



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

2014 WORKS' INVOICES £105,877 AND LESSEES' WINDOWS REPAIR ACCOUNTS (ORIGINALS & COPIES)



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 **PRS** Property
Recovery
Scheme since 1 October 2014



MITRE HOUSE MANAGEMENT LIMITED

SUITE 7 MITRE HOUSE • 124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

EMAIL: MANAGEMENT@MITREHOUSE.COM • WWW.MITREHOUSE.COM

TELEPHONE +44 20 7589 7502 • MBL: +44 (0)798 33 33 543

3 April 2016

P.F.C. Begg Esq.,
Solicitor,
9th Floor, Metro Building,
1 Butterwick, Hammersmith,
London W6 8DL

DEAR MR. BEGG .

Your Ref: Mrs Michele Hillgarth

Re: Requested documentation from our year ended 2014 Accounts

Further to your letters of 23 March and 31 March 2016 I have pleasure in supplying the various original invoices you have demanded with copies (save for the ring binder containing the costs & suppliers' accounts). I have supplied both paid and unpaid and renegotiated and the lessee Window Repair invoices as Mrs Hillgarth has accused ourselves of misappropriating those funds despite all cheques written directly to our contractor as evidenced by her own cheque made payable to AR Lawrence dated 17 Oct 2014?

You will note that savings were made and credited to Reserves of £2153 regarding the Water Tank & TV/Sky installations (due to scaffolding remaining in place) and £3185 off the Surveyor's final fees due to a substantial reduction in the overall total AR Lawrence budget on which the fees were based.

I am hopeful that these documents will answer your totally refuted accusations of fraud as stated in your letter of 23 March 2016 as our year ended accounts dated 30 May 2015 well evidence indicating Reserves of £16,201 carried forward to 2015 as opposed to what lessees had been advised of only £11,243.

I can also confirm categorically that not one single request was received from any lessee to view documents from our 2014 Accounts within the statutory six months from publication despite our insistence that they were very welcome to do so in various emails during the works' schedule.

As regards the multitude of other accusations and innuendos as stated at length in your thirteen page 23 March 2016 letter, we will respond in due course with hard copy evidence to thoroughly refute each and every one as they are mostly childish bleatings of your client, evidencing her jealous, vindictive and malicious attitude towards Mitre House Management Limited and most notably myself.

Please return the originals after use. Thank you.

Yours sincerely,

PAUL BROWN-CONSTABLE

Paul Brown-Constable
cc Segar Karupiah, Dima International Ltd



MAINTAINING MITRE HOUSE

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

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

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Recovery
Scheme since 1 October 2014

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7787

Date: 13th February 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To receiving your instructions to prepare a scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Attending a preliminary meeting with you to discuss the proposed scope of works, carrying out further detailed inspections, taking details and photographs, preparing a draft Specification and submitting this to you, for comment/approval.

First interim fee for professional services to draft Specification stage, say;

£2,250.00

VAT @ 20%

£450.00

Travelling, copying, binding and other disbursements to date.

£70.40

VAT @ 20%

£14.08

Sub Totals

£2,320.40

£464.08

Total VAT

£464.08

TOTAL

£2,784.48

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7810

Date: 24th March 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

<u>Mitre House, 124 Kings Road, London SW3</u>		
To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.		
Receiving your instructions to invite tenders for the work following receipt of the draft Specification, preparing and issuing tender documents to five building contractors, checking/reviewing the tenders on receipt and preparing and issuing our tender report.		
Second interim fee for professional services to receipt of tender stage, based on agreed scale and calculated against lowest tender received;		
50% of 11% (10% + 1% CDM) of £76,101.00	£4,185.56	
<u>Less: Previous account dated 13/02/14</u>	£2,250.00	
	£1,935.56	
VAT @ 20%		£387.11
Further copying, binding and other disbursements to date.	£108.50	
VAT @ 20%		£21.70
Sub Totals	£2,044.06	£408.81
Total VAT	£408.81	
TOTAL	£2,452.87	

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD
C/O
BOYCE EVENS & CARPENTER
10 GENOTIN TERRACE
ENFIELD
MIDDLESEX
EN1 2AF

INVOICE F/9/14

VAT REG NO. 652 8482 15

DATE 16 SEPTEMBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

REQUEST FOR PAYMENT

APPLICATION FOR PAYMENT ON ACCOUNT NO. 1

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Works carried out to date, scaffold and materials on site	11102	50
Less	Retention @ 5%	555	13
		10547	37
	Value Added Tax @ 20%	2109	48
		£ 12656	85

For BACS payment our details are as follows:-

A/C Name: A R LAWRENCE & SONS LTD
Sort Code: 40 45 17
Account No.: 31260391

Payment required within 30 days of invoice please

A VAT receipt will be issued upon receipt of payment

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7880

Date: 22nd September 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Discussing certain reductions to the proposed scope of works following receipt of tender and receiving your instructions to place a contract for the works with A.R. Lawrence & Sons Ltd on the basis of a reduced contract sum in the amount of £63,828.00 plus VAT.

Receiving and checking the contractor's insurance details, Construction Phase Plan and proposed programme, submitting an F10 Notification to the HSE, preparing and issuing the formal contract documents for signing and attending and minuting a pre-contact meeting.

Carrying out inspections of the work in progress, issuing Surveyors Instructions for certain variations to date and issuing the first payment certificate.

Third interim fee, based on 67½% of agreed scale fee and calculated against original lowest tender received;

67½% of 11% (10% + 1% CDM) of £76,101.00

£5,650.50

Less: Previous accounts up to and including account dated 24/03/14

£4,185.56

£1,464.94

VAT @ 20%

£292.99

Contract documents and further travelling, copying, binding and other disbursements to date.

£173.20

VAT @ 20%

Sub Totals

Total VAT

TOTAL

	£34.64
£1,638.14	£327.63
£327.63	
£1,965.77	

AerialTEC

London & Southeast Ltd
FOR ALL YOUR DIGITAL NEEDS



Customer Details

Mitre House management LTD
7 Mitre House
124 Kings RD
Iweren SW3 4TP
Tel No: 0207 589 2764

Invoice Details (if different from above)

6 Blackthorn Close, West kingsdown, Kent TN15 6UF
Tel: 01474 853335 Fax: 01474 852083
sales@aerialtec.co.uk www.aerialtec.co.uk

Invoice No. 06402

VAT No. 885 7378 57

Installation Details

	£	:	p
1x installation of a commercial ERS		:	
Satellite System to 9 flats and		:	
9 bedrooms within the flats		:	
1x Aerial System integrated with		:	
Satellite System		:	
1x 32 way multi-switch installed in loft room		:	
1x connection of triax dish to new system		:	
and 1x boom hotbird dish		:	
		:	
		:	
		:	

Product Guarantee Period (yrs)

Aerial: 1 ☐ 2 ☒ 3 ☐ 5 ☐ Amplifier: 1 ☐ SKY/DTT Equipment: 1 ☐

SKY/DTT - STB Serial No.

NET

VAT %

TOTAL

£4310 : —
£862 : —
£5172 : —

Paid by: Cash ☐ Cheque ☐ Credit Card ☐ To be Invoiced ☒

Full invoice amount and VAT must be paid to the installation Engineer for the equipment installed and work completed. Unless an alternative payment method has been agreed in writing with the Company, AerialTec Ltd or its subsidiaries reserve the right to remove any equipment not paid for. This agreement does not apply to storm or malicious damage.

Engineer's Observations & Recommendation

2 years Guarantee

Payment within 28 days
Please

Declaration

Declaration: Please read this invoice carefully before paying for work done and signing to your complete satisfaction.

The above work has been carried out to my complete satisfaction. The installation engineer has explained the alternative aerials available, the prices and signal defects if any. I understand payment is due on completion and consent to the removal of the aerial at any time during working hours in default of payment. I further agree to indemnify the installer against any losses incurred by default of payment. The signing of the receipt in no way invalidates your rights of common law.

Engineer Signature:

Customer Signature:

Print Name:

Date

13/10/14

Date

13/10/14

AerialTEC

London & Southeast Ltd
FOR ALL YOUR DIGITAL NEEDS



6 Blackthorn Close, West kingsdown, Kent TN15 6UF
Tel: 01474 853335 Fax: 01474 852083
sales@aerialtec.co.uk www.aerialtec.co.uk

Customer Details

Mrs M Hillgarth
Flat 5 Mitre house
Kings RD
SW3

Tel No:

Invoice Details (if different from above)

Mrs M Hillgarth
66 Bedford Gardens
London W8 7EM

Invoice No. 06401

VAT No. 885 7378 57

Installation Details

Ref
Re cabling of existing connections in flat to
sky box
re installing SKY signal to flat and
removal of cables and dish

£ : p

:

:

:

:

:

:

:

:

:

:

:

:

:

Product Guarantee Period (yrs)

Aerial: 1 ☐ 2 ☐ 3 ☐ 5 ☐ Amplifier: 1 ☐ SKY/DTT Equipment: 1 ☒

SKY/DTT - STB Serial No.

NET

VAT % 20

TOTAL

195 :
39 :
234 :

Paid by: Cash ☐ Cheque ☐ Credit Card ☐ To be Invoiced ☒

Full invoice amount and VAT must be paid to the installation Engineer for the equipment installed and work completed. Unless an alternative payment method has been agreed in writing with the Company, AerialTec Ltd or its subsidiaries reserve the right to remove any equipment not paid for. This agreement does not apply to storm or malicious damage.

Engineer's Observations & Recommendation

Payment within 28 days
Please

Declaration

Declaration: Please read this invoice carefully before paying for work done and signing to your complete satisfaction.

The above work has been carried out to my complete satisfaction. The installation engineer has explained the alternative aerials available, the prices and signal defects if any. I understand payment is due on completion and consent to the removal of the aerial at any time during working hours in default of payment. I further agree to indemnify the installer against any losses incurred by default of payment. The signing of the receipt in no way invalidates your rights of common law.

