From: Graffiti Editions Ink/Designers <studio@graffiti.biz>@ Subject: Mitre House - Internals Preferences

Date: 26 January 2014 00:14:07 GMT

4 Attachments, 269 KB

Sunday 26th January 2014

To Those That Have and Those That Don't

Many thanks for all having responded on schedule by 25th January with your answer to Management's query, namely:

Do you wish to appropriate a higher budget than Management's affordable \$25,000 incl. VAT for Internals and retain Wade Design Partners quote(s), dated 3 July 2012 and 23rd January 2013 totalling (approx) \$60,000 Incl. VAT, and by doing so, agreeing to replenish the Reserves by paying \$5000 - \$7000* at the next Quarterly Demands on 25th March 2014.

* The actual precise figure depends on whether or not a reduced (to \$45,000 incl. VAT) revised budget has actually been negotiated. Please advise.

Replies were as follows:

Flat 1_YES - but no firm written confirmation as to agreeing to pay \$5000 - \$7000 additional funds on \$5th March \$014 (Next Quarterly)

Flat 2_ Management £25,000 budget and schedule of works only

Flat 3_YES - but no firm written confirmation as to agreeing to pay £5000 - £7000 additional funds on 25th March 2014 (Next Quarterly)

Flat 4_ No decision and requires further discussion/meeting to better clarify workings & cost

Flat 5_YES - but no firm written confirmation as to agreeing to pay £5000 - £7000 additional funds on 25th March 2014 (Next Quarterly)

Flat 6_ Management £25,000 budget and schedule of works only

Flat 7_ Management £25,000 budget and schedule of works only

Flat 8_ No decision and requires further discussion/information to better clarify workings & cost

Flat 9_YES - but no firm written confirmation as to agreeing to pay £5000 - £7000 additional funds on 25th March 2014 (Next Quarterly)

As there appears to be no perceivable result one way or another, Management will issue the second Section 20 Notice (for Internals & Externals), somewhat later than originally hoped for, on 1st March 2014, so allowing Flats 4 and 8 to further their queries until such time as they feel confident to make a decision having discussed their concerns with both Management and Flats 1, 3, 5 and 9.

Somewhat baffling were the comments from Flats 1, 3, 5 and 9 that Management had neglected, in fact jeopardised, the Reserves by reducing Quarterly Demands.

I attach an Analysis of Service Charge Accounts (2005 - 2013) which amply evidences we have not done anything different than our previous Agents, KFH, and we would remind those same Lessees that it was they who insisted on receiving back the £4,826 Surplus from Accounts YE_2012 against Management's sensible advice to leave it in Reserves.

In the meantime, please also find attached Management's Schedule of Internal Works to be completed within the £25,000 budget, commencing Monday 1st September 2014, alongside the Externals, further details of which, costings, quotes and Surveyor's Schedule Of Works/Specifications for the Externals will be advised on 1st March with the second Section 20 Notice.

Lessees will then be invited to suggest a contractor our Surveyor should also approach for a costing on the Externals Schedule Of Works/Specifications.

So as to facilitate a fair comparison of Works & Costs, I again attach the Comparison Analysis Of Quotes (Management's & Wades (3/7/12 & 23/1/13), but as stated, this does not refer to the mystery revised £45,000 budget.

Comments made concerning the first Section 20 Notice are noted and will be advised to all Lessees with the second Section 20 Notice as is required by law.

If I can be of further assistance please do not hesitate to request, and of course, all details including Management's Internals Schedule Of Works, the voting preferences, the various replies and correspondence, all Internals' Quotes received to date (both Management's & Lessees', the Cost Comparison Analysis and much more, can be found on <u>www.mitrehouse.org</u>

