



# 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

To all Leaseholders **Mitre House**  
124 Kings Road  
Chelsea, London  
SW3 4TP

Our Ref: Internal & External Works/MH\_**Section 20 Notice\_1**

Date: **13th December 2013**

Dear Lessee,

## **Mitre House Management Limited**

*NOTICE OF INTENTION TO CARRY OUT INTERNAL & EXTERNAL WORKS in 2014*

It is the intention of Mitre House Management Limited to enter into an agreement to carry out works in respect of which we are required to consult leaseholders. (*See Note 1 attached on reverse*)

The works to be carried out under the agreement are as follows:-

**Internal Redecorations (budget £25,000). To decorate all communal areas, walls & ceilings, in one colour (TBA) (two coats), emulsion and/or gloss where appropriate and make all necessary repairs and cosmetic improvements within budget.** (*See Note 2 attached on reverse*) and:

**External Works & Repairs (budget £70,000). To make all necessary repairs as per Surveyor's Report (TBA).** (*See Note 2 attached on reverse*)

The Management Company consider it necessary to carry out the above works because in accordance with the terms of the Head Lease, they are required to do so every seven years.

We invite you to make written observations in relation to the proposed works by sending them to Mitre House Management Limited, Mitre House, 124 Kings Road, Chelsea, London SW3 4TP

Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will be extended and end on **25th January 2014**. (*See Note 3 attached on reverse*).

We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraphs 2 & 3 above. (*See Note 4 attached on reverse*). It is admitted that two Lessees have to date supplied two independent estimates for Internal works but for far more extensive works than outlined above and Management reject these proposals on budgetary considerations.

Yours sincerely,  
Mitre House Management Limited



**MAINTAINING MITRE HOUSE**

DIRECTORS • PAUL BROWN-CONSTABLE • SEGAR KARUPIAH • DIMA INTERNATIONAL LIMITED • MICHELE SIGG HILLGARTH  
REG. OFFICE • PETERDEN HOUSE • 1A LEIGHTON ROAD • LONDON W13 9EL • REGISTERED NO. 7731341 • ENGLAND