Engineer Signature

Customer Signature

Print Name

Date

Date

Terry

13/10/14

13/10/14

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD

7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

INVOICE F/10/14

VAT REG NO. 652 8482 15

DATE 24 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW
PAUL BROWN-CONSTABLE

REQUEST FOR PAYMENT

APPLICATION FOR PAYMENT ON ACCOUNT NO. 2

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Works carried out to date, scaffold and materials on site	32577	95
Less	Retention @ 5%	1628	90
		30940	05
Less	Previous Application	10547	37
		20401	68
	Value Added Tax @ 20%	4080	34
		£ 24482	02

For BACS payment our details are as follows:-

A/C Name: A R LAWRENCE & SONS LTD
Sort Code: 40 45 17
Account No.: 31260391

Payment required in accordance with payment certificate please

A VAT receipt will be issued upon receipt of payment

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7905

Date: 31st October 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Carrying out further inspections of the work in progress, issuing further Surveyors Instructions for certain variations to date and reporting to you.

Fourth interim fee, based on 80% of agreed scale fee and calculated against original lowest tender received;

80% of 11% (10% + 1% CDM) of £76,101.00

Less: Previous accounts up to and including account dated 22/09/14

£6,696.89

£5,650.50

£1,046.39

VAT @ 20%

£209.28

Further travelling and other disbursements to date.

£94.70

VAT @ 20%

£18.94

Sub Totals

£1,141.09

£228.22

Total VAT

£228.22

TOTAL

£1,369.31

Houseman Water Hygiene Specialists Ltd

JO2020
6th November 2014
VAT- NO 912 1556 51
Co. Reg: 5539899

Email: service@housemanwatertreatment.com

P.O. NUMBER	TERMS
0013/Ref email 6 October 2014	30 days

BACS DETAILS: SORT CODE 30-15-99 ACCT NO. 0506205

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD

7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

INVOICE B/12/14

VAT REG NO. 652 8482 15

DATE 2 DECEMBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW
PAUL BROWN-CONSTABLE

REQUEST FOR PAYMENT

APPLICATION FOR PAYMENT ON ACCOUNT NO. 3

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Works carried out to date, scaffold and materials on site	47887	10
Less	Retention @ 5%	2394	35
		45492	75
Less	Previous Application	30949	05
		14543	70
	Value Added Tax @ 20%	2908	74
		£ 17452	44

For BACS payment our details are as follows:-

A/C Name: A R LAWRENCE & SONS LTD
Sort Code: 40 45 17
Account No.: 31260391

Payment required in accordance with payment certificate please

A VAT receipt will be issued upon receipt of payment

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7938

Date: 9th December 2014

Mitre House Management Ltd.,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

<u>Mitre House, 124 Kings Road, London SW3</u>		
To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.		
Carrying out further inspections of the work in progress, issuing further Surveyors Instructions for certain variations to date and issuing further payment certificates.		
Fifth interim fee, based on 90% of agreed scale fee and calculated against original lowest tender received;		
90% of 11% (10% + 1% CDM) of £76,101.00	£7,533.99	
<u>Less:</u> Previous accounts up to and including account dated 31/10/14	£6,696.89	
	£837.10	
VAT @ 20%		£167.42
To also organising joinery repairs to the various flat windows, inspecting the windows in detail, preparing and costing separate window repair schedules for the windows at the front and rear of each flat as applicable and reporting to you.		
Fee, based on agreed scale and calculated against net cost of window repairs;		
10% of £6,770.00	£677.00	
VAT @ 20%		£135.40
Further travelling and other disbursements to date.	£103.50	

VAT @ 20%

Sub Totals

Total VAT

TOTAL

	£20.70
£1,617.60	£323.52
£323.52	
£1,941.12	

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD

7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

INVOICE D/12/14

VAT REG NO. 652 8482 15

DATE 17 DECEMBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW
PAUL BROWN-CONSTABLE

REQUEST FOR PAYMENT

FINAL ACCOUNT

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Final Contract Sum	54528	40
Less	Retention @ 2.5%	1363	21
		53165	19
Less	Previous Application	45492	75
		7672	44
	Value Added Tax @ 20%	1534	49
		£ 9206	93

For BACS payment our details are as follows:-

A/C Name: A R LAWRENCE & SONS LTD
Sort Code: 40 45 17
Account No.: 31260391

Payment required in accordance with payment certificate please

A VAT receipt will be issued upon receipt of payment

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

INVOICE D/12/14

RECEIPT 4067
VAT REG NO. 652 8482 15

DATE 30 JANUARY 2015 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW
PAUL BROWN-CONSTABLE

RECEIPT & TAX INVOICE

FINAL ACCOUNT

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Final Contract Sum	53000	00
Less	Retention @ 2.5%	1325	00
		51675	00
Less	Previous Application	45492	75
		6182	25
	Value Added Tax @ 20%	1236	45
		£ 7418	70

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7957

Date: 29th January 2015

Mitre House Management Ltd.,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP

<u>Mitre House, 124 Kings Road, London SW3</u>		
To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.		
Carrying out further inspections of the work in progress, snagging the works towards completion, issuing Snagging Lists to the contractor and issuing the Certificate of Practical Completion. To also agreeing the contractor's final account in the sum of £53,000.00 plus VAT and issuing a further payment certificate.		
Sixth interim fee, based on 97½% of agreed scale fee and calculated against original lowest tender received;		
97½% of 11% (10% + 1% CDM) of £76,101.00	£8,161.83	
<u>Less:</u> previous accounts up to and including account dated 09/12/14	£7,533.99	
	£627.84	
VAT @ 20%		£125.57
Further travelling and other disbursements to date.	£34.20	
VAT @ 20%		£6.84
Sub Totals	£662.04	£132.41
Total VAT	£132.41	
TOTAL	£794.45	



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

EMAIL: MANAGEMENT@MITREHOUSE.COM • WWW.MITREHOUSE.COM

TELEPHONE +44 (0)20 7589 7502 OR MBL +44 (0)798 33 33 543

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

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

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

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 fittings 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*



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

EMAIL: MANAGEMENT@MITREHOUSE.COM • WWW.MITREHOUSE.COM

TELEPHONE +44 (0)20 7589 7502 OR MBL +44 (0)798 33 33 543

30 December 2014

Mitre House Service Charge a/c
Mitre House
124 Kings Road
London SW3 4TP

STATEMENT OF ADDITIONAL WORKS' COST PAID FROM RESERVES/CURRENT ACCOUNT

RE: Works' Supplier Costs over and above paid to AR Lawrence (ref Schedule of Works) were as follows:

Direct Fitment Purchases:

St_01_TLC Ltd (Electrics)	£24.36
St_01_Wood Finishes Direct (Supplies)	£53.50
St_01_Sandblasting (cash)	£350.00
St_04_Universal Lighting (Light units)	£382.23
St_04_Heart Of England (Brasses)	£24.00
St_04_Universal Lighting (Light units)	£1369.89
St_04_National Lighting (Light units)	£282.00
St_04_BES Electrics (Internal Electricals)	£1200.00
St_05_Handrail Direct (Handrails)	£40.00
St_05_Universal Lighting (Light units)	£65.10
St_05_Leylands (Supplies)	£113.65
St_05_Peter Jones (Lampshades)	£76.00
St_05_YMCA (Lampshades)	£12.96
St_06_Sign Builder (Shop Signage)	£47.28
St_06_Sign Builder (Shop Signage)	£47.28
St_06_Sign Builder (Shop Signage) credit	(£8.28)
St_06_Sign Builder (Shop Signage)	£45.48
St_06_Peter Jones (Lampshades) credit	(£28.00)
St_07_LED Hut (Bulbs)	£7.82
St_07_Sign Builder (Shop Signage) credit	(£8.28)
St_07_Sign Builder (Shop Signage)	£80.04
St_07_BES Electrics (Internal Electricals)	£1200.00
St_07_Sign Builder (Shop Signage) credit	(£8.28)
St_07_Brunel Engraving (Front Signage)	£148.02
ST_07_LED Hut (Bulbs)	£311.04



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

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

<i>St_08_Brunei Engraving (Front Signage)</i>	<i>£36.00</i>
<i>ST_08_LED Hut (Bulbs) credit</i>	<i>(£12.98)</i>
<i>ST_08_LED Hut (Bulbs) credit</i>	<i>(£12.98)</i>
<i>ST_08_Allbert Construction (Wiring Boxing)</i>	<i>£648.00</i>
<i>ST_09_Newframes (Glazing)</i>	<i>£14.35</i>
<i>ST_09_Pip Lifts/Roper/cash</i>	<i>£200.00</i>
<i>St_09_Handrails Direct</i>	<i>£754.00</i>
<i>St_09_Door Handle Co</i>	<i>£156.30</i>
<i>St_09_Carpertime (Lift & Front Door Matt)</i>	<i>£86.00</i>
<i>St_09_Iromongery Direct (Supplies)</i>	<i>£153.72</i>
<i>St_10_Eclipse Telephone (BT Wiring)</i>	<i>£75.00</i>
<i>ST_10_Pip Lifts/Roper/cash</i>	<i>£100.00</i>
<i>St_10_AcryllicsRus (Lift Mirroring)</i>	<i>£11.40</i>
<i>St_11_Door Handle Co</i>	<i>£49.87</i>
<i>St_12_Water Tank/Mike/cash</i>	<i>£50.00</i>
<i>St_12_AcryllicsRus (Lift Mirroring)</i>	<i>£385.98</i>
<i>St_12_Akzonobel Dulux</i>	<i>£97.15</i>
<i>St_12_AcryllicsRus (Lift Mirroring)</i>	<i>£241.20</i>
<i>St_13_Akzonobel Dulux</i>	<i>£36.15</i>
<i>St_13_Akzonobel Dulux</i>	<i>£79.15</i>
<i>St_13_Pegasus Courier</i>	<i>£19.74</i>
<i>St_14_Akzonobel Dulux</i>	<i>£19.15</i>
<i>St_14_Leylands</i>	<i>£136.30</i>
<i>St_14_Leylands</i>	<i>£138.08</i>
<i>St_14_Leylands</i>	<i>£13.98</i>
<i>St_14_Work/Roof Clean/cash</i>	<i>£10.00</i>
<i>St_14_Universal Lighting</i>	<i>£345.60</i>
<i>St_15_Senator</i>	<i>£45.13</i>
<i>St_15_HSS Hire</i>	<i>£250.00</i>
<i>St_16_Entryphone</i>	<i>£209.88</i>
<i>St_16_HSS Hire credit</i>	<i>(£74.55)</i>

