

**MITRE HOUSE LONDON SW3 SERVICE CHARGE BUDGET
FOR THE YEAR ENDED 31 DECEMBER 2017**

<i>Items of expenditure</i>	<i>Actual 2015</i>	<i>Budget 2016</i>	<i>Forecast 2016</i>	<i>Budget 2017</i>
	£	£	£	£
General Repairs	1,925	1,150	2,266	1,000
Cleaning Contract (including common part windows)	2,566	3,190	2,450	2450
Drain and Gutter Cleaning	235	350	235	235
Door Entry System Maintenance & Repairs	244	285	248	250
Lifts - Contract and Repairs	1,552	1900	1,950	1,550
Lift Telephone	296	300	325	325
Fire Equipment Maintenance & Repairs	243	575	275	275
Lift & Common Parts Electricity	514	380	325	325
Insurance	2,337	2,600	2,650	2,650
Sundries/Trust tax	-	60	39	-
Health and Safety Assessments	-	-	250	250
Professional Fees	1,365	1,350	450	1,000
Bank Charges	284	285	235	200
Auditors Fees	835	865	695	695
Managing Agents Fees	4,850	4,995	4,995	4,995
Total Cost of Services	17,246	18,000	17,368	16,200
<i>Reserve Fund for Major Non-Annual Expenditure</i>	14,400	14,400	14,400	10,800
Total Annual Expenditure	31,630	32,400	31,788	27,000

2017 Service Charge & Reserves' Demands TOTAL £27,000



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

1 December 2016

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

Our Ref: Management Contract & proposed fees of £4995 for 2017

Dear Lessee

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

Proposed Renewal of MHML Management for year ending 31 December 2017

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 2017.

The contract will be reviewed towards the end of 2017 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 • DIMA INTERNATIONAL LIMITED

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

a registered member of  since 1 October 2014



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

1st December 2016

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
Our Ref: 1st Quarter's Demands 2017 and proposed 2017 Budget

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage of the 2017 First Quarter period 25 December 2016 - 25 March 2017.

You will note a reduction from £900 per quarter to only £750 per quarter for 2017 (Flat 4 and Flat 6 are on separate percentages and are adjusted accordingly) being £50 off the Service Charge element and £100 off the Reserves element.

Also attached is the proposed 2017 Budget to which we welcome comment if deemed appropriate. Management Fees remain the same and despite some adverse comments from one or two lessees previously we would remind them that these fees include 24/7 on site attention and maximum economies made on expenditure for certain minor repairs and works and supplies which Management arranges at far less cost than using outside contractors, to further minimise annual expenditure for the benefit of all lessees, as well as the day-to-day maintenance of the various internal artifacts, plants, art and horticulture.

2017 Quarterly Demands are now £150 less per Quarter per lessee than we were paying KFH in 2011 almost six years ago, but still with a healthy £800 more going into Reserves than in 2011. And as you are by now aware, Mitre House is totally transformed and unrecognisable today as opposed to what it was in 2011 with regard to far better maintenance and appearance and for far less outgoings year in year out since 2011 and yet again during 2017, all as promised when we took the reins.

If we are unfortunate enough to be faced with any unexpected works (the Lift being the Achilles Heel at Mitre House) or Health & Safety issues, we can hopefully cover any reasonable affordable costs from Reserves which Management are projecting to total approx £90,000 by the next scheduled Exterior & Interior major works in September 2021, and considered adequate for Exterior and Interior works, so long as common sense and maximum economies are yet again in evidence.

The year end accounts for 2016 to be distributed early next year will show another small but useful surplus. This follows the £770 surplus repaid to lessees from the 2015 Accounts in the June Quarterlies earlier this year.

Management wish you a Happy Christmas with fingers crossed for a New Year - post Brexit & President Trump!

Yours sincerely,

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



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

9th March 2017

Dear Lessee,

Mitre House Management Limited
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
Our Ref: 2nd Quarter's Demands 2017 & YE Accounts 2016

Please find attached the Service Charge/Reserves Application and Ground Rent where applicable, for your percentage of the 2017 Second Quarter period 25 March 2017 - 25 June 2017.

Year end 2016 Service Charge Accounts show yet another (every year since 2012), admittedly small but still useful, surplus.

This as ever has been achieved by sensible common sense savings wherever possible on every single aspect of expenditure at Mitre House as Management, who are also lessees, benefit from economies along with all other lessees.

We somewhat doubt that any flat with a lift and almost 24/7 on site attention in SW3 or in the near vicinity are paying as little as we all are, year in year out, since 2012 and in fact paying less today than we were all paying in 2011 to Agents' KFH.

We do though face a major problem with unauthorised entry to Mitre House resulting in both mail and parcels disappearing and have been advised by the Police to restrict entry to only individuals expected by Tenants/Residents. At present, deliveries to unattended flats results in other Tenants/Residents having their bells rung for entry having no idea as to the authenticity of the actual deliveryman. As such anybody can gain access to Mitre House by simply stating "Delivery".

Notices have now been posted warning deliverymen and Lessees/Tenants that only the correct addressee will allow them access and to desist in attempting entry by ringing other bells. **Insurance companies** may not (and in many cases will not) entertain household claims if unauthorised people are voluntarily permitted entry having no regard to their entitlement or identity.

Mitre House now has five sub-let properties with resulting comings and goings of strangers and it is the responsibility of the owners to both advise and oblige their tenants to comply with all lease covenants and to fully respect the in-house by-laws.

Management wish you a Happy Easter but do please note the "security issues" outlined above for all our safety and property.

Yours sincerely,

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



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