Yours sincerely,

Paul



WORKS' DESCRIPTION	WADE DESIGN Including 20% VAT			Comment & Management/Wade Differences indicated in GREE
TERRAZZO FLOORING_ALL				OTHER TERRAZZO FLOORING QUOTES INCL. VAT
External Marble Step & Threshold	529	378		£5880 Marble Master + £300 To Do Test area
	4,716	3,622		
Wall Lining To Inner Stairwell				£16,200 Natural Stone Renovation
Windowsills to 3rd, 2nd & 1st Floors		831		£11970 Posh Floors (no grouting) £21,900 Incl. grouting
Treads, Risers & Stringer Course	5,264	3,861		
Landings & Entrance Hallways	5,849	4,290	save	Management recommends a wash & clean for £888 incl. VAT
FLOORING TOTAL incl. 20% VAT	17,491	12,982		Please Note: ALL QUOTES LISTED make No guarantee
GENERAL ITEMS				of removal of all scratches and stains_all Quotes
Electricity Meter Cupboards & Fit (3)	1,896	2,075		Mngt: Includes BASEMENT ELECTRICS BOXED AS REQUIRED
Clean & Varnish All Communal Brass	1,176	324		
Replace All Tenant's Door Furniture	2,376	1,862	? Fit	Numeral/Knob/Letterbox (+spyhole on Management's Cost)
Replace Handrail With New Brass One	3,223	475		Mngt: Remove & Re-brass Only
Lift Car Interior Makeover	2,232	3,573		Management's Incl. Painting Lift Doors/Architraves
GENERAL TOTAL incl. 20% VAT		8,309		
ELECTRICS & LIGHTING	10,505	0,000		
	648	475		
PIR 5 yearly Test				
Install TWO additional Hall Lights		747		Management incl. FOUR fittings & re-positioning & auto-senso
Replace all 9 Timer Light Switches	979	225	? why	Remove Only - No Longer required With Auto Sensor Lighting
Install 2 more on 1st & 2nd Floor	501	572		Management incl. SIX fittings & re-positioning & auto-sensors
Replace Lift Bell Push Unit In Brass		to be confirmed		To maintain quote Totals the same - approx cost £280
Replace Front Door Bell Unit In Brass	250	208		
ELECTRICS TOTAL incl. 20% VAT	2.852	2.227		
HARDWOOD WOODWORK	2,032	2,227		
				a called a second second
Strip, Repair & Polish ALL Woodwork	9,048	1,075	diff	Mngt: Quote ONLY Front Door & Surround, both sides
including Main Entrance Front Door				
WOODWORK TOTAL incl. 20% VAT	9,048	1,075		
PAINTWORK				
Paint Throughout in THREE Colours	11,976	5,750	diff	Management's Budget was always for TWO Colours only
Gloss White On Painted Woodwork	inclusive	inclusive		
Clean & Roller Paint Lift Doors (4)	inclusive	in LIFT quote		See Management's LIFT quote in GENERAL ITEMS ABOVE
Clean & Steam Lift Mesh Cage	inclusive	in LIFT auote		See Management's LIFT quote in GENERAL ITEMS ABOVE
Strip, Repair & Paint Crittall Windows (5)	inclusive	1,230		Mngt: incl. new brass fitments and full stripping down pt/worl
PAINTWORK TOTAL incl. 20% VAT	11,976	6,980		ringer men new brass nements and ran scripping down pt/ wor
				SO AS TO MAKE A FAIR COMPARISON, LIKE FOR LIKE (approx.
TOTAL THIS PAGE INCL. 20% VAT	52,270	31,573		ADD ONLY THE ORANGE VALUES TO SEE A FINAL TOTAL BUDG
OPTIONAL EXTRAS				
LetterBox Pigeon Hole (Painted)	720	208		
LetterBox Pigeon Hole (Oak Veneer)	1.440	455		
Emergency Lighting Throughout	4,800	2.833		All Quotes Include Emergency Light fitments
Fire Detection System	4,560	3.850		An quotes include Emergency Eight hements
Cable TV Installation	2,588	1,049		
Cable IV Installation	2,588	1,049		
OPTIONS TOTAL incl. VAT (LOW)	12,668	7,940		Only Incl. WADE Painted Pigeon Box
OPTIONS TOTAL incl. VAT (HIGH)	13,388	8,395		Incl. WADE Oak Veneer Pigeon Box
IF BOTH OUOTES WERE USED IN FULL				-
THEY WOULD TOTAL Incl. VAT (LOW)	64.938	39,513		Incl. WADE Painted Pigeon Box but not Front Door Bell Cost
THEY WOULD TOTAL incl. VAT (HIGH)	65,658	39,968		Incl. WADE Oak Veneer Pigeon Box but not Front Door Bell Co
PLUS items originally required				
and specified from MANAGEMENT				Necessary but seemingly neglected in WADE quote
Front Entrance Brass Mail Box	not quoted	75		Mngt Incl. fitting
Install Double Elec Plugs on Each Floor		744		Required to facilitate electrical cleaning equipment each floor
NEW Light Fitments Budget		1,275		Mngt.(4 Hallway); (6 Landings); (6 Exterior); all +autosensors
NEW Light Fitnents Budget NEW Main Entrance Door Mat		1,275		Mngt.(4 nanway); (6 Lanungs); (6 Exterior); an +autosensors
MITRE HOUSE SIGNAGE - Cleaned	not quoted	105		Mngt Possible brassing/Gold etc
Misc Plants/Mail Table/Mirror etc		450		Mngt Contingency for expenditure items
ADDITIONS TOTAL incl. VAT	not quoted	2,784		
carried forward from PAGE 1 TOTALS	52,270	31,573		
ADD ORANGE ITEMS ONLY	1,440	3,239		Managements Final Total
FINAL TOTAL incl. VAT + ORANGE	53,710	34.812		THIS IS EXACTLY THE £35,000 INCL. VAT AS OUTLINED AND
	incl. VAT	incl. VAT		ADVISED IN ALL RECENT (SINCE JUNE 2012) CORRESPONDEN
ADD WADE missing quotes, possibly				
	56,494	34,812		A DIFFERENCE OF £21,682 (62%) rising more if furth
the SAME £2784 as Management?				Management savings are made (eg Terrazzo Cleaning
the SAME £2784 as Management? MANAGEMENT CONTINGENCY				
MANAGEMENT CONTINGENCY		350		Mngt Contingency for H&S Legal Requirement
MANAGEMENT CONTINGENCY CDM Co-Ordinator @ 1% Budget?		350 750		Mngt Contingency for H&S Legal Requirement Mngt Contingency for Oversights/extras/additional costs etc
MANAGEMENT CONTINGENCY CDM Co-Ordinator @ 1% Budget? Misc Contingency Funds Set Aside	not required			Mngt Contingency for Oversights/extras/additional costs etc
MANAGEMENT CONTINGENCY CDM Co-Ordinator @ 1% Budget? Misc Contingency Funds Set Aside MANAGEMENT OPTIONAL EXTRAS	not required	750 not required		Mngt Contingency for Oversights/extras/additional costs etc not required for information only
MANAGEMENT CONTINGENCY CDM Co-Ordinator @ 1% Budget? Misc Contingency Funds Set Aside	not required	750		Mngt Contingency for Oversights/extras/additional costs etc