Main Supplier Purchases' Total	£10,089.43
Misc Amazon & others as per Analysis 2014	£6,093.93

TOTAL COSTS	£16,183.36
<i>(plus MHML workings & fees)</i>	<i>£15,572.85</i>

TOTAL BUDGET (Saved) SPENT	£31,756.21
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2014 Additional Costs Analysis

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8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
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41	pbc/cash	That's Andy misc	3.50		2.17	
42						
43						
44	st 01	TLC Southern Electrics	24.36	24.36		
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2014 Additional Costs Analysis

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8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
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81	st 01	Woodfinishes	53.50	53.50		
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95	PC_25	SANDBLASTING	350.00	350.00		
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2014 Additional Costs Analysis

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8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
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2014 Additional Costs Analysis

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9				BUDGET	CHARGE	
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234						
235	pbc/© EE	Amazon Colour Guide	5.58	5.58		
236						
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243						
244						
245						
246						
247	pbc/FF	Amazon Dulux ben	11.48	11.48		
248						
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258	st_04	Universal Lighting x 2	382.00	382.00		
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2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
264						
265						
266	segar/pbc	Waitrose Mop & Cleaner	12.14		12.14	
267	pbc/in	Sainsbury	4.40		4.40	
268						
269						
270						
271	st_04	Heart Of England	24.00	24.00		
272	st_04	Universal Lighting x8	1,369.89	1,369.89		
273						
274						
275						
276	st 04_12	Amazon 60w bulbs	17.85	17.85		
277	st 04_13	Amazon 40w bulbs	17.97	17.97		
278						
279	st_04	National Lighting	282.00	282.00		
280						
281	st_04	BES Electrics	1,200.00	1,200.00		
282						
283						
284	st 05_14	Amazon White Spirit (lift)	29.90	29.90		
285						
286	st_05	Handrails samples	40.00	40.00		
287	st 05_15	Amazon Sprays x 20 (lift)	165.58	165.58		
288	st 05_16	Amazon Voltage	20.99	20.99		
289						
290	st 05_17	Amazon protectors	35.90	35.90		
291						
292						
293	st 05_19	Amazon (Hammeriteetc)	47.51	47.51		
294	st 05_18	Amazon (filler cement)	17.28	17.28		
295	st 05_20	Amazon (Damp Sealer)	56.55	56.55		
296	st 06_24	RUSTOLEUM x 20 again	165.58	165.58		
297	st 05_21	Amazon (Hammerite x 2)	46.95	46.95		
298	st_05	Universal lighting	65.10	65.10		
299						
300	pbc/cash-X	Homebase (Filler)	7.99	7.99		
301						
302						
303	pbc/inv	Andys (Various Cleans)	18.98		18.98	
304	pbc/cas_G	Goulds (Bonding)	5.50	5.50		
305	st_05	Leylands	113.65	113.65		
306						
307	st_05	Peter Jones (10 shades)	76.00	76.00		
308	pbc/TT	Newframes	14.35	14.35		
309	st_05	YMCA (Shades x 4)	12.96	12.96		
310	st 05_22	Amazon LED Bulbs x 8	67.92	67.92		
311						
312						
313	st 05_23	Amazon (Strip It x 4)	39.88	39.88		
314	st 06_30	Amazon (Strip Polycel x 4)	27.28	27.28		
315	st 06_25	Amazon (Strip Pads)	4.25	4.25		
316						
317	st 06_27	Amazon (Abrasive Pads)	10.60	10.60		
318						
319	st 06_28	Amazon (Hammerite Cream)	15.37	15.37		
320						
321	st 06_26	Amazon (tools)	9.90	9.90		
322	st 07_29	Amazon Oxide+brushes	27.08	27.08		
323						
324	st_06	Sign Builder Sassoon	47.28	47.28		
325	st_06	Sign Builder Scribbler	47.28	47.28		
326	st_06_31	Amazon	35.70	35.70		
327						
328	st_06	Sign Builder Credit above2	(8.28)	(8.28)		

2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
329	st_06_32	Amazon	1.75	1.75		
330	st_06	Sign Builder Neal's Yard	45.48	45.48		
331	st_06_36	Amazon (10 x tin mugs)	49.90	49.90		
332	st_06	Peter Jones CREDIT shades	(28.00)	(28.00)		
333						
334	st_06_34	Amazon (Karcher)	14.06	14.06		
335	st_08_38	Amazon (Karcher)	10.99	10.99		
336	st_06_35	Amazon (Karcher etc0	349.99	349.99		
337	st_06_37	Amazon (Karcher)	9.81	9.81		
338	st_07_41	Amazon (Karcher misc)	41.78	41.78		
339	st_06_33	Amazon	124.25	124.25		
340	st_06	LEDHUT 1 x golfs bulbs)	7.82	7.82		
341	st_06_40	Amazon (3 x golfs bulbs)	20.94	20.94		
342	st_06_39	Amazon (tracing paper)	18.55	18.55		
343	st_07	Signbuilder credit	(8.28)	(8.28)		
344	st_07	SignBuilder (MHML&ARL)	80.04	80.04		
345	st_07_42	Amazon (Protectors x 3)	47.97	47.97		
346	st_07_44	Amazon (Karcher Water)	235.00	235.00		
347	st_07_43	Amazon (Karcher Cleaner)	17.99		17.99	
348	st_09_61	Amazon (Protectors)	80.16	80.16		
349	pbc/cab_E	Wood Floor Protectors	15.00	15.00		
350	st_07	BES Electrics (Pt2)	1,200.00	1,200.00		
351	st_07	Signbuilder (credit)	(8.28)	(8.28)		
352	st_07_45	Amazon (Brass)	3.75	3.75		
353						
354	st_07	Brunel Engraving	148.02	148.02		
355						
356	st_08_46	Amazon (s/paper)	5.99	5.99		
357	st_08_47	Amazon (Course S/paperx2	13.68	13.68		
358						
359	st_07_50	Amazon (3 mats)	27.15	27.15		
360	st_07_51	Amazon (4 mats)	39.80	39.80		
361	st_07_52	Amazon (5Mats)	39.95	39.95		
362	st_07_53	Amazon (6 mats)	54.30	54.30		
363						
364	st_07	LED HUT (60 bulbs)	311.04	311.04		
365	st_07_54	Amazon (blades)	6.98	6.98		
366	st_07_55	Amazon (Glue)	7.90	7.90		
367	st_07_56	Amazon (Bits)	10.00	10.00		
368	st_07_57	Amazon (tool)	4.99	4.99		
369	st_08_58	Amazon (Glue)	14.85	14.85		
370	st_08_60	Amazon (Spray/Meters)	65.40	65.40		
371	st_08	Brunel additional logo	36.00	36.00		
372	st_07_48	Amazon Crimpers	16.95	16.95		
373	st_07_49	Amazon (Iron Mat)	21.98	21.98		
374						
375						
376						
377						
378						
379	st_08	LED hut cr	(12.98)	(12.98)		
380	st_08	LED hut cr	(12.98)	(12.98)		
381	st_08_62	Amazon (Glue)	14.85	14.85		
382	st_09_59	Amazon (Brass)	33.50	33.50		
383	st_08_65	Amazon (Brass Knob)	20.99	20.99		
384	st_09_63	Amazon (rubber surround)	15.99	15.99		
385						
386	st_09_64	Amazon (stone spray x 3)	20.97	20.97		
387	st_08_66	Amazon (Brass)	33.50	33.50		
388						
389						
390	st_08	Allbert Construction	648.00	648.00		
391						
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2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
394						
395						
396						
397	st 09_68	Amazon (drill bits)	26.54	26.54		
398	st 09_67	Amazon (drill bits)	4.99	4.99		
399	st_09	Newframes (glazing)	14.35	14.35		
400	PC_26(pt)	Tony (Pip Lifts)	200.00	200.00		
401						
402	st_09	Handrails Direct	754.00	754.00		
403	st 09_69	Amazon (letterbox)	31.75	31.75		
404	st 09_71	Amazon (Medusa)	11.95	11.95		
405	st 10_72	Amazon (2 x knobs)	39.48	39.48		
406	st 9_73	Amazon (brass ends)	87.10	87.10		
407	st_09	Door Handle Co	156.30	156.30		
408	st_09	Carpettime Coir Matting	86.00	86.00		
409	st 09_70	Amazon (No.2)	2.18	2.18		
410	st_09	Ironmongery Direct	153.72	153.72		
411	pbk/KK	Amazon (Brass)	18.75	18.75		
412	st_09	Heart Of England Brass	38.28	38.28		
413						
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420						
421	st 11_74	Amazon (TV aerial)	21.40	21.40		
422	st 11_75	Amazon (9 x tv cable)	24.75	24.75		
423						
424						
425						
426	st 11_76	Amazon (Books)	23.94	23.94		
427	st 11_77	Amazon (Drill)	99.95	99.95		
428	pbk/SS	Heart of England	82.80	82.80		
429	st 10_78	Amazon (chuck)	17.71	17.71		
430						
431	pbk/NN	Amazon	39.28	39.28		
432	pbk/MM	Amazon9cement)	14.66	14.66		
433	pbk/LL	Amazon (cement)	8.78	8.78		
434	pbk/OO	Amazon (cement)	11.66	11.66		
435	st_10	Eclipse (Ross BT)	75.00	75.00		
436						
437						
438						
439	st 11_81	Amazon (tidy)	26.85	26.85		
440	st 11_80	Amazon (tidy)	8.95	8.95		
441	st 10_86	Amazon (Spray x 20)	165.58	165.58		
442	PC_26(pt)	Tony (Lift cage spray)	100.00	100.00		
443	st 10_82	Amazon (blades)	4.49	4.49		
444	st 10_83	Amazon (cable ties)	5.28	5.28		
445						
446	st 11_84	Amazon (Tidy)	31.35	31.35		
447	st 11_85	Amazon (conduit & clips)	2.49	2.49		
448	st 10_79	Amazon (blades)	2.09	2.09		
449	st 10_88	Amazon (tools)	9.95	9.95		
450						
451						
452	st 11_90	Amazon (Cording)	1.46	1.46		
453	st 11_91	Amazon (Cording)	2.99	2.99		
454	st 11_92	Amazon (w/plugs)	4.12	4.12		
455	st 11_93	Amazon (Filler)	4.41	4.41		
456	st 11_94	Amazon (tape)	4.50	4.50		
457	st 11_95	Amazon (bits)	5.24	5.24		
458	st 11_96	Amazon (cordings)	5.72	5.72		

