



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

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31 December 2014

Service Charge Account
c/o Flat 7 Mitre House
124 Kings Road
London SW3 4TP

INVOICE/00014_0007

Mitre House

Additional Works included in the £31,756.21 savings made from the 22 June 2014 s.20 approved budget of £105,019

RE: *Additional workings, costs and fees from July 2011 to 31st Dec 2014 by Mitre House Management Limited in the execution of the 2014 Internals & Externals programme.*

(1) Source various competitive quotations (approx three per item) and estimates for all intended works. Serve and issue relevant notices, notifications to all lessees, supplying all references required and posting all on Mitrehouse.com website. Make required specifications and brief and liaise with Surveyor and arrange all required section notice tenders and advise and inform all lessees in correspondence and post all on website. Supplying full colour design proposals (4 drafts) full colour voting preferences, full colour analyses of all quotes and tenders received, all of which sent direct to all lessees with instructions on how to compute and posted on the website.

All for

£1,500. 00

(2) Full supervision and project managing the full works' programme including managing both the new Water Tank and TV/Sky installations, insisting on required 100% agreements in place of usual notices and collection of funds to progress including renegotiating a discount, and making required savings of £31,756.21 to progress "additional works" not specified or included in the initial tender quotations sourced by our Surveyor

All for

£1,500. 00

(3) Major and Minor workings executed by MHML:

(3a) Total and complete renovation and refurbishment of the Lift car, the interior and exterior structure, doors, architrave and netting surrounds - to include full and comprehensive rub down, wash down and preparation for correct and professional metallic spray paint. Fitting of bronze acrylic mirrors to lift car interior and tiling interior with lightweight cork tiles and affixing all required safety signage and light fitments including sand blasted trellis decals.

All for

£2,500. 00



MAINTAINING MITRE HOUSE

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

REG. OFFICE • PETERDEN HOUSE • 1A LEIGHTON ROAD • LONDON W13 9EL • REGISTERED NO. 7731341 • ENGLAND

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

(3b) Design, build and install three unique removable Meter Cupboards with circular meter windows ribbed in coloured beeding and with soft health and safety "baby proof" surrounds due to height limitations. To also include full boxing in and stapling of frontage on three floors of "untidy" stray cabling. To also include Shop Signage (4) design art and installation plus (2) additions.

All for **£1,051.79**

(3c) Arranging, measuring, installing wooden handrails on all floors including ground floor "foyer" entrance hall - adding brass end pieces to all units.

All for **£1,500. 00**

(3d) Design, build and install 12 piece mail pigeon box table with veneer top cork surrounds and brass furniture to suit re: x 9 flats and misc.

All for **£572.85**

(3e) From hired equipment, make good and repair and chemically clean, including power stripping in places of terrazzo flooring on all landings, stairs, and hall ways to the best condition possible.

All for **£2,250.00**

*(3f) **Various misc workings throughout:** steam cleaning, sanding and polishing all bronze window partitions on three floors, brass buttoning all box panels throughout, repairing, renovating, and re-varnishing all doors and partition double doors, re-invigorating all brass self closers, removing and reinstalling after renovating and re-enameling all brassworks throughout, designing and installing new "Mitre House" signage at front entrance, designing and installing all required signage throughout Mitre House including fire safety and Health & Safety signage (No Smoking, CCTV etc), stripping and easing all Crittall Windows to have them ruined by sloppy workmanship and painting (to be re-done), total clearout and disposal of rubbish from roof, lift rooms and basement area, arranging and helping install all new Light Fitments, additional mains plug points and auto sensors on all lights throughout Mitre House to include Emergency Lighting on all floors including exterior fire escape and escape exits, installing brass door "hold backs" on all doors throughout Mitre House, new locks on rear Fire Escape doors (4), new brass bolts and signage and furniture on all doors throughout Mitre House including roof doors for Lift access rooms, painting & decorating third colour Metallic Gold on all exposed pipeworks throughout Mitre House and of the entire green dado rail, organising new matting throughout Mitre House including complimentary mats for all 9 lessees, sourcing and installing "special" silver Chubb Fire Extinguishers on all floors including lift access room and basement area, installing mail table mirror.*

All for **£2,500. 00**

(3h) Costs incurred & paid by MHML/PBC on all above **£2,198.21**

(3i) Various legacy items from 2011 - 2014 throughout Mitre House.

No charge to date for legacy items such as Christmas tree and decorations, plants, artworks, misc artifacts, clocks, mirrors etc - and most especially the gardening efforts for the benefit of all lessees to include numerous window boxes on fire escape and potted plants in rear yard including interior stands and plants.

