

**MITRE HOUSE LONDON SW3 SERVICE CHARGE BUDGET
FOR THE YEAR ENDED 31 DECEMBER 2016**

<i>Items of expenditure</i>	<i>Actual 2014</i>	<i>Budget 2015</i>	<i>Forecast 2015</i>	<i>Budget 2016</i>
	£	£	£	£
General Repairs	-	350	866	1,150
Cleaning Contract (including common part windows)	2,571	2,950	3085	3,190
Drain and Gutter Cleaning	257	150	221	350
Door Entry System Maintenance & Repairs	239	250	227	285
Lifts - Contract and Repairs	2,764	2050	2050	1,900
Lift Telephone	281	275	305	300
Fire Equipment Maintenance & Repairs	-	875	875	575
Lift & Common Parts Electricity	235	855	456	380
Insurance	2,302	2,550	2,150	2,600
Sundries/Trust tax	39	180	89	60
Health and Safety Assessments	542	1550	1250	-
Professional Fees	195	420	750	1,350
Auditors Fees	695	695	695	865
Managing Agents Fees	4,320	4,850	4,850	4,995
Total Cost of Services	14,440	18,000	17,869	18,000
<i>Reserve Fund for Major Non-Annual Expenditure</i>	10,713	14,400	14,400	14,400
Total Annual Expenditure	25,153	32,400	32,269	32,400

2016 Service Charge & Reserves' Demands TOTAL £32,400



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

EMAIL: MANAGEMENT@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG

TELEPHONE +44 (0)207 589 7502 MBL: +44 (0)798 33 33 543

14 December 2015

To all Leaseholders **Mitre House**
124 Kings Road
Chelsea, London
SW34TP

Our Ref: Management Contract & proposed fees of £4995 for 2016

Dear Lessee

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

Proposed Renewal of MHML Management for year ending 31 December 2016

The letter provides notice of our intention to again use the facilities and personnel of Mitre House Management Limited (MHML 'Management') for the management of Mitre House for a period of 12 months until 31st December 2016.

The contract will be reviewed towards the end of 2016 and if appropriate consider a one year renewal.

For the avoidance of doubt we confirm that this contract is not a Qualifying Long Term Agreement under s.20 of the Landlord and Tenant Act 1985.

Please let me know if you have any queries.

Yours sincerely,

Paul Brown-Constable
Mitre House Management Limited
Mitre House,
124 Kings Road,
Chelsea,
London SW3 4TP



MAINTAINING MITRE HOUSE

DIRECTORS • PAUL BROWN-CONSTABLE • SEGAR KARUPIAH • DIMA INTERNATIONAL LIMITED

REG. OFFICE • 9 ACTON HILLS MEWS • UXBRIDGE ROAD • LONDON W3 9QN • REGISTERED NO. 7731341 • ENGLAND



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14th December 2015

To all Leaseholders **Mitre House**
124 Kings Road
Chelsea, London
SW34TP

Our Ref: Proposed Budget 2016 & 1st Quarter's Demands 2016

Dear Lessee,

Mitre House Management Limited

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

SERVICE CHARGE BUDGET FOR YEAR ENDING 31 DECEMBER 2016 & Quarterly Demands

Please find attached a copy of the proposed service charge budget for the year ending 31 December 2016.

This budget results in Management being able to maintain the Quarterly Demands at the same level as those requested during 2015 but still £50 p.a. less than that demanded by our previous Agents in 2011.

Also enclosed is the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the 1st Quarter period 25 December 2015 - 25 March 2016.

Should you have any further questions or comments, please do not hesitate to contact me.

Yours sincerely and on behalf of Management may we wish you a happy and peaceful New Year.

Mitre House Management Limited
Mitre House, 124 Kings Road,
Chelsea, London SW3 4TP



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15 March 2016

To all Leaseholders **Mitre House**
124 Kings Road
Chelsea, London
SW34TP

Our Ref: 2nd Quarter's Demands 2016 & YE 2015 Accounts

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
2nd Quarterly Demands 2016 & YE 2015 Accounts

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the 2nd Quarter period 25 March 2016 - 25 June 2016.

Also enclosed are the Annual Service Charge Accounts for YE2015 showing a small but useful surplus of £770 due back to Lessees (approx £85.55 each). A correct proportional credit back to all Lessees will be made in the 3rd Quarter's Demands in June 2016.

We have been advised that some engineering works are required to be carried out on the lift during 2016 along with some electrical metering replacements for both the Common areas and Lift.