2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
459	st 11_97	Amazon (Cordings)	6.19	6.19		
460	st 11_98	Amazon (bits)	6.40	6.40		
461	st 11_99	Amazon (arrowheads)	7.50	7.50		
462	st 11_100	Amazon n(bits)	9.00	9.00		
463	st 11_101	Amazon (bits)	13.33	13.33		
464	st 11_102	Amazon (bits)	15.39	15.39		
465	st 11_103	Amazon (cordings)	21.78	21.78		
466						
467						
468	st 11_106	Amazon (tv)	1.57	1.57		
469	st 10_89	Amazon Workbench	101.49	101.49		
470	st 10	Acrylics R us	11.40	11.40		
471	st 11_107	Amazon (graphite)	5.00	5.00		
472	st 13_108	Amazon (s/paper0	7.64	7.64		
473	st 13_109	Amazon (Silicone)	12.86	12.86		
474	st 13_110	Amazon)s/paper)	27.96	27.96		
475	st 11_111	Amazon (s/paper)	3.58	3.58		
476	st 12_113	Amazon s/paper)	5.77	5.77		
477	st 13_114	Amazon (tools)	19.50	19.50		
478	st 11_112	Amazon (Sand/p etc)	5.95	5.95		
479	st 11_104	Amazon (level)	25.57	25.57		
480	st 11_105	Amazon	33.00	33.00		
481	st 11	DoorHandleCo	49.87	49.87		
482						
483						
484						
485						
486	st 12_119	Amazon (screws)	5.35	5.35		
487	st 12_120	Amazon (Screws)	7.27	7.27		
488						
489	st 12_122	AmazonSilvertrade	22.50	22.50		
490	st 13_123	Amazon (screws)	47.73	47.73		
491	st 12_124	Amazon (screws)	6.90	6.90		
492	PC_27	Mike Water Tank etc clean	50.00	50.00		
493	st 12	Acrylics Rus (Trellis Mirrors)	385.98	385.98		
494	pbc/QQ	Amazon (scratch repair)	45.06	45.06		
495	st 13_125	Amazon (polish)	11.49	11.49		
496	st 14_126	Amazon (Glass Polish)	43.44	43.44		
497	st 12_130	Amazon (Polish)	15.30	15.30		
498	st 12_127	Amazon (polish)	6.76	6.76		
499	st 12_128	Amazon (cleaners)	7.30		7.30	
500	st 14_129	Amazon (Barkeeper etc)	14.04		14.04	
501						
502	st 14_132	Amazon (cloths)	3.84		3.84	
503	st 13_133	Amazon (screws)	15.68	15.68		
504	st 13_134	Amazon (restorer)	16.96	16.96		
505						
506	st 14_135	Amazon	22.97	22.97		
507	st 13_136	Amazon (paint)	26.28	26.28		
508	st 14_139	Amazon (mirror screws)	17.26	17.26		
509	st 13_140	Amazon (screws)	56.58	56.58		
510	st 12	Akzonobel Dulux	97.15	97.15		
511	st 13	Acrylics Rus (Lift Mirrors)	241.20	241.20		
512						
513	st 13_137	Amazon (solder)	13.47	13.47		
514	st 14_138	Amazon (laquer)	14.40	14.40		
515	st 13	Dulux Testers	36.15	36.15		
516	st 13	Dukux Testers	79.15	79.15		
517	st 13	Pegasus Delivery	19.74	19.74		
518						
519	st 14_141	Amazon (bags)	16.22		16.22	
520	st 14_142	Amazon (tools)	34.33	34.33		
521	st 14_143	Amazon (tools)	39.50	39.50		
522	st 35_144	Amazon (blades)	3.64	3.64		
523	st 13_145	Amazon (cleaners)	3.81		3.81	

2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
524	st 13_146	Amazon (Blades)	6.00	6.00		
525	st 13_147	Amazon (tape)	7.49	7.49		
526						
527	st 15_148	Amazon (Cork/Lift)	100.32	100.32		
528	st 15_149	Amazon (glue)	6.95	6.95		
529	st_13_141	Amazon bags	16.22	16.22		
530	st 14_150	Amazon (cordings)	1.46	1.46		
531	st 14_151	Amazon (cordings)	2.44	2.44		
532	st 14_152	Amazon (angles)	4.00	4.00		
533	st 15_153	Amazon (tape)	15.00	15.00		
534	st 14_154	Amazon (soldering)	34.60	34.60		
535	st 15_155	Amazon (tape)	17.50	17.50		
536	st_14	Azkonobel (Dulux testers)	19.15	19.15		
537	st 14_156	Amazon Prime	79.00	79.00		
538	st_14	Leyland (Paints0	136.30	136.30		
539						
540						
541						
542						
543						
544						
545	st_14	Leylands Paints Misc	138.08	138.08		
546						
547						
548						
549						
550						
551						
552						
553						
554	st 14_157	Amazon (cleaners)	18.37		18.37	
555	st 14_158	Amazon (tools)	11.54	11.54		
556	st 15_159	Amazon (paint)	25.44	25.44		
557	st 14_160	Amazon (tools)	34.16	34.16		
558	st 14_161	Amazon (Dusters)	33.98		33.98	
559						
560	st 14_162	Amazon (elec plates)	16.17	16.17		
561						
562						
563						
564						
565	inv/pbc_R	Leyland (tool/handrail)	13.98	13.98		
566	PC_31	Workers/roof clean	10.00	10.00		
567	st_14	Universal lighting x 3	345.60	345.60		
568						
569						
570						
571	st 16_163	Amazon (misc)	33.77	33.77		
572	st 16_164	Amazon (Misc)	136.06	136.06		
573	st 15_165	Amazon (varnish)	43.49	43.49		
574	st 16_166	Amazon (stripper)	16.14	16.14		
575	st 15_167	Amazon (polisher brush)	48.48		48.48	
576	st 15_168	Amazon (Floor Cleanse)	128.94	128.94		
577	inv/pbc_S	Boots (Bicarb x 2)	2.58	2.58		
578	inv/pbc_TT	Best One (Lighter Fuel x 3)	5.77	5.77		
579	st_15	Senator Tools (misc)	45.13	45.13		
580						
581						
582						
583						
584	st 15_169	Amazon (floor cleans)	26.79		26.79	
585	st 15_170	Amazon (tools)	158.08	158.08		
586	st 15_171	Amazon (led bulbs x 15)	86.25	86.25		
587	st 15_172	Amazon (s/paper0	23.30	23.30		
588	st 15_174	Amazon (loops)	25.18	25.18		

2014 Additional Costs Analysis

	B	C	D	E	F	G
8	Ac Ref	DESCRIPTION	AMOUNT	INTERNALS	SERVICE	
9				BUDGET	CHARGE	
10						
589						
590	pbc_18	Ian Cosmo (Electrician)	160.00	160.00		
591						
592	st 16_175	Amazon (blades)	9.98	9.98		
593	st 15_176	Amazon (sanding sheets)	49.99	49.99		
594	st 17_177	Amazon (locks etc)	165.90	165.90		
595	st 16_178	Amazon (brummer)	7.40	7.40		
596	st 16_179	Amazon (Brummer)	11.70	11.70		
597	st 16_180	Amazon (battery)	65.98	65.98		
598	st 17_181	Amazon (battery)	88.90	88.90		
599	st 67_182	Amazon (brummer)	6.92	6.92		
600	st 16_183	Amazon (cleaner)	1.98		1.98	
601	st 16_184	Amazon (brummer)	6.26	6.26		
602	st 16_185	Amazon (Brass)	17.45	17.45		
603	st_15	HSS Hire	250.00	250.00		
604	st 17_186	Amazon (end caps)	113.80	113.80		
605	st 16_187	Amazon (duster)	6.63		6.63	
606	st 17_188	Amazon (bulbs)	245.00	245.00		
607	st_16_189	Amazon	14.70	14.70		
608	st_16	Entryphone	209.88	209.88		
609	st_16	HSS Hire	(74.55)	(74.55)		
610						
611						
612						
613						
614						
615						
616						
617		Description	Amount	internals bdgt	service chg	
618			16,421.81	16,183.36	237.12	-
619						
620						

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

INVOICE D/6/15

VAT REG NO. 652 8482 15

DATE 17 JUNE 2015 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW
PAUL BROWN-CONSTABLE

REQUEST FOR PAYMENT

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Retention Release	1325	00
	Value Added Tax @ 20%	265	00
		£ 1590	00

For BACS payment our details are as follows:-

A/C Name: A R LAWRENCE & SONS LTD

Sort Code: 40 45 17

Account No.: 31260391

Payment required in accordance with payment certificate please

A VAT receipt will be issued upon receipt of payment

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

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CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Mrs Michelle Hillgarth
c/o
Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4036

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To Front Elevation Window Repairs to FLAT 5

445 00

Value Added Tax @ 20%

89 00

£ 534 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

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BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
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Diego Fortunati
c/o
Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4035

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To Front Elevation Window Repairs to FLAT 9

Value Added Tax @ 20%

	365	00
	73	00
£	438	00

PAYMENT RECEIVED WITH THANKS

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A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

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CARSHALTON BEECHES
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Chelsea & Belgravia Investments Ltd
c/o
Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4034

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To Front Elevation Window Repairs to FLAT 8

