

Dear Leaseholder/owner.

It is now 6 months since the directors of Pavilion Court took over the management of the building and the board of directors felt an up-date of events would be appropriate. Attached is a list of projects that have been completed. There is also one, the re-pointing of brickwork, that is still being attended to.

The next major project, **the replacement of the windows**, is about to be organized. We approached 14 companies for tenders of which 11 have replied. In order to ensure that we obtain the very best contract for Pavilion Court we have appointed a surveyor, Stephen Way, to help us to manage the project. He was chosen from a list of suitable chartered surveyors that was suggested to us by the Royal Institute of Surveyors as suitable for us. As soon as his recommendations concerning the tenders are available we will send them to you for your comments, and we propose to hold a meeting in Pavilion Court to explain any points you might wish to have clarified. As agreed at the AGM, the maintenance charges for 2003-2004 will be £500 due in September and £500 due in March. Together with the financial provision already made last year, it is expected that the cost of the window replacement with double-glazed Upvc windows should be completed during the year without supplementary charge.

WORKS COMPLETED SINCE DIRECTORS TAKING OVER PAVILION COURT.

1. Car Park and grounds clear and made presentable.
2. Dustbins enclosed in compound (bins cannot be seen)
3. Gutters and down pipes cleared and replaced where necessary.
4. Soak aways replaced, new gravel course layed.around south block
5. All broken windows renewed.
- 6.south block re pointed where necessary worked guaranteed.
7. New television aerial installed to all 102 flats reception now very good.
- 8.Both stairwells to flats and corridor doors re-painted and new signs erected.
9. Cupboard made under staircase for equipment in south block.
- 10 Ventilation vents re-newed in corridor of north block
11. Sewage pipes renewed in north block
- 12, Base of building re-pained
13. Barrier repaired.
- 14 Corridors cleared of articles
15. Outstanding services charges collected in (only a few now remaining)

On going works:

Stop cocks for both blocks being discussed for replacement.

Tenders for new double glazing now in work expected to start in the autumn

Compound for north block dustbins awaiting council decision.

Discussions with Night Club re their building a perimeter wall around Pavilion Court

Hotel Burstin to clear their garden at top of south block car park.