EXPENSE Managing Agents	2013 MHML_2	2012 MHML_1	2011 KFH	2010 KFH	2009 KFH	2008 KFH	2007 KFH	2006 KFH	2005 KFH	
Cleaning Contract	2,290	2,480	2,193	2,112	2,056	2,029	1963	1850	1768	
Electricity - Common Parts	124	546	705	900	934	1,794	619	192	219	
General Repairs	172	1,458	2,891	329	3,221	4,165	1232	1039	93	
Door Entry System	233	227	211	304	230	194	303	183	179	
Drain Clean & Maintenance	130	130	216	1,303	1,366	458	130	113	1653	
Fire Equipment	-	330	243	302	357	288	278	267	197	
Insurance	1,863	2,204	2,053	1,790	875	2,233	1008	1778	1585	
Health & Safety (Electrics)	216				-	411	-	492	-846	
Lift	2,163	984	1,958	2,738	1,243	927	1475	1812	1187	
Lift Telephone	266	241	286	284	-48	210	244	193	145	
Sundries	87	142	120	48	150	139	29	72	-	
Legal Fees	-	-	-	-	271	-	-	-	-	
Professional Fees	100	-	-	745	-	-	-	-	176	
Postage & Shipping	-	23			-		-		-	
Bank Charges	74		-			-		-	-	

Accounting Fees		825	695	1,365	1,300	1,344	1,200	1274	1208	1150	
Managing Agents Fees		4,320	4,320	3,915	3,740	3,644	3,525	3476	3360	3200	
Sub Total		12,863	13,780	16,156	15,895	15,643	17,573	12,031	12,559	10,706	
Transfer To Reserves		10,362	8,965	15,000	10,000	10,000	10,000	7778	8000	8000	
L&T Act Interest		-90	-73	-13	-19	-4	-53	-110	-72	-143	
Major Works		-		-	-	-	-	-	-	50731	
Surveyor's Fees				236	-	1,913	1,219	-	-		
Reserves Utilised		-4,826		-236	-	-1,913	-1,219		-	-50731	
<u>Total</u>		18,309	22,672	31,143	25,876	25,639	27,520	19,699	20,487	18,563	
Notes: Annual Cost per Flat Annual movement		2,034 -485	2,519 -941	3,460 585	2,875	2,849 -209	3,058 869	2,189 -87	2,276	2,063	
Annual Cost per Flat										2,063 - 2617	
Annual Cost per Flat Annual movement		-485	-941	585	26	-209	869	-87	213		
Annual Cost per Flat Annual movement Surplus / (Deficit)	5,400	-485 1,100	-941 1,758	585 3,068	26 2,333	-209 921	869 -2,896	-87 582	213 1288	2617	
Annual Cost per Flat Annual movement Surplus / (Deficit) RESERVES BALANCE YE Major Work BUDGETS 2014	5,400	-485 1,100	-941 1,758	585 3,068	26 2,333	-209 921	869 -2,896	-87 582	213 1288	2617	
Annual Cost per Flat Annual movement Surplus / (Deficit) RESERVES BALANCE VE Major Work BUDGETS 2014 incl. 6 months 2014 reserves	5,400	-485 1,100 92,472	-941 1,758	585 3,068	26 2,333	-209 921	869 -2,896	-87 582	213 1288	2617	

Paul Brown-Constable / +44 207 589 7502 Mbl: +44 798 33 33 543 on behalf of the Directors of MITRE HOUSE MANAGEMENT LIMITED



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