195 00

Value Added Tax @ 20%

39 00

£ 234 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
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Dr S F Riad EL Gharb
c/o
Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4033

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Front Elevation Window Repairs to FLAT 4	595	00
	Value Added Tax @ 20%	119	00
		£ 714	00

PAYMENT RECEIVED WITH THANKS

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BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
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E-mail: arlawrencemail@aol.com

Mr & Mrs E Leoni-Sceti
c/o
Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4032

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Front Elevation Window Repairs to FLAT 3	90	00
	Value Added Tax @ 20%	18	00
		£ 108	00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

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CARSHALTON BEECHES
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E-mail: arlawrencemail@aol.com

Mr Segar Karupiah
c/o
Paul Brown-Constable
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7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4031

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Front Elevation Window Repairs to FLAT 2	345	00
	Value Added Tax @ 20%	69	00
		£ 414	00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
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Paul Brown-Constable
MITRE HOUSE MANAGEMENT LTD
7 MITRE HOUSE
124 KINGS ROAD
LONDON
SW3 4TP

RECEIPT / INVOICE 4030

VAT REG NO. 652 8482 15

DATE 8 OCTOBER 2014 YOUR REF DEREK ISAACS OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3

To	Front Elevation Window Repairs to FLAT 1	625	00
	Value Added Tax @ 20%	125	00
		£ 750	00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date Job No.	15 th September 2014 D3827
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Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 1 – SCHEDULE OF WINDOW REPAIRS

- | | | |
|-----|--|--------|
| 1. | To Window 21, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm. | £95.00 |
| 2. | To Window 21, carry out 150mm length splice repair to base of right hand pulley stile using Repair Care repair method C4. | £45.00 |
| 3. | To Window 21, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 4. | To Window 22, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm approx. | £95.00 |
| 5. | To Window 22, remove decayed timber from base of right hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 6. | To Window 22, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 7. | To Window 23, carry out conservation joint repair to left hand end of bottom rail to top sash using Repair Care repair method P2. | £25.00 |
| 8. | To Window 23, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 9. | To Window 23, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 10. | To Window 24, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm approx. | £95.00 |

11.	To Window 24, remove decayed timber from base of right hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
12.	To Window 25, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm approx.	£95.00
13.	To Window 25, remove decayed timber from base of right hand perimeter architrave and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£625.00
VAT @ 20%		£125.00
TOTAL		£750.00

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th September 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 2 – SCHEDULE OF WINDOW REPAIRS

1.	To Window 26, remove decayed timber from both ends of bottom rail to bottom sash and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume.	£50.00
2.	To Window 26, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm approx.	£95.00
3.	To Window 26, carry out 200mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4.	£65.00
4.	To Window 26, remove decayed timber from base of external lining to left hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
5.	To Window 77, replace 1 No. cracked pane glass to top sash with clear sheet glass, size 260 x 330mm approx.	£55.00
6.	To Window 77, refix/re-pin the loose right hand architrave.	£5.00
7.	To Window 77, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 m ³ in volume.	£25.00
8.	To Window 77, remove decayed timber from base of external lining to left hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 m ³ in volume.	£25.00
Sub Total		£345.00
VAT @ 20%		£69.00
TOTAL		£414.00

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th September 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 3 – SCHEDULE OF WINDOW REPAIRS

1.	To Window 19, insert timber filler piece/splice to cut out in head around base of keystone using Repair Care repair method C4, length 150mm approx.	£45.00
2.	To Window 20, insert timber filler piece/splice to cut out in head around base of keystone using Repair Care repair method C4, length 150mm approx.	£45.00
Sub Total		£90.00
VAT @ 20%		£18.00
TOTAL		£108.00

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date Job No.	15 th September 2014 D3827
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Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 4 – SCHEDULE OF WINDOW REPAIRS

- | | | |
|-----|---|--------|
| 1. | To Window 12, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 2. | To Window 12, remove decayed timber from base of external lining to left hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 3. | To Window 13, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 4. | To Window 14, remove decayed timber from both ends of cill and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume. | £50.00 |
| 5. | To Window 14, carry out 150mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 6. | To Window 15, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 7. | To Window 15, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm. | £95.00 |
| 8. | To Window 15, remove decayed timber from retained back part of cill and carry out two pack filler repair using Repair Care repair method C1, repair size 50-100 cm ³ in volume. | £45.00 |
| 9. | To Window 15, carry out 200mm length splice repair to base of left hand pulley stile using Repair Care repair method C4. | £65.00 |
| 10. | To Window 15, carry out 200mm length splice repair to base of right hand pulley stile using Repair Care repair method C4. | £65.00 |
| 11. | To Window 15, carry out 200mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C1. | £65.00 |

12.	To Window 15, carry out 200mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C1.	£65.00
	Sub Total	£595.00
	VAT @ 20%	£119.00
	TOTAL	£714.00

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th September 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 5 – SCHEDULE OF WINDOW REPAIRS

1.	To Window 10, carry out conservation joint repair to left hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
2.	To Window 10, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm.	£95.00
3.	To Window 10, carry out 200mm length splice repair to base of right hand pulley stile using Repair Care repair method C4.	£65.00
4.	To Window 10, carry out 3000mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4.	£75.00
5.	To Window 10, carry out 200mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4.	£65.00
6.	To Window 11, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm.	£95.00
7.	To Window 11, remove decayed timber from base of right hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£445.00
VAT @ 20%		£89.00
TOTAL		£534.00

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th September 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 8 – SCHEDULE OF WINDOW REPAIRS

1.	To Window 1, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2.	£50.00
2.	To Window 1, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
3.	To Window 1, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size 50-100 cm ³ in volume.	£25.00
4.	To Window 2, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2.	£50.00
5.	To Window 2, remove decayed timber from both ends of cill and carry out two pack filler repairs using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£195.00
VAT @ 20%		£39.00
TOTAL		£234.00

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date	15 th September 2014
	Job No.	D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 9 – SCHEDULE OF WINDOW REPAIRS

1.	To Window 8, carry out conservation joint type repair to split right hand end of bottom rail to top sash using Repair Care repair method P2.	£25.00
2.	To Window 8, remove decayed timber from both ends of cill and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume.	£50.00
3.	To Window 9, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 850mm.	£95.00
4.	To Window 9, carry out conservation joint repairs to both ends of bottom rail to top sash using Repair Care repair method P2.	£50.00
5.	To Window 9, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2.	£50.00
6.	To Window 9, remove decayed timber from retained rear part of cill at right hand end and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
7.	To Window 9, carry out 150mm length splice repair to base of right hand pulley stile using Repair Care repair method C4.	£45.00
8.	To Window 9, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£365.00
VAT @ 20%		£73.00
TOTAL		£438.00

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MCABE

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 6th October 2014

A. R. Lawrence & Sons Ltd.,
72 Pine Walk,
Carshalton Beeches,
SURREY,
SM5 4HD

For the attention of Richard Cue Esq.

Dear Sirs,

Mitre House, 124 Kings Road, London SW3 – External Repairs/Redecoration &
Redecoration of Internal Common Parts

Further to my letter of 2nd October 2014, I now enclose the final payment cheque in respect of the front elevation window repairs to Flat 5, in the total sum of £534.00 (£445.00 plus £89.00 VAT). I would ask that you now send a receipted VAT invoice for this amount to Mrs. Michelle Hillgarth c/o Paul Brown-Constable, Mitre House Management Limited, 7 Mitre House, 124 Kings Road, London, SW3 4TP.

Yours faithfully,

Derek Isaacs,
Chartered Building Surveyor

c.c. Paul Brown-Constable Esq., Mitre House Management Ltd

NatWest | Private

54-30-60

Rayleigh Branch
43 High Street Rayleigh Essex SS8 7EH

Date 18/10/14

www.communis.com 9508 0811

Pay	AR LAWRENCE & SONS LTD
Account payee	Seven hundred and two
Account payee	pounds only

£ 702-00

MR S KARUPIAH &
MRS L SEEMUNGAL SEGAR

National Westminster Bank Plc
081211

Cheque No

Branch Sort Code

Account No

⑈000854⑈ 54⑈3060⑈ 72902833⑈

NatWest

50-10-05

Bethnal Green Road Branch
403 Bethnal Green Road London E2 0AF

Date 15/10/14

www.communis.com 9508 0407

Pay	AR Lawrence & sons Ltd
Account payee	Seven hundred & eighty six
Account payee	Pounds only

£ 786-00

FOR AND ON BEHALF OF
DIMA INTERNATIONAL LIMITED

AUTHORISED SIGNATORY

National Westminster Bank Plc
170311

Cheque No

Branch Sort Code

Account No

⑈000275⑈ 50⑈1005⑈ 83768033⑈

BARCLAYS

BLOOMSBURY & TOTTENHAM COURT ROAD BRANCH

20-10-53

50014885

Date 17 October 2014

Barclays Bank PLC Communis 9508 1108

Pay	A.R. Lawrence & Sons Ltd
Account payee	Seven hundred and eighty eight
Account payee	pounds only

£ 768-00

MISS M SIGG-HILLGARTH
PROPERTY ACCOUNT

28/10/2013

Cheque No.

Sort Code

Account No.

⑈102484⑈ 20⑈1053⑈ 50014885⑈02

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MCABE

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 12th November 2014

A. R. Lawrence & Sons Ltd.,
72 Pine Walk,
Carshalton Beeches,
SURREY,
SM5 4HD

For the attention of Richard Cue Esq.

Dear Sirs,

Mitre House, 124 Kings Road, London SW3 – External Repairs/Redecoration & Redecoration of Internal Common Parts

Following my site visit on 6th November 2014, I confirm that the rear elevation flat window repairs have now been satisfactorily completed. Accordingly, I enclose the payment cheques covering the agreed cost of repairs to Flats 2, 5, 6, 8 & 9. As previously, I would now ask that you provide receipted invoices in respect of the above, all of which should be sent c/o Paul Brown-Constable, Mitre House Management Ltd, 7 Mitre House, 124 Kings Road, London SW3 4TP, as follows:-

Flat 2 – Mr. Segar Karupiah - £585.00 + £117.00 VAT = £702.00

Flat 5 – Mrs. Michelle Hillgarth - £640.00 + £128.00 VAT = £768.00

Flat 6 – Jamil Raja/Dima International - £655.00 + £131.00 VAT = £786.00

Flat 8 – Christopher Leigh Pemberton Chelsea & Belgravia Investments Ltd - £745.00 + £149.00 VAT = £894.00

Flat 9 – Diago Fortunati - £800.00 + £160.00 VAT = £960.00

If you have any queries regarding the above, please let me know.

