

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 25th March 2014 (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 www.mitrehouse.org

Yours sincerely,

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
Total	18,309	22,672	31,143	25,876	25,639	27,520	19,699	20,487	18,563
<i>Notes:</i>									
Annual Cost per Flat	2,034	2,519	3,460	2,875	2,849	3,058	2,189	2,276	2,063
Annual movement	-485	-941	985	26	-209	869	-87	213	-
Surplus / (Deficit)	1,100	1,758	3,068	2,333	921	-2,896	582	1288	2617
RESERVES BALANCE YE	92,472	82,110	73,145	58,145	48,777	38,804	26483	17945	9702
Major Work BUDGETS 2014 incl. 6 months 2014 reserves	5,400								
INTERNALS Max Budget	22,872								
EXTERNALS Max Budget	75,000								
TOTAL BUDGETED 2014	97,872								
Plus Final 6 months Demands kept in reserves (misc)	5,400								

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



7 Mitre House / 124 Kings Road / Chelsea / London SW3 4TP
www.mitrehouse.org / email: management@mitrehouse.org

This message, and any and all attachments, are for the intended recipient(s) only, and may contain information that is privileged, confidential and/or proprietary and is subject to important terms and conditions available at www.suegrabbit&run.com/cocktail_lounge. If you are not the intended recipient, you are strongly advised in law to delete this message before it explodes - you have been warned!