GRAND TOTAL Due to MHML for the works performed,

£15,572.85

<i>Due to MHML for works performed</i>	£15,572.85
<i>Supplies costs for MHML additional works paid from Service Charge</i>	£16,183.36
<i>Total Spent/Savings made</i>	£31,756.21

Schedule of Works, Workings and Administration:

Nov/Dec 2011 - arranging quotations

2012 - arranging, discussing, preparation of Interior Decor Presentations, emails, correspondence etc

2012 (6 July) Issuing and overseeing s.20 Notices - withdrawn

2013 - arranging, discussing, preparation of Interior Decor Presentations, emails, correspondence etc

2013 (7 January) Issuing and overseeing s.20 Notices -

2013 (21 June) Issuing and overseeing s.20 Notices 2 - withdrawn

2013 (13 December) Issuing and overseeing s.20 Notices -

2013 - arranging, discussing, preparation of Schedule of Works with Surveyor

2014 - arranging, discussing, preparation of Interior Decor Presentations, emails, correspondence etc

2014 - arranging, discussing, preparation of Tenders of Schedule of Works with Surveyor

2014 (25 March) Issuing and overseeing s.20 Notices 2

2014 (22 June) Issuing and overseeing s.20 Notices 3 - approved

2014 - Project Management of £105,019 Budget for Internals/Externals

2014 - Project Management raising required funding for Internals/Externals

2014 - Project Management for replacement Water Tank and arranging funding

2014 - Project Management for Communal TV Sky install and arranging funding

2014 - Project Management on negotiating funding for additional works all done within £105,877 cost:

a) installing and arranging and planning Emergency Lighting throughout incl. fire escape (ext)

b) installing and arranging and planning new light fitments throughout communal areas

c) installing and arranging and planning new light switches throughout building

d) installing and arranging and planning new auto sensors on all floors and exterior fire escape

e) installing planning and arranging new mains wiring throughout building for (a) and (b) above

f) arranging all H&S inspections, Fire, Asbestos, Water, Electrics plus full reports/certificates

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g) arranging and overseeing TV Sky installation, clearing rooftop, and preparing wiring plans

h) arranging and overseeing replacement Water Tank installation and misc workings

i) arranging and overseeing full decor renovation of lift exterior, doors, car decor and cage spraying

j) arranging and overseeing main front door (interior architrave) removal and install

k) arranging and installing and designing main entrance new Mitre House brass signage

l) arranging and installing new Entryphone Brass Bell Push unit with required re-wirings

m) arranging and installing all required (best quality/brass) signages throughout Mitre House

n) arranging and installing replacement locks to all rear doors on each floor

o) arranging planning, designing and installing Meter Boxes on each floor

p) arranging planning, designing and installing wiring box enclosures on each floor

q) arranging planning designing and installing required shop signages

r) arranging planning and assisting (on a Sunday) BT wiring tidy up and sorting wiring (6 hours)

s) removing as required all old redundant BT, TV, cable on exterior and roof

t) removing and cleaning (properly professionally) all brass fitments throughout building

- u) removing and replacing any old brass furniture, incl. to main front door exterior/interior mailbox*
- v) arranging planning and building hall mail pigeon box table and artifacts (brass number plates)*
- w) arranging planning and fitting all artifacts, mirrors, plants etc throughout building*
- x) dismantling old unit and fitting new teak handrail and fitting brass end pieces throughout building*
- y) removing and replacing all every old screws throughout building and replacing with new*
- z) removing old nuts from panelling on each floor and replacing with new fitments*
- aa) stripping back all old varnish dirt on all window panelling and bringing back to original bronze*
- bb) thoroughly cleaning and restoring all window twin door panelling on each floor*
- cc) stripping all door edgings on each floor throughout to remove all burrs and wear markings*
- dd) removing and installing new matting to main front entrance and lift*
- ee) arranging cleaning and restoring full terrazzo floor clean to very acceptable level and also*
- ff) arranging and installing special Chub Silver Fire Extinguishers throughout building*
- gg) cleaning, decorating and renovating ground floor cleaner's cupboard incl water heater install*
- hh) arranging, and overseeing full cleanup after Thames Water flooding of basement and shops*
- ii) sorting and overseeing full Asbestos review after flooding of basement area*
- jj) project managing entire works from Sunday 31st August (Scaffolding up) to Christmas Eve 24 December 2014*