

MITRE HOUSE LONDON SW3
SERVICE CHARGE BUDGET - DRAFT FOR THE YEAR ENDED 31 DECEMBER 2013

<i>Items of expenditure</i>	<i>Actual 2011</i>	<i>Budget 2012</i>	<i>Forecast 2012</i>	<i>Budget 2013</i>
	£	£	£	£
General Repairs	2950	2000	2000	2,000
Cleaning Contract (including common part windows)	2370	2500	2500	2,500
Drain and Gutter Cleaning	216	250	250	250
Door Entry System Maintenance & Repairs	378	250	250	250
Lifts - Contract and Repairs	2300	2500	2500	2,500
Lift Telephone	287	300	300	300
Fire Equipment Maintenance & Repairs	324	325	325	325
Lift & Common Parts Electricity	1173	1000	1000	1,000
Insurance	2110	2320	2320	2,320
Sundries /Trust tax	104	85	85	85
Health and Safety Assessments	0	500	500	500
Professional Fees	980	500	500	500
Auditors Fees	1,300	1150	1150	1,150
Managing Agents Fees	3925	4320	4320	4,320
Total Cost of Services	18417	18000	18000	18,000
Reserve Fund for Major Non-Annual Expenditure	15000	9000	9000	9000
Total Annual Expenditure	33417	27000	27000	27,000

2013 Service Charge & Reserves' Demands TOTAL £27,000



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

TELEPHONE +44 207 589 7502

1st January 2013

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

Our Ref: Management Contract & proposed fees of £4320 for 2013

1 January 2013

Dear Lessee,

Mitre House Management Limited

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

Proposed Renewal of MHML Management for year ending 31 December 2013

Despite some lessees constant complaining we are proposing to renew our self management of Mitre House by MHML Management unless those lessees decide to take legal representation as threatened.

And as in 2012 we confirm that this renewal is not a Qualifying Long Term Agreement under s.20 of the Landlord and Tenant Act 1985.

Please find enclosed a copy of the service charge budget for the year ending 31 December 2013.

Also enclosed is a Service Charge/Reserves Application and Ground Rent where applicable, for your percentage for the period 25 December 2012 - 25 March 2013.

Thanks to careful husbandry of expenditure during 2012, which will be continued diligently by Management, there is no increase anticipated in either Service Charge nor Reserve's demands during 2013.

Obviously, if anticipated and scheduled works required during 2013 exceed sensible budgeting, a revised Budget would be required to be issued and additional funds collected.

Should you have any further questions or comments, please do not hesitate to contact me.

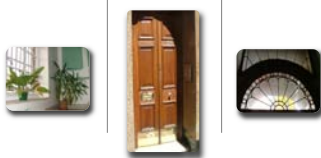
Yours sincerely

on behalf of Mitre House Management Limited
Mitre House,
124 Kings Road,
Chelsea,
London SW3 4TP



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



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

TELEPHONE +44 207 589 7502

1 January 2013

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

Our Ref: Various Documents

Dear Lessee,

Mitre House Management Limited

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

Draft Budget 2013 / Service Charge Demands / Section 20 Notice

Please find enclosed a draft copy of the **Service Charge Budget** for the year ending 31 December 2013.

Thanks to careful husbandry of expenditure during 2012, which will be continued diligently by Management in 2013, there is no increase in either Service Charge nor Reserve's demands during 2013.

Obviously, if anticipated and scheduled works required during 2013 exceed sensible budgeting for any reason, a revised Budget would be required to be issued mid-term and additional funds collected.

Once final year accounts for 2012 are audited, we will update the Forecast 2012 column and resend.

Also enclosed is a **Service Charge/Reserves Application and Ground Rent** where applicable, for your percentage for the period 25 December 2012 - 25 March 2013.

And finally, please find enclosed the first of three **Section 20 Notices** (dated 7 January 2013) regarding proposed Internal Decorations giving Lessees thirty days to make comment etc.

In the meantime, and coming **via email pdf** is a brief analysis of draft year end accounts as opposed to detailed accounts, along with Management's notes and comments. This **pdf** includes a full pictorial outline as to various improvements, additions and maintenance carried out by Management during 2012 with, unless advised otherwise, no internal noise or disturbance to any Lessee whatsoever during the workings.

Should you have any further questions or comments, please do not hesitate to contact me or your preferred Management Director, and as regards the initial Section 20, by no later than 10 February 2013.

We wish you and most especially Mitre House a very *Happy New Year*.

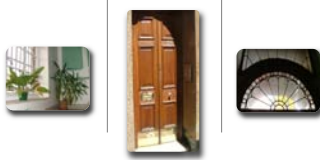
Yours sincerely,

Paul Brown-Constable
on behalf of Mitre House Management Limited
Mitre House
124 Kings Road
London SW3 4TP



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



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

TELEPHONE +44 20 7589 7502 MBL: 0798 33 33 543

To All Lessees
Mitre House, 124 Kings Road
London SW3 4TP

20th March 2013

RE: Mitre House Update and Service Charge Application + Ground Rent (where applicable).

Please find attached the Service Charge/Reserves for second quarter 2013, and Ground Rent Demands where relevant.

The Service Charge Accounts for 2012 are in the process of being drafted for comment, prior to finalising. These accounts are in even better shape than expected and as such you will note that the attached Service Charge/Reserves' Demands have been yet again reduced, this time down from £750 to £650.

You will recall that we initially reduced them from £950 to £750 when we took over the Management from KFH on 1st January 2012.

