



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

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1ST JANUARY 2013

THE DIRECTORS OF MITRE HOUSE MANAGEMENT LIMITED
HAVE PLEASURE IN PRESENTING AN END OF YEAR REPORT 2012
TO THE LESSEES OF MITRE HOUSE

FULL YEAR FINANCIAL ACCOUNTS JAN - DEC 31ST, 2012
DEMANDS FOR SERVICE CHARGE AND RESERVES ADEQUATELY COVERED ALL
REQUIREMENTS THROUGHOUT 2012

FINAL ACCOUNT TOTALS: SURPLUS £1028.55
AFTER AN ADDITIONAL £3638 TRANSFERRED TO RESERVES DURING THE YEAR
RESERVES TO DATE TOTAL: £86,350
NO MANAGEMENT FEES CHARGED TO DATE

IT IS INTENDED THAT DEMANDS FOR BOTH SERVICE CHARGES AND RESERVES
WILL REMAIN THE SAME THROUGHOUT 2013 AS THEY WERE DURING 2012
AND MAJOR WORKS (INTERNALS & EXTERNALS) WILL HAVE SUFFICIENT FUNDS
IN PLACE BY END 2014 TO HAVE COVERED ALL EXPENDITURES*

*PRESUPPOSING MANAGEMENT'S PROPOSED BUDGETS ARE FOLLOWED
AS OPPOSED TO ALTERNATIVE INFLATED AND UNECONOMIC QUOTES.

THEREFORE SERVICE CHARGE DEMANDS WILL REMAIN AT £500 PER QUARTER
AND RESERVE DEMANDS AT £250 PER QUARTER DURING 2013

IF, AS HAS BEEN SUGGESTED, ALTERNATIVE FAR MORE EXPENSIVE QUOTES ARE
ADOPTED, RESERVE DEMANDS WILL TRIPLE OVER TWO YEARS.



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



VARIOUS MINOR WORKS & IMPROVEMENTS EXECUTED DURING 2012 FOR THE BENEFIT OF LESSEES

- REPLACING & INSTALLING 3 NEW DUSTBINS ON EACH FLOOR
- CLEARING & DECORATING & EQUIPPING CLEANER'S CUBICLE
- CLEAR GUTTERINGS ON ROOF & ALL OTHER DEBRIS FROM ROOF AREA
- CLEAR & CLEAN LIFT MOTOR ROOM ACCESS ROOM
- SUPPLYING AND INSTALLING POTTED PLANTS & ARTIFICIAL FLOWERS ON EACH FLOOR
- SUPPLYING & INSTALLING FRONT PORCH ARTIFICIAL HANGING BASKET
- SUPPLYING & INSTALLING VARIOUS FESTIVE ITEMS
- INSTALL HALLWAY LIGHTS FOR LESSEES' CONSIDERATION (BRASS LANTERN & TIFFANY)



