

**MITRE HOUSE LONDON SW3**  
**SERVICE CHARGE BUDGET - DRAFT FOR THE YEAR ENDED 31 DECEMBER 2012**

<b>Items of expenditure</b>	<b>Actual 2010</b>	<b>Budget 2011</b>	<b>Forecast 2011</b>	<b>Budget 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Repairs	329	3,250	2,950	2,000
Cleaning Contract (including common part windows)	2,112	2,765	2,370	2,500
Drain and Gutter Cleaning	1,303	600	216	250
Door Entry System Maintenance & Repairs	304	250	378	250
Lifts - Contract and Repairs	2,738	2,000	2,300	2,500
Lift Telephone	284	220	287	300
Fire Equipment Maintenance & Repairs	302	315	324	325
Lift & Common Parts Electricity	900	1,200	1,173	1,000
Insurance	1,790	2,216	2,110	2,320
Sundries /Trust tax	48	105	104	85
Health and Safety Assessments	0	500	0	500
Professional Fees	745	500	980	500
Auditors Fees	1,300	1,365	1,300	1,150
Managing Agents Fees	3,740	3,925	3,925	<b>4,320</b>
<b>Total Cost of Services</b>	15,895	19,211	18,417	18,000
<b>Reserve Fund</b> for Major Non-Annual Expenditure	10,000	15,000	15,000	9000
<b>Total Annual Expenditure</b>	25,895	34,211	33,417	<b>27,000</b>

**2012 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

TEMPORARY CONTACT PHONE 0798 33 33 543

21st January 2012

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

Our Ref: Management Contract & proposed fees of £4320

Date: 21 January 2012

Dear Lessee

**Mitre House Management Limited**

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

MANAGEMENT FEES IN BUDGET FOR YEAR ENDING 31 DECEMBER 2012

The letter provides notice of our intention to use the facilities and personnel of Mitre House Management Limited (MHML 'Management') for the management of Mitre House for a period of 12 months until 31st December 2012.

The contract will be reviewed towards the end of 2012 and if appropriate consider a one year renewal.

For the avoidance of doubt we confirm that this contract is not a Qualifying Long Term Agreement under s.20 of the Landlord and Tenant Act 1985.

If you have any further comments or questions please let me know -

Yours sincerely,

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



**MAINTAINING MITRE HOUSE**

DIRECTORS • PAUL BROWN-CONSTABLE • SEGAR KARUPIAH • DIMA INTERNATIONAL LIMITED • MICHELE SIGG HILLGARTH  
REG. OFFICE • PETERDEN HOUSE • 1A LEIGHTON ROAD • LONDON W13 9EL • REGISTERED NO. 7731341 • ENGLAND



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21st January 2012

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

Our Ref: Budget Demands and Fees Notification

Date: 21 January 2012

Dear Lessee

**Mitre House Management Limited**

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

SERVICE CHARGE BUDGET FOR YEAR ENDING 31 DECEMBER 2012

Please find enclosed a copy of the service charge budget for the year ending 31 December 2012 for your information. Also enclosed is a Service Charge Application for your percentage for the period of 1 January 2012 - 31 March 2011.

Please refer to the attached letter which accompanies the Budget regarding proposed fees.

Whilst every effort has been made to keep any increases to an absolute minimum, certain items on the budget have been slightly increased. However, there are also a number of items that have remained the same. Overall, we feel this budget has been set to more accurately reflect anticipated service charge expenditure at Mitre House. The budget also takes into consideration the increase in VAT.

It has become necessary to increase the reserve fund from £10,000 to £15,000 to collate funds for the internal redecorations, as unfortunately there are insufficient funds available to commence at present.

Further details will be issued in due course. I trust that the above and enclosed are of assistance; however, should you have any further questions or comments, please do not hesitate to contact me.

