



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)20 7589 7502

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 REQUEST COPY OF EMAIL SENT BY FLAT 8 TO FLAT 7 ON 24TH JANUARY 2014 @ 16.47 GMT WITH THEIR PREFERENCES AND COMMENTS AND

MANAGEMENT'S REPLY SENT IN RETURN TO ONLY FLAT 8 ON 24TH JANUARY 2014 @ 22.51 GMT

MANAGEMENT ARE PRESUMING FLAT 8 HAVE VOTED NEUTRAL TO SPENDING IN EXCESS OF £25,000 AND FLAT 8 NEITHER AGREES NOR DISAGREES TO THE ADDITIONAL RESERVES' DEMANDS OF £5000 - £7000 PAYABLE MARCH 25TH 2014

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