Yours faithfully,

Derek Isaacs,
Chartered Building Surveyor

c.c. Paul Brown-Constable Esq., Mitre House Management Ltd (by e-mail)

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th October 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 2 – SCHEDULE OF WINDOW REPAIRS (REAR ELEVATION)

- | | | |
|-----|---|--------|
| 1. | To Window 50, carry out conservation joint repairs to both ends of bottom rail to top sash using Repair Care repair method P2. | £50.00 |
| 2. | To Window 50, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx. | £95.00 |
| 3. | To Window 50, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 4. | To Window 50, carry out 100mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 5. | To Window 51, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 6. | To Window 51, remove decayed timber from left hand end of bottom rail to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 7. | To Window 52, carry out conservation joint repair to right hand end of bottom rail to top sash using Repair Care repair method P2. | £25.00 |
| 8. | To Window 52, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |
| 9. | To Window 52, remove decayed timber from both ends of cill and and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume. | £50.00 |
| 10. | To Window 52, remove decayed timber along bottom edge of cill and carry out two pack filler repair using Repair Care repair method C1, repair size 50-100 cm ³ in volume. | £45.00 |
| 11. | To Window 53, carry out conservation joint repairs to both top corners of box frame using Repair Care repair method P2. | £50.00 |

12.	To Window 53, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2.	£50.00
13.	To Window 53, remove decayed timber from base of external lining to left hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
14.	To Window 53, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£585.00
VAT @ 20%		£117.00
TOTAL		£702.00

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date	15 th October 2014
	Job No.	D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 5 – SCHEDULE OF WINDOW REPAIRS (REAR ELEVATION)

- | | | |
|-----|--|--------|
| 1. | To Window 46, carry out 100mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 2. | To Window 46, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 3. | To Window 47, renew the existing cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx. | £95.00 |
| 4. | To Window 47, carry out 150mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 5. | To Window 47, carry out 150mm length splice repair to base of left hand pulley stile using Repair Care repair method C4. | £45.00 |
| 6. | To Window 47, remove decayed timber from base of left hand stile to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. Include for inserting fixing across existing split. | £25.00 |
| 7. | To Window 47, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 8. | To Window 48, remove decayed timber from left hand end of bottom rail to top sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 9. | To Window 48, remove decayed timber from base of left hand stile to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 10. | To Window 48, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx. | £95.00 |
| 11. | To Window 48, remove decayed timber from base of external linings to left hand and right hand box frame jambs and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume. | £50.00 |

12.	To Window 49, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
13.	To Window 49, carry out 150mm length splice repair to right hand end of cill using Repair Care repair method C4.	£45.00
14.	To Window 49, carry out 100mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4.	£45.00
15.	To Window 49, remove decayed timber from front edge of cill at left hand end and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£640.00
VAT @ 20%		£128.00
TOTAL		£768.00

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date Job No.	15 th October 2014 D3827
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Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 6 – SCHEDULE OF WINDOW REPAIRS (REAR ELEVATION)

- | | | |
|-----|--|--------|
| 1. | To Window 39, carry out 150mm length splice repair to base of external linings to left hand and right hand box frame jambs using Repair Care repair method C4. | £90.00 |
| 2. | To Window 39, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 3. | To Window 39, remove decayed timber from base of right hand stile to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 4. | To Window 40, carry out conservation joint repairs to both top corners of box frame using Repair Care repair method P2. | £50.00 |
| 5. | To Window 40, carry out conservation joint repairs to both ends of bottom rail to top sash using Repair Care repair method P2. | £50.00 |
| 6. | To Window 40, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |
| 7. | To Window 40, carry out 250mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4. | £65.00 |
| 8. | To Window 40, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 9. | To Window 41, carry out conservation joint repair to top left hand corner of box frame using Repair Care repair method P2. | £25.00 |
| 10. | To Window 41, carry out conservation joint repair to left hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 11. | To Window 41, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |

12.	To Window 41, carry out conservation joint repair to left hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
13.	To Window 41, remove decayed timber from left hand end of bottom rail to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
14.	To Window 41, remove decayed timber from base of left hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
15.	To Window 41, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
16.	To Window 42, remove decayed timber from base of left hand stile to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
17.	To Window 42, carry out conservation joint repair to left hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
18.	To Window 42, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
19.	To Window 42, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£655.00
VAT @ 20%		£131.00
TOTAL		£786.00

Boyce Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx EN1 2AF. Tel: 020 8367 5100	Date	15 th October 2014
	Job No.	D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 8 – SCHEDULE OF WINDOW REPAIRS (REAR ELEVATION)

- | | | |
|-----|---|--------|
| 1. | To Window 35, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2. | £25.00 |
| 2. | To Window 35, remove decayed timber from left hand end of bottom rail to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 3. | To Window 35, carry out 100mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 4. | To Window 35, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 5. | To Window 36, carry out conservation joint repairs to both ends of bottom rail to top sash using Repair Care repair method P2. | £50.00 |
| 6. | To Window 36, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |
| 7. | To Window 36, remove decayed timber from base of external lining to left hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 8. | To Window 36, carry out 100mm length splice repair to base of external lining to right hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 9. | To Window 36, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx. | £95.00 |
| 10. | To Window 37, remove decayed timber from top left hand joint to box frame and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 11. | To Window 37, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |

12.	To Window 37, carry out 100mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4.	£45.00
13.	To Window 37, renew the timber cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx.	£95.00
14.	To Window 38, carry out conservation joint repair to right hand end of bottom rail to bottom sash using Repair Care repair method P2.	£25.00
15.	To Window 38, remove decayed timber from left hand end of bottom rail to bottom sash and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
16.	To Window 38, remove decayed timber from base of external linings to left hand and right hand box frame jambs and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume.	£50.00
17.	To Window 38, remove decayed timber from left hand end and bottom edge of cill and carry out two pack filler repairs using Repair Care repair method C1, total repair size 50-100 cm ³ in volume.	£45.00
Sub Total		£745.00
VAT @ 20%		£149.00
TOTAL		£894.00

Boyce Evens & Carpenter,
Chartered Surveyors,
10 Genotin Terrace,
Enfield,
Middx EN1 2AF.

Tel: 020 8367 5100

Date

15th October 2014

Job No.

D3827

Mitre House, 124 Kings Road, London SW 3 – External Repairs/Redecoration
& Redecoration of Internal Common Parts

FLAT 9 – SCHEDULE OF WINDOW REPAIRS (REAR ELEVATION)

- | | | |
|-----|---|--------|
| 1. | To Window 30, remove decayed timber from left hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 2. | To Window 30, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |
| 3. | To Window 30, carry out conservation joint repair to left hand end of bottom rail to top sash using Repair Care repair method P2. | £25.00 |
| 4. | To Window 31 carry out 200mm length splice repair to base of right hand stile to top sash using Repair Care repair method C4. | £65.00 |
| 5. | To Window 31, carry out 100mm length splice repair to right hand end of bottom rail to top sash using Repair Care repair method C4. | £45.00 |
| 6. | To Window 31, renew the existing timber cill with new hardwood cill to match using Repair Care repair method C2, length 870mm approx. | £95.00 |
| 7. | To Window 31, carry out conservation joint repair to left hand end of bottom rail to top sash using Repair Care repair method P2. | £25.00 |
| 8. | To Window 31, carry out 150mm length splice repair to base of external lining to left hand box frame jamb using Repair Care repair method C4. | £45.00 |
| 9. | To Window 31, remove decayed timber from base of left hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |
| 10. | To Window 31, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2. | £50.00 |
| 11. | To Window 31, remove decayed timber from base of right hand pulley stile and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume. | £25.00 |

12.	To Window 31, remove decayed timber from base of external lining to right hand box frame jamb and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
13.	To Window 32, remove 1 No. cracked pane glass to top sash and re-glaze in clear sheet glass, size 260 x 320mm approx.	£55.00
14.	To Window 32, carry out conservation joint repairs to both ends of bottom rail to top sash using Repair Care repair method P2.	£50.00
15.	To Window 32, carry out conservation joint repairs to both ends of bottom rail to bottom sash using Repair Care repair method P2.	£50.00
16.	To Window 32, remove decayed timber from both ends of cill and carry out two pack filler repairs using Repair Care repair method C1, each repair size < 50 cm ³ in volume.	£50.00
17.	To Window 32, carry out 150mm length splice repair to left hand end of bottom rail to bottom sash using Repair Care repair method C4.	£45.00
18.	To Window 33, carry out conservation joint repair to right hand end of bottom rail to top sash using Repair Care repair method P2.	£25.00
19.	To Window 33, remove decayed timber from right hand end of cill and carry out two pack filler repair using Repair Care repair method C1, repair size < 50 cm ³ in volume.	£25.00
Sub Total		£800.00
VAT @ 20%		£160.00
TOTAL		£960.00

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Mrs M Hillgarth
Flat 5 Mitre House
c/o
Paul Brown-Constable
Mitre House Management Ltd
7 Mitre House
124 Kings Road
LONDON
SW3 4TP

INVOICE
RECEIPT 4046
VAT REG NO. 652 8482 15

DATE 18 NOVEMBER 2014

YOUR REF

OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

FLAT 5 MITRE HOUSE

To Carrying out window repairs as instructed.

640 00

Value Added Tax @ 20%

128 00

£

768 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Mr Segar Karupiah
Flat 2 Mitre House
c/o
Paul Brown-Constable
Mitre House Management Ltd
7 Mitre House
124 Kings Road
LONDON
SW3 4TP

INVOICE
RECEIPT 4045
VAT REG NO. 652 8482 15

DATE 18 NOVEMBER 2014

YOUR REF

OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

FLAT 2 MITRE HOUSE

To Carrying out window repairs as instructed.