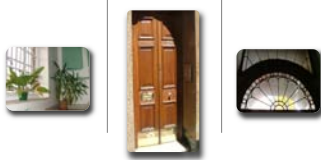
Yours sincerely

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



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21st January 2012

**RE: Mitre House Update and apologies for delays in sending Service Charge Application.**

We hope you are all now aware that Mitre House has a new Head Lease owner. In effect, ourselves at Mitre House, via a new company, Mitre House Management Limited, formed to run the place more efficiently and most importantly, far more economically. The Directors are Segar Karupiah (Flat 1), Michele Sigg (Flat 5), Jamil Raja (Flat 6) and Paul Brown-Constable (Flat 7). The Resident's Association is our priority referee.

We now have the responsibility for maintaining Mitre House with the authority to hire and fire suppliers as we deem fit, so improving the running of, the repair of, and the overall look of Mitre House in the coming months, as well as attempting to reduce the annual Service Charges by insisting on far better value for the various services required in the general upkeep and maintenance of Mitre House.

We are appointing Best Gapp as our new Managing Agents (to replace Kinleigh Folkard Haywards) as from March 1st. Best Gapp are situated in Elizabeth Street, just 20 minutes walking distance from Mitre House and their Estate Manager is a very hands-on, non suited, no-nonsense fella called Gary Andrews. Only time will tell if we receive better service than that to date - but if not, we have the authority to terminate which was a decision denied us by the previous Head Lessee, Rivers Edge Estates. We also hope to avoid some of the quite ludicrous overcharging for various services and repairs experienced previously and recently.

In the meantime, we attach a slightly reduced first quarter Service Charge (down from the usual £950 to £750), which will be held for the coming year by Best Gapp on our authorisation.

It would be greatly appreciated if this regrettable demand is promptly re-imbursed so that the eventual hiring of Best Gapp on 1st March can proceed with no arrears in place. We don't want them to get the wrong impression as it will only reflect badly on Mitre House if they start off sending out final demands!

Please arrange settlement of your outstanding amount(s) by either:-

- (i) A cheque made payable to Mitre House Management Limited for Service Charge (& Ground Rent if etc) and posted direct to Mitre House Management Ltd at Mitre House, 124 Kings Road, London SW3 4TP
- (ii) A Direct Bank Transfer Payment - QUOTING YOUR **TENANT REF** (Your Flat No so it can be identified) Mitre House Management Limited Sort Code: **30-64-72** Account Number: **23434068** at Lloyds TSB

Should you have any queries in relation to anything above, let me know by email to [mitrehouse@graffiti.biz](mailto:mitrehouse@graffiti.biz). We will have a dedicated Mitre House website and email facility by the Spring and a total Interior Common Parts makeover by early Autumn latest - the place will look sensational by next Christmas.

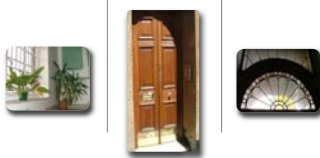
Best Of British Luck to all of us for 2012,

Paul Brown-Constable, on behalf of  
The Directors / Mitre House Management Ltd



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TEMPORARY CONTACT PHONE 0798 33 33 543

15th March 2012

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

Thanks to everybody for having paid the first quarter's Demands promptly allowing the Internal re-decorating to take shape. Various estimates for all intended works and improvements are still being very carefully negotiated and evaluated prior to commencement and will be advised to all concerned once finalised. In brief, we are spending approx. £3000 per flat (ie the overall expenditure incl, 20% VAT will be under £27,000) and can 100% guarantee each flat's value will be enhanced well above that level once Mitre House is finished. We do have the opportunity to make this one of the most desirable, best maintained and most uniquely decorated (small) mansion blocks on the Kings Road, Chelsea.

These include: New and additional lighting throughout, including required Emergency lighting - all of which will be on new automatic sensors. The Lift car interior to be totally refurbished and external doors re-sprayed a more attractive colour than the battleship grey at present. All communal Windows (up the stairs) to be brought back to life and made to open/close properly. The Main Front Door (and exterior surfaces) will be stripped back to its correct Light Oak on both sides, with new brass door furniture and an interior Letter Box and a new strong door mat. A hall table with individual mail pigeon holes will be installed under a large mirror. The Terrazzo floor will be cleaned thoroughly (although, somewhat regrettably we are advised that it just cannot be restored 100% perfect, nor all surfaces finished with same matching colour, as indeed there are 3 different densities of shades of terrazzo in situ). There have been suggestions as to maybe carpeting which would help the awful acoustics - any comments? And finally, the whole place will be painted two colours throughout (one colour for walls and another for ceiling - we will not be retaining the panels picked out though - please!!).