These Accounts will include a Management Fee of £4320, as budgeted, and despite some comments to the contrary from both ourselves and Lessees, it is a very reasonable Fee for Management's very careful husbandry of costs and expenses, yet alone extensive savings to all Lessees (totalling a minimum £1000 to date per flat) and indeed this fee includes costs and expenses incurred on behalf of Mitre House since 17 July 2011, when the Headlease was purchased and Mitre House Management Limited was incorporated to manage Mitre House.

Lessees have also been well advised on minor works and improvements made to Mitre House during 2012.

The Internals schedule, regrettably left in total chaos in 2012, will proceed in late summer 2013, admittedly with a more affordable and sensible specification, costing no more than £15,000 incl. vat for various already flagged works.

This will rise if certain other works and installations take place, which are still under consideration, namely a communal Sky Satellite Service and fully carpeting the common parts landings and stairs.

Also, all electrical works previously discussed which include new auto sensor lighting throughout, electrical plugs on each floor, boxing in of various electrical equipment on each floor, plus emergency lighting units where required on each floor, landings and fire escape route. This will be done within the £15,000 incl vat budget.

Lessees will be advised of any additional costs over and above the £15,000 incl. vat costs once established via the appropriate Section 20 Notices.

As regards the Sky Dish Install, four Lessees have responded with agreement. As such, as indicated in previous emails, those who have not replied are considered as accepting the install. Consequently we will proceed in due course but those flats not responding are presumed they do not wish to be disturbed, and consequently will not be wired in initially

Management have drawn up a required Licence To Sublet for those Lessees sub-letting at present or those intending to sub-let in the future. This Licence makes very clear the Lease requirements for those Lessees to follow, some of which are not being followed at present and as such are in breach of Lease requirements, with legal consequences.

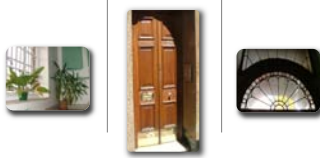
Management would again refer Lessees to previous correspondence as regards the surplus amounts due to Lessees from year ending 2011 and indeed, again from the year end accounts 2012. As well documented in previous correspondence, these surplus amounts (approx £6136) due legally to Lessees have been lodged into the Reserves, so negating any higher Reserve Demands. No response, requests nor complaints were received, so we are presuming all Lessees are in agreement that these surplus amounts should remain in the Reserves' Account.

The Directors / MITRE HOUSE MANAGEMENT LTD



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



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

TELEPHONE +44 20 7589 7502 MBL: 0798 33 33 543

To The Directors of
Mitre House Management Limited
Mitre House, 124 Kings Road
London SW3 4TP

25th June 2013

MITRE HOUSE MANAGEMENT LIMITED
MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP
SERVICE CHARGE ACCOUNTS YEAR ENDING 31st DECEMBER 2012

Please find attached a copy of the Service Charge Accounts for the year ending the 31st December 2012.

The Service Charges demanded for the period ended 31st December 2012 amounted to £25,795, accordingly there is a surplus of £1,758 to be refunded to Lessees.

You will note that there is also a surplus due to Lessees of £3068 from the 2011 Accounts, which had been well advised previously and left in Reserves for safekeeping until requested.

That request has now been advised and as such, your share percentage of the total surplus of £4826 is fully credited back to all Lessees in your attached June Quarterly Demands accompanying this email.

Also attached are the final Mitre House Management Limited accounts.

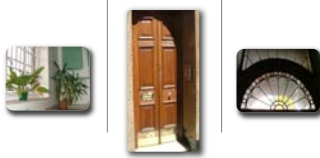
MITRE HOUSE MANAGEMENT LTD.

The Directors / MITRE HOUSE MANAGEMENT LTD



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



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

**To All Lessees
Mitre House, 124 Kings Road
London SW3 4TP**

5th December 2013

RE: Mitre House Update and Service Charge Application + Ground Rent (where applicable).

Please find attached the Service Charge/Reserves for first quarter 2014 and Ground Rent Demands where relevant.

The Service Charge Accounts for 2013 will be published in mid February 2014 and will show a continuing saving for Lessees with an admittedly small but worthwhile refund evidencing yet again Management's good housekeeping and economies despite reducing quarterly demands by 46% since the same periods two years ago.

Both the Internals & Externals works will be executed mid to late summer 2014, and by doing both together will not only guarantee better economy but also incur less disruption to Lessees during the anticipated 10 week schedule.

Relevant Section 20 Notices will be issued, the first of which will be sent to Lessees on 7th January 2014.

Lessees will then be invited, on presentation of the second Section 20 notice (10th February 2014) to present their own quote, if so desired, for doing both sets of works simultaneously following exactly the same, correct specifications and requirements as Management's retained surveyor outlines in his report and to Management's agreed, affordable budget.

The third and final Section 20 will then make Management's final report, no later than 15th March 2014.

As of 1st January 2014, those Lessees at present subletting or wishing to, must apply to Management for the appropriate Licence to Sublet and supply relevant contact details and references.

We would finally draw attention to strict Lease requirements that flooring be properly carpeted where appropriate most especially where flats are sublet.

Management will insist that both these requirements are fully adhered to, failing which, legal notices will be issued to offending Lessees.

As will no doubt be appreciated, there is little point in having a smart new interior if the communal areas, including the lift, are accidentally damaged by incoming or outgoing sublet tenants or indeed new Lessees. At present, Management have little or no recourse to, nor any details of, Lessees' sublet tenants. This will no longer be tolerated nor indeed will be uncarpeted bare wooden flooring with its unavoidable noise pollution experienced by neighbouring residents.

The Directors / MITRE HOUSE MANAGEMENT LTD



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