585 00

Value Added Tax @ 20%

117 00

£ 702 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Dima International Ltd
Flat 6 Mitre House
c/o
Paul Brown-Constable
Mitre House Management Ltd
7 Mitre House
124 Kings Road
LONDON
SW3 4TP

INVOICE
RECEIPT 4047
VAT REG NO. 652 8482 15

DATE 18 NOVEMBER 2014

YOUR REF

OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

FLAT 6 MITRE HOUSE

To Carrying out window repairs as instructed.

655 00

Value Added Tax @ 20%

131 00

£ 786 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Chelsea & Belgravia Investments Ltd
Flat 8 Mitre House
c/o
Paul Brown-Constable
Mitre House Management Ltd
7 Mitre House
124 Kings Road
LONDON
SW3 4TP

INVOICE
RECEIPT 4048
VAT REG NO. 652 8482 15

DATE 18 NOVEMBER 2014

YOUR REF

OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

FLAT 8 MITRE HOUSE

To Carrying out window repairs as instructed.

745 00

Value Added Tax @ 20%

149 00

£ 894 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

A. R. LAWRENCE & SONS LTD

BUILDERS & DECORATORS

72 PINE WALK
CARSHALTON BEECHES
SURREY
SM5 4HD
Tel/Fax: 020 8642 3101
Tel/Fax: 020 8643 3482
E-mail: arlawrencemail@aol.com

Diago Fortunati
Flat 9 Mitre House
c/o
Paul Brown-Constable
Mitre House Management Ltd
7 Mitre House
124 Kings Road
LONDON
SW3 4TP

INVOICE
RECEIPT 4049
VAT REG NO. 652 8482 15

DATE 18 NOVEMBER 2014

YOUR REF

OUR REF: ADW/4474/LW

RECEIPT & TAX INVOICE

FLAT 9 MITRE HOUSE

To Carrying out window repairs as instructed.

800 00

Value Added Tax @ 20%

160 00

£ 960 00

PAYMENT RECEIVED WITH THANKS

A.R. LAWRENCE & SONS LTD

Michele Hillgarth
66 Bedford Gardens, W8 7EH
mhillgarth@gmail.com

Mitre House Management Limited,
Flat 7, 124 Kings Road,
Chelsea, London
SW3 4TP

1st April 2015

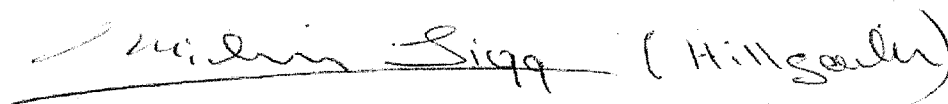
Dear Sirs,

Please find attached Service Charge/ Reserves for period 25th March 2015- 25th June 2015.

The attached is being paid **UNDER PROTEST**.

Now that the refurbishment at Mitre House has been completed, I would like to register my concern regarding the vulgar, cheap and unsuitable décor chosen by Mitre House Management Limited for the communal area (no comments required please).

Yours,

 (Hillgarth)

Michele Hillgarth

WORKS' DESCRIPTION	WADE DESIGN Including 20% VAT	MANAGEMENT Including 20% VAT	Comment & Management/Wade Differences indicated in GREEN
TERRAZZO FLOORING _ALL			OTHER TERRAZZO FLOORING QUOTES INCL. VAT
External Marble Step & Threshold	529	378	£5880 Marble Master + £300 To Do Test area
Wall Lining To Inner Stairwell	4,716	3,622	£16,200 Natural Stone Renovation
Windowsills to 3rd, 2nd & 1st Floors	1,133	831	£11970 Posh Floors (no grouting) £21,900 Incl. grouting
Treads, Risers & Stringer Course	5,264	3,861	
Landings & Entrance Hallways incl.grout	6,760	4,290	Management recommends a wash & clean for £888 incl. VAT
FLOORING TOTAL incl. 20% VAT	18,402	12,982	Please Note: ALL QUOTES LISTED make No guarantee of removal of all scratches and stains_all Quotes
GENERAL ITEMS			Mngt: Includes BASEMENT ELECTRICS BOXED AS REQUIRED
Electricity Meter Cupboards & Fit (3)	1,896	2,075	
Clean & Varnish All Communal Brass	1,176	324	
Replace All Tenant's Door Furniture	2,376	1,862	? Fit Numeral/Knob/Letterbox (+spyhole on Management's Cost)
Replace Handrail With New Brass One	3,223	475	Mngt: Remove & Re-brass Only
Lift Car Interior Makeover	1,920	3,573	Management's Incl. Painting Lift Doors/Architraves
GENERAL TOTAL incl. 20% VAT	10,591	8,309	
ELECTRICS & LIGHTING			
PIR 5 yearly Test	648	475	
Install TWO additional Hall Lights	1,458	747	Management incl. FOUR fittings & re-positioning & auto-sensors
Replace all 9 Timer Light Switches	979	225	? why Remove Only - No Longer required With Auto Sensor Lighting
Install 2 more on 1st & 2nd Floor	501	572	Management incl. SIX fittings & re-positioning & auto-sensors
Replace Lift Bell Push Unit In Brass	to be confirmed	to be confirmed	To maintain quote Totals the same - approx cost £280
Replace Front Door Bell Unit In Brass	250	208	
ELECTRICS TOTAL incl. 20% VAT	3,836	2,227	
HARDWOOD WOODWORK			
Strip, Repair & Polish ALL Woodwork including Main Entrance Front Door	6,456	1,075	diff Mngt: Quote ONLY Front Door & Surround, both sides
WOODWORK TOTAL incl. 20% VAT	6,456	1,075	
PAINTWORK			
Paint Throughout in THREE Colours	11,976	5,750	diff Management's Budget was always for TWO Colours only
Gloss White On Painted Woodwork	inclusive	inclusive	
Clean & Roller Paint Lift Doors (4)	inclusive	in LIFT quote	See Management's LIFT quote in GENERAL ITEMS ABOVE
Clean & Steam Lift Mesh Cage	inclusive	in LIFT quote	See Management's LIFT quote in GENERAL ITEMS ABOVE
Strip, Repair & Paint Crittall Windows (5)	inclusive	1,230	Mngt: incl. new brass fitments and full stripping down pt/work
PAINTWORK TOTAL incl. 20% VAT	11,976	6,980	
TOTAL TO HERE INCL. 20% VAT	51,261	31,573	TOTAL TO HERE INCL. 20% VAT
OPTIONAL EXTRAS			OPTIONAL EXTRAS
LetterBox Pigeon Hole (Painted)	384	208	
LetterBox Pigeon Hole (Oak Veneer)	1,440	455	HIGH COSTS IF ADOPTED
Emergency Lighting Throughout	4,800	2,833	All Quotes Include Emergency Light fitments
Fire Detection System	4,560	3,850	
Cable TV Installation	2,588	1,049	
OPTIONS TOTAL incl. VAT (LOW)	12,332	7,940	Only Incl. WADE Painted Pigeon Box
OPTIONS TOTAL incl. VAT (HIGH)	13,388	8,395	Incl. WADE Oak Veneer Pigeon Box
IF BOTH QUOTES WERE USED IN FULL			IF BOTH QUOTES WERE USED IN FULL INCL. OPTIONAL EXTRAS
THEY WOULD TOTAL incl. VAT (LOW)	64,938	39,513	Incl. WADE Painted Pigeon Box but not Front Door Bell Cost
THEY WOULD TOTAL incl. VAT (HIGH)	65,658	39,968	Incl. WADE Oak Veneer Pigeon Box but not Front Door Bell Cost
NOT OPTIONAL BUT ALL REQUIRED PLUS items originally required and specified from MANAGEMENT			NOT OPTIONAL BUT ALL REQUIRED
Front Entrance Brass Mail Box	not quoted	75	Necessary but seemingly neglected in WADE quote
Install Double Elec Plugs on Each Floor	not quoted	744	Mngt Incl. fitting
NEW Light Fitments Budget	not quoted	1,275	Required to facilitate electrical cleaning equipment each floor
NEW Main Entrance Door Mat	not quoted	135	Mngt.(4 Hallway); (6 Landings); (6 Exterior); all +autosensors
MITRE HOUSE SIGNAGE - Cleaned	not quoted	105	Mngt Incl. fitting
Misc Plants/Mail Table/Mirror etc	not quoted	450	Mngt Possible brassing/Gold etc
ADDITIONS TOTAL incl. VAT	not quoted	2,784	Mngt Contingency for expenditure items
NO OPTIONALS c/f from B39 & C39 TOTALS	51,261	31,573	ADDITIONS TOTAL incl. VAT
ADD ORANGE ITEMS ONLY	1,440	3,239	c/f from B39 & C39 TOTALS (NO OPTIONAL EXTRAS)
FINAL TOTAL incl. VAT + ORANGE	52,701	34,812	ADD ORANGE ITEMS ONLY
incl. VAT	plus 2784...?	incl. VAT	THIS IS EXACTLY THE £35,000 INCL. VAT AS OUTLINED AND ADVISED IN ALL RECENT (SINCE JUNE 2012) CORRESPONDENCE
ADD WADE missing quotes, possibly the SAME £2784 as Management...?	56,494	34,812	A DIFFERENCE OF £21,682 (62%)
PLUS OPTIONAL EXTRAS TOTAL =	67,098	42,752	PLUS OPTIONAL EXTRAS TOTAL =
MANAGEMENT CONTINGENCY			
CDM Co-Ordinator @ 1% Budget?		350	Mngt Contingency for H&S Legal Requirement
Misc Contingency Funds Set Aside		750	Mngt Contingency for Oversights/extras/additional costs etc
MANAGEMENT OPTIONAL EXTRAS	not required	not required	not required for information only
Runners & Carpeting All Surfaces		3,532	Fully carpeted (runners) from Ground to 3rd Floor stairs
Mirrors On All Panel Surfaces		5,400	32 Mirrors, polished edged, radius corners, 6mm Pilkington/glued
Solar Panels		11,000	Free Communal Electricity + healthy profit within 7 years

