



BARON ESTATES MANAGEMENT LTD

Lion House, 5 South Street,
Horsham, W. Sussex RH12 1NR
Telephone (0403) 273232 Fax (0403) 273235

31st August 1993

Our ref: WGB/BEML/PCL

Dear Leaseholder

62 Pavilion Court

We write with respect to the forthcoming maintenance/service charge, due on 26th September 1993.

During the past year, we have not only carried out the normal maintenance work but at the same time, have practically redecorated the interior of Pavilion Court, all within the budgeted service charge. Unfortunately, the painting of the doors has been prolonged because of the difficulties in obtaining access to individual flats - this in turn has affected follow-on operations such as ironmongery and carpeting. However, all this work will be completed from monies already allocated in the last budget.

As you are aware, the fires last year led to lengthy discussions with several insurance companies but we have managed to obtain a commitment from Congregational & General Insurance Plc to insure the building. However, the premium is unavoidably high at £17,510.00 per annum and there are several accompanying conditions to make the insurance valid viz.

- (i) no naked flame heating will be allowed in or on the premises
- (ii) all ground floor windows have to be fitted with key operated window locks and the key kept in a secure place
- (iii) glazing panels in the doors to the entrance foyers are to be replaced with toughened/re-enforced glass

We must therefore insist that you comply with item (i) immediately and with respects to item (ii) & (iii), we propose to include the costs of these works in the normal service charge, which we believe we can effectively reduce for this next period. An estimated breakdown for the six month budget commencing 26th September is as follows:-

Also at: Baron House, 30 High Street, Battle, East Sussex TN33 0EN
Telephone (0424) 773214

Company registered in England No. 2735578

<u>Item</u>	<u>Cost (£)/person</u>
Window locks and re-glazing for the insurance	50.00
Caretaker	85.00
Insurance for Building	85.00
Management Fees	65.00
Repairs and Renewals	50.00
Rates and Water	35.00
Accountants Fee	15.00
Miscellaneous	<u>10.00</u>
Service charge	<u>395.00</u>

As we have already indicated to you in our letter dated 24th August 1993, there are three major works still outstanding viz. damp eradication, roof repairs and double glazing. You are probably aware that during the past few months we have approached many financial institutions with a view to obtaining a long term loan which would enable us to action all three major works simultaneously. Unfortunately, no one is prepared to lend at this time but we have to progress with the most critical work - damp eradication.

Original estimates for this work indicated £50,000, a considerable sum, and therefore we have organised a specialist surveyor to visit the building this week to quantify the full extent of work required. We envisage issuing a contract shortly, programming the majority of the work for completion in the next six months. To this end, we have to ask you to pay, in addition to the service charge, an on account amount of £300.00 towards the damp eradication. Applications for payment which will include this amount, are to be issued in the next two weeks.

Finally, we have been asked about the Annual General Meeting, which has to take place within eighteen months of new ownership. Following discussions with Mr Paul Rogers, we have agreed to finalise a date for the meeting in October/November and shall advise you accordingly.

Assuring you of our attention at all times.

Yours sincerely



Mr W G Broughton