



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

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INTERNAL DECORATION AT MITRE HOUSE DURING 2014 FOR A MAXIMUM TOTAL OVERALL £25,000 BUDGET*

* BASED ON MANAGEMENT'S HEAD LEASE OBLIGATIONS

- _Communal Walls & Ceilings Painting
- _Terrazzo Flooring Clean
- _Lighting incl. Emergency Lighting
- _Communal Crittall Windows attention
- _Communal Furniture in Entrance Hall
- _Front Entrance Matting
- _Communal Main Front Door Furniture
- _Suggested Misc Improvements

INTERNALS BUDGET 2014

LESSEES WERE INVITED/REQUESTED TO DECIDE ON WHETHER TO SPEND IN EXCESS OF £25,000 ON THE INTERNALS AT MITRE HOUSE DURING 2014 REQUIRING ADDITIONAL RESERVES' DEMANDS OF £5000 - £7000 PER LESSEE TO BE PAID

PLEASE VIEW EMAIL SENT DIRECT TO YOU FROM FLAT 4 ON 25TH JANUARY 2014 @ 18.19 GMT WITH THEIR PREFERENCES AND COMMENTS AND MANAGEMENT'S REPLY SENT AND COPIED DIRECT TO YOU ON 25TH JANUARY 2014 @ 19.27 GMT

MANAGEMENT ARE PRESUMING FLAT 4 HAVE VOTED UNDECIDED TO SPENDING IN EXCESS OF £25,000 AND FLAT 4 ARE NOT MAKING A DECISION AT THIS TIME, PREFERRING A MEETING TO DISCUSS SITUATION

PLEASE ALSO REFER TO MANAGEMENT'S SECTION 20 NOTICE DATED 13TH DECEMBER 2013, AND SUBSEQUENT EMAIL ON 19TH DECEMBER 2013 WITH FULL REFERENCES TO £25,000 BUDGET ETC