Mitre House Management Limited
SERVICE CHARGE DEMANDS DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2014

LESSEE	GROUND RENT Full Year	FIRST QUARTER 25/12/13-25/3/14			SECOND QUARTER 25/3/14-25/6/14			THIRD QUARTER 25/6/14-25/9/14			FOURTH QUARTER 25/9/14-25/12/14		
	<i>Due To Management</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>
Flat 1		650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 2 (4 x 25)	100.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 3		650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 4 (4 x 50)	200.00	475.00	255.00	220.00	475.00	255.00	220.00	475.00	255.00	220.00	475.00	255.00	220.00
Flat 5		650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 6 (4 x 25)	100.00	832.00	448.00	384.00	832.00	448.00	384.00	832.00	448.00	384.00	832.00	448.00	384.00
Flat 7 (4 x 50)	200.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 8		650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
Flat 9		650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00	650.00	350.00	300.00
TOTALS	600.00	5,857.00	3,153.00	2,704.00	5,857.00	3,153.00	2,704.00	5,857.00	3,153.00	2,704.00	5,857.00	3,153.00	2,704.00

GROUND RENT Full Year	FIRST QUARTER 25/12/13-25/3/14			SECOND QUARTER 25/3/14-25/6/14			THIRD QUARTER 25/6/14-25/9/14			FOURTH QUARTER 25/9/14-25/12/14		
<i>Due To Management</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>	<i>Demands in full</i>	<i>Service Charge</i>	<i>Reserves</i>

as per accounts *per lessee
annual cost*

TOTAL DEMANDS_all	23,400.00	2,600.00
TOTAL SERVICE CHARGE_all	12,600.00	1,400.00
TOTAL RESERVES_all	10,800.00	1,200.00
TOTAL Ground Rent	600.00	

Mitre House Management Limited
SERVICE CHARGE EXPENSE DETAIL REPORT
Mitre House SW3
Year Ended 31/12/2014

Schedule/Expense	Date	Supplier	Description	Expenditure
INCOME				
Bank interest Received	09/01/14	Lloyds TSB	Net Credit Interest	£7.86
	10/02/14	Lloyds TSB	Net Credit Interest	£8.21
	10/03/14	Lloyds TSB	Net Credit Interest	£7.15
	11/04/14	Lloyds TSB	Net Credit Interest	£7.61
	10/05/14	Lloyds TSB	Net Credit Interest	£7.31
	10/06/14	Lloyds TSB	Net Credit Interest	£7.71
	10/07/14	Lloyds TSB	Net Credit Interest	£7.30
	12/08/14	Lloyds TSB	Net Credit Interest	£8.13
	09/09/14	Lloyds TSB	Net Credit Interest	£6.81
	11/10/14	Lloyds TSB	Net Credit Interest	£7.11
	10/11/14	Lloyds TSB	Net Credit Interest	£7.04
	09/12/14	Lloyds TSB	Net Credit Interest	£4.57
			Tax Debit	£86.81
EXPENDITURE				
Cleaning	19/01/14	Office & General	Cleaning	£194.49
	19/02/14	Office & General	Cleaning	£194.49
	19/03/14	Office & General	Cleaning	£194.49
	19/04/14	Office & General	Cleaning	£194.49
	19/05/14	Office & General	Cleaning	£194.49
	19/06/14	Office & General	Cleaning	£194.49
	19/07/14	Office & General	Cleaning	£194.49
	19/08/14	Office & General	Cleaning	£194.49
	19/09/14	Office & General	Cleaning	£194.49
	19/10/14	Office & General	Cleaning	£194.49
	19/11/14	Office & General	Cleaning	£194.49
	19/12/14	Office & General	Cleaning	£194.49
Additional Misc Cleaning	29/12/14	MHML	Misc Cleaning Supplies (not paid/due)	£237.12
				£2,571.00
Communal Electricity	28/03/14	British Gas	Electricity Useage	£40.61
	22/04/14	British Gas	Electricity Useage	£2.79
	30/06/14	British Gas	Electricity Useage	£19.02
	30/06/14	British Gas	Electricity Useage	£77.60
	22/08/14	British Gas	Electricity Useage	£11.76
	15/09/14	British Gas	Electricity Useage	£24.07
	20/11/14	British Gas	Electricity Useage	£40.78
	23/12/14	British Gas	Electricity Useage	£18.50
				£235.13
General Repairs:				
External Repairs - minor				£0.00
				£0.00
Internal Repairs - minor				£0.00
				£0.00
Entryphone	16/06/14	Entryphone	Annual Contract	£239.18
				£239.18
Entryphone Repairs		Entryphone	Maintenance Additional Costs	£0.00
				£0.00
Draincleaning	30/06/14	MHML	Maintenance Roof Gutters	£257.50
				£257.50
Building Insurance	22/09/14	AXA Insurance	Freeholder's Building Insurance	£1,864.38

				£1,864.38
Engineering Insurance	02/07/14	Allianz	Lift Insurance	£437.81
				£437.81
Lift Maintenance	01/01/14	PIP Lifts	Lift Contract Maintenance	£365.74
	10/04/14	PIP Lifts	Lift Contract Maintenance	£376.72
	09/06/14	PIP Lifts	Lift Contract Maintenance	£376.72
	04/09/14	PIP Lifts	Lift Contract Maintenance	£376.72
	15/12/14	PIP Lifts	Lift Contract Maintenance	£376.72
				£1,872.62
Lift Repairs	02/06/14	Pip Lift	Lift Maintenance Additional Repair Costs	£891.60
				£891.60
Lift Telephone 0416	18/02/14	British Telecom	2075840416	£69.03
	20/05/14	British Telecom	2075840416	£68.97
	18/08/14	British Telecom	2075840416	£71.96
	17/11/14	British Telecom	2075840416	£71.96
				£281.92
Sundries (Light Bulbs)				£0.00
				£0.00
Sundries (Misc)	31/12/14	MHML	Photostats (not paid/due)	£39.02
				£39.02
Health & Safety Report Fees	16/06/14	ASI	Asbestos Report	£270.00
				£270.00
Postage & Shipping				£0.00
				£0.00
Management Fees	31/01/14	MHML	Quarterly Management Fees	£1,080.00
	31/03/14	MHML	Quarterly Management Fees	£1,080.00
	30/06/14	MHML	Quarterly Management Fees	£1,080.00
	25/09/14	MHML	Quarterly Management Fees	£1,080.00
				£4,320.00
Bookkeeping & Accountancy	21/08/14	Pemberton Professionals Limited	Annual Accounts	£695.00
				£695.00
Legal & Professional Fees	31/01/14	MHML	Section 20 Notices	£270.00
				£270.00
Bank Charges	20/01/14	Lloyds TSB	Monthly Bank Charges	£7.60
	18/02/14	Lloyds TSB	Monthly Bank Charges	£5.00
	17/03/14	Lloyds TSB	Monthly Bank Charges	£5.00
	20/04/14	Lloyds TSB	Monthly Bank Charges	£18.00
	19/05/14	Lloyds TSB	Monthly Bank Charges	£8.90
	19/06/14	Lloyds TSB	Monthly Bank Charges	£7.60
	20/07/14	Lloyds TSB	Monthly Bank Charges	£13.45
	18/08/14	Lloyds TSB	Monthly Bank Charges	£7.60
	21/09/14	Lloyds TSB	Monthly Bank Charges	£6.30
	19/10/14	Lloyds TSB	Monthly Bank Charges	£51.80
	17/11/14	Lloyds TSB	Monthly Bank Charges	£20.60
	19/12/14	Lloyds TSB	Monthly Bank Charges	£45.30
				£197.15

Total S/Chg Expenditure YE2014 **£14,440.00**

Scheduled Major Works

Reserves 30 Sept 2014

£98,262.00

Adjustment Collected £18,000.00

Reserves (works budget)Total **£116,262.00**

Surveyor Fees	13/02/14	Boyce Evens & Carpenter	Surveying Costs	£2,784.48
	24/03/14	Boyce Evens & Carpenter	Surveying Costs	£2,452.87
	22/09/14	Boyce Evens & Carpenter	Surveying Costs	£1,965.77
	31/10/14	Boyce Evens & Carpenter	Surveying Costs	£1,369.31
	09/12/14	Boyce Evens & Carpenter	Surveying Costs	£1,941.12
				£10,513.55

Main Contractor Costs	16/09/14	AR Lawrence & Sons Ltd	Works Costs	£12,656.85
	24/10/14	AR Lawrence & Sons Ltd	Works Costs	£24,482.02
	02/12/14	AR Lawrence & Sons Ltd	Works Costs	£17,452.44
	17/12/14	AR Lawrence & Sons Ltd	Works Costs (not paid/due)	£7,418.70
	31/12/14	AR Lawrence & Sons Ltd	Works Costs (not paid/due)	£1,590.00
				£63,600.01

Additional Works & Costs & fees	31/12/14	MHML	Additional Workings Outside Schedule	£15,572.85
	31/12/14	Suppliers Misc Costs of additional works	Additional Workings Outside Schedule	£16,183.36
				£31,756.21

Total Major Scheduled Works 2014 **£105,877.00**
s.20 dated 22 June 2014 £105,019.00

s.20 Budget overspend **£858.00**

Unscheduled additional Works	14/10/14	Aerial Tec	Communal TVSky installation	£5,172.00
	07/11/14	Houseman Water Ltd	Replacement Mains Water Tank	£5,850.00
	31/12/14	Workngs (CR)	Misc costs refunded	-£317.00
				£10,705.00
				-12,858.00
				Adjustment Collected
				CREDIT (to Reserves) Negotiated
				due to scaffolding remaining in place as
				MHML had advised all lessees
				-£2,153.00



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

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2014 WORKS' INVOICES £105,877 AND LESSEES' WINDOWS REPAIR ACCOUNTS (ORIGINALS & COPIES)



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 **PRS** Property
Recovery
Scheme since 1 October 2014