors will need to be capable of being fitted with a door entry system at a later date and should offer a high level of security. The directors have received two quotations to date and are seeking further guidance as to the merits of different types of door.

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 to all owners. This is to inform you of the estimated cost and to offer all owners the opportunity to nominate contractors. The required notice is enclosed with this letter.

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. 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 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.

3. We consider it necessary to carry out the works because the existing timber doors are nearing the end of their useful lives. The existing doors offer no security, they are rotting and several do not close.

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 14 July 2008. (*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

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