Should you have any further questions or comments, please do not hesitate to contact me.

Yours sincerely and on behalf of Management may we wish you a happy and peaceful Easter.

Mitre House Management Limited
Mitre House, 124 Kings Road,
Chelsea, London SW3 4TP



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MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

CORRESPONDENCE DELIVERIES & CONCIERGE ADDRESS

*ON-SITE 24/7 BUREAU: SUITE 7 MITRE HOUSE • 124 KINGS ROAD • LONDON SW3 4TP
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To all Leaseholders **Mitre House**
124 Kings Road
Chelsea, London
SW34TP

6 June 2016

Our Ref: 3rd Quarter's Demands 2016

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
3rd Quarterly Demands 2016

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the 3rd Quarter period 25 June 2016 - 25 September 2016.

You will note a small but useful credit back to your account of your percentage share of the surplus (£770/9) due from the previous (YE2015) year's accounts as mentioned in our letter dated 15 March 2016.

We have been advised by one lessee of their objection to Management attending to business from inside Mitre House. Consequently and contrary to what we considered both an economical and convenient set-up for all lessees including ourselves, we will relocate to one of our alternative addresses.

We are hopeful that our five years to date of 24/7 immediate on-site attention to all and any concerns is not in any way jeopardised and Management regret that one lessee is not overly impressed with 24/7 on-site attention.

You can please some of the people some of the time but you can't please all of the people all of the time.

Mitre House remains our correspondence address and first point of contact as it always has been to date.

Should you have any further questions or comments, please do not hesitate to contact me.

On behalf of Management may we wish you a sunny Summer despite the outcome of the EU referendum.

Yours sincerely,

Paul Brown-Constable
Mitre House Management Limited



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a registered member of **PRS** Property Redress since 1 October 2014



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To all Leaseholders **Mitre House**
124 Kings Road
Chelsea, London
SW34TP

25 September 2016

Our Ref: 4th Quarter's Demands 2016

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
4th Quarter Demands 2016

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the 4th Quarter period 25 September 2016 - 25 December 2016.

My apologies for a slight delay in forwarding due solely to the holiday season.

No minor or major panics at Mitre House, in fact all very quiet thankfully, save for some lessees are querying, somewhat tardily, the 2014 works overhaul for £105,877 as outlined in the 2014 Accounts Summary.

Concerns have been raised over how the £105,877 breaks down and more worryingly that some works (Interior) were not requested, expected or indeed required. Hopefully some clarity can be confirmed by lessees as to whether they were or were not requested, expected or indeed required - and even more pertinently confirmation that they were not included in the agreed Schedule of Works drawn up by our Surveyor in December 2013 for all lessee perusal and approval, as Management made clear on numerable occasions due to budget.

I refer to those quotations which outlined in detail additional workings which were sourced independently by some lessees, namely those from Wade and Hemi which identified those workings some lessees wished to adopt.

Examples of which included such items as Emergency Lighting, new lighting throughout, auto sensors, new electrics, the lift surrounds and interior car renovation, a mail table etc etc

If indeed these workings were not requested, expected or indeed required, Management would welcome some clarification from lessees, but if they were requested, expected or indeed required, some clarification as to how they were to be financed as they were not included in the agreed Schedule of Works as Management had advised.

To avoid any confusion and to allay any suspicions of misinformation, had AR Lawrence simply spent their full agreed and approved tendered costs of £105,019 on the works in our ***Surveyor's Schedule of Works, there might not have been an £858 overspend (I would surmise far more) but absolutely no additional workings as described above would have been executed (without, as Management had again made very clear), additional very substantial contributions from all lessees. *** which included vat and fees including the Surveyor's fees as the 22 June 2014 Section 20 indicated under "all prices include vat and fees" which we considered a 100% total spend.

Should you have any further questions or comments, please do not hesitate to contact me.

Yours sincerely,



Paul Brown-Constable
Mitre House Management Limited



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To all Leaseholders **Mitre House**
124 Kings Road
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15 September 2016

Our Ref: 4th Quarter's Demands 2016

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
4th Quarter Demands 2016

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the 4th Quarter period 25 September 2016 - 25 December 2016.

No minor or major panics at Mitre House, in fact all very quiet thankfully.

Should you have any further questions or comments, please do not hesitate to contact me.

Yours sincerely,

Paul Brown-Constable
Mitre House Management Limited



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