We also think it a good idea to replace the door knob and letterbox on all nine flat's front doors (although Flats 1 and 7 are done) with same brass fittings (so all doors look the same) as the existing, very old, unattractive items are not worth keeping). We will need your permission to do this and obviously will advise the type and quality of the fittings in due course and a convenient time to gain access to make the change (30 mins approx).

We also need urgently some general feedback on your preferred colour schemes for the interior. If you let me know your preferences (as an example: (Apple) White and (Pale) Cream - or (Pale) Gray and (Powder) Blue - or (Baby) Pink and (Mint) Green - etc etc) - in reality, it's a choice of traditional conservatism or more artistic, remembering that the block was built c1917 and does have some very attractive art deco/art nouveau features including, once properly cleaned, some beautiful brassware throughout (door handles, kickplates) and the stair handrail which we are stripping back to its original brass. Even the Double Door Window Dividers on each floor have magnificent copper/bronze frames under 95 years of dirt...!

And regarding dirt - we are arranging for one extra day a week for the cleaners to attend for 2 hours. Each week, one floor (1st, 2nd, 3rd, Ground) will be thoroughly cleaned, window dividers, floor and brassworks.

Email me your colour preferences and I'll mock-up a colour photo to let you see it in situ - we can then view everybody's ideas and come to a consensus choice. I'm for avante-garde/artistic as we are in Chelsea! So what's your choice?

In the meantime, we attach the second quarter's Service Charge (and Ground Rent where applicable), which again would be gratefully received promptly so the Internals can be progressed as outlined. We can promise a £350 cash Christmas present for all flats to properly toast the finished decorations - and we have already saved £1080 by not having engaged Agents to date - and more than likely another £2160 if we decide to defer their appointment until October.

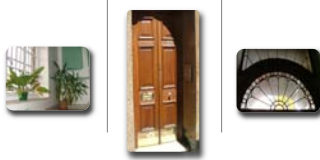
Should you have any queries in relation to anything above, let me know by email to [mitrehouse@graffiti.biz](mailto:mitrehouse@graffiti.biz) along with your preferred colour schemes. The [www.mitrehouse.org](http://www.mitrehouse.org) website will be up and running to view everybody's ideas and comments within a month - so, onwards and upwards!

Paul Brown-Constable, on behalf of  
The Directors / Mitre House Management Ltd



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25th June 2012

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

Thanks to everybody for having paid the first two quarter's Demands so promptly. Here are the third quarters' Service Charges and Ground Rent Demands where applicable.

Despite the general economic gloom, thankfully the situation at Mitre house as regards Accounts & Expenditure is excellent, despite a 25% drop in Service Charge/Reserve Demands compared to those requested in recent years. And we're already showing a reasonable half year surplus credit.

Internal Decorations are still in the process of being organised and costed, and fuller details, notices etc will be advised by Management's Michele Hillgarth (Flat 5) once finalised. It is still hoped to have these Internals finished by Christmas, as indeed, the External Renovations are scheduled for the following year (2013) meaning we will again be penniless once these are finished and the whole Reserves process begins again to replenish the account.

There should not, though, be any reason to substantially increase future Service Charges & Reserves if we, your present Management, continue to watch every penny spent and indeed maintain the running of Mitre House, as we have done to date, with no charge whatsoever to any Lessee. Only a major unforeseen catastrophe, or unexpected expense, would entail a very large increase in Reserve Demands.

A further full review of all situations, Internal & External budgets once known, savings and surpluses to the general accounts (if any) and an analysis of the financial contribution from Management's stewardship in the twelve months Jan-Dec 2012 will accompany the final 4th Quarters' Service Charge & Reserves Demand around 25th October.

