

BARON ESTATES MANAGEMENT LTD

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

WGB/BEML/PC

21st December 1993

The Leaseholders
Pavilion Court
Marine Terrace
Folkestone
Kent

Dear Leaseholder

Pavilion Court

Please find enclosed herewith our 'Application For Payment' for your ground rent and outstanding service charges where applicable.

Whilst writing, we take the opportunity to update you on various matters.

AGM

Minutes will be forwarded in January 1994

ACCOUNTS

Copies of annual accounts for the year ending September 1993 will also be forwarded in January 1994

DAMP ERADICATION

Due to the complexity of the problem and to ensure costs are kept at a minimum we propose to eradicate the damp in the building in stages over a nine month period - providing of course, funds are forthcoming from leaseholders in this financial year.

The first stage will be Damp Eradication - General Building Works comprising:

- sealing around window frames
- repointing and sealing external brickwork
- providing weepholes to cavity trays above windows
- reducing existing ground levels outside the north building to below DPC level
- clearing all gutters and drainage pipes
- un-blocking/cleaning existing ventilation ducts/fans to each flat

Tenders for this work will be evaluated and our recommendations as to which builder is awarded the contract, will be forwarded to all leaseholders in January '94. Work would commence immediately.

Cont/...

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


Company registered in England No. 2735578

The second stage, Damp Eradication - Specialists Works, will comprise of treatment to the ground floor, and modification of ventilation/extraction system to flats where required. Finally, any joinery/plasterwork which has become defective because of the damp, will have to be replaced where necessary. Again quotations will be sought, leaseholders informed of prices before any contract is awarded. We anticipate this specialist work will commence in March 1994.

We are pleased to report that a high proportion of leaseholders have sent in the 'on account' payment for the damp proofing and to ensure work is not delayed, we would urge the non-payers to forward their payment without further delay.

Trusting the above is informative; however, should you have any queries please do not hesitate to contact us. In the meantime we wish you a very Merry Christmas and a Happy New Year.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Gary Broughton', written in dark ink.

Gary Broughton