Until then, onwards and upwards with the Internals under new Art Direction due to some accusations of shenanigans\* by one Management member. A most unusual, indeed unique, scandal at Mitre House which at least has added a bit of colour to the place!

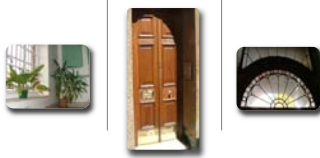
Paul Brown-Constable, on behalf of  
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*\*An official declaration made by patrons of an establishment who feel they have been cheated. Once a charge of shenanigans has been accepted by an authority figure, said patrons are free to assault the owners of said establishment with brooms.*



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PERMANENT CONTACT TELEPHONE +44 207 589 7502

25th September 2012  
apologies for a delay in sending....!

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

Thanks to everybody for having paid the first three quarter's Service Charge and Reserves' Demands so promptly. Here are the fourth quarters' Service Charges/Reserves and Ground Rent Demands where applicable, which regretfully in the case of Ground Rent for those who still pay it, has doubled from this quarter from £25 to £50 due to the thirty three year rule as outlined in your lease. In another 33 years it doubles again to £100 (per quarter). Those lucky enough to have completed or finalised lease extensions by 25 September 2012 do not pay Ground Rent.

Despite the continuing economic gloom the situation at Mitre house as regards Accounts & Expenditure remains excellent, despite a 25% drop in Service Charge/Reserve Demands compared to those requested in recent years. And we're still showing a reasonable full year surplus credit.

Internal Decorations have caused considerable anxiety and fractious discourse amongst Lessees and are still, regretfully, in the process of being finalised as regards final cost. Originally budgeted for a total £27,000 (incl. 20% VAT), which then rose considerably to £35,000 (incl. 20% VAT) when various Lessee requests to Management were included.

Management have been advised that a coterie of 5 Lessees (Flats 3, 4, 5, 8 and 9) have expressed a unanimous decision on both style and in an independently sourced quote from Wade Design for £60,000 including 20% VAT. Obviously this is way in excess of budget (by a minimum £25,000 and with Externals looming next year of £65,000 plus) and does no more than Management's individual job-by-job quotes. But, if indeed this remains a majority preference and is progressed it would be necessary to substantially increase the Reserves prior to any work or contract with Wade or anyone else.

At present Reserve Demands are held at an amazingly reasonable £250 per quarter and bank reserves adequately cover Management's budgets for both internals and externals. If we were to proceed with Internals costed at £60,000 (incl. 20% VAT) Reserve Demands would rise to a minimum £750 per quarter or even higher if both Internals and externals exceed budgeted amounts which invariably is the case.

We suggest those interested Lessees including the Famous Five (Flats 3, 4, 5, 8 and 9) make their final comments known so final Reserve budgets can be properly computed and finalised. Section 20 Notice (No.1) was variously delayed and will not now be issued until the New Year as indeed, with a minimum three month consultation period over the three Notices required, it is Management's opinion that mid-winter is not an acceptable nor intelligent time to do the Internals).

Management will, though, carry out some tests and small works over the Winter months and add a little cheer to the communal parts for Lessees consideration for future use or not once new decor is in hand in early Spring 2013.

On a brighter note, Mitre House Management Limited now offer a dedicated phone line **+44 207 589 7502** and various useful in-house facilities, including scanning (A4/A3), mono/colour printing (A4/A3), photostats (A4/A3) and computing assistance (both Apple Mac & PC) to resident Lessees and all at no charge, unless on an industrial scale...in which case some small costs will be pre-advised!

Draft year end accounts (30 December 2012) outlining the savings and surpluses to the general accounts (if any) will be sent out with the 2013 First Quarters' Demands, along with the first of the Section 20 Notices so long as any final budget/quoted amounts are agreed by a majority of Lessees and any additional funds required (if any, as outlined above) are also agreed by all Lessees to be fully collected prior to work commencing.

Paul Brown-Constable, on behalf of  
The Directors / Mitre House Management Ltd



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