



## MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

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### INTERNAL DECORATION AT MITRE HOUSE DURING 2014 FOR A MAXIMUM TOTAL OVERALL £25,000 BUDGET\*

\* BASED ON MANAGEMENT'S HEAD LEASE OBLIGATIONS

- \_Communal Walls & Ceilings Painting
- \_Terrazzo Flooring Clean
- \_Lighting incl. Emergency Lighting
- \_Communal Crittall Windows attention
- \_Communal Furniture in Entrance Hall
- \_Front Entrance Matting
- \_Communal Main Front Door Furniture
- \_Suggested Misc Improvements

### INTERNALS BUDGET 2014

LESSEES WERE INVITED/REQUESTED TO DECIDE ON WHETHER TO SPEND IN EXCESS OF £25,000 ON THE INTERNALS AT MITRE HOUSE DURING 2014 REQUIRING ADDITIONAL RESERVES' DEMANDS OF £5000 - £7000 PER LESSEE TO BE PAID

PLEASE REQUEST COPY OF LETTER DATED 22ND JANUARY SENT BY FLAT 1 DIRECT TO FLAT 7 WITH THEIR PREFERENCES AND COMMENTS AND

MANAGEMENT'S REPLY EMAIL SENT IN RETURN TO ONLY FLAT 1 ON 25TH JANUARY 2014 @ 00.30 GMT

MANAGEMENT ARE PRESUMING FLAT 1 HAVE VOTED YES TO SPENDING IN EXCESS OF £25,000 AND FLAT 1 AGREES TO THE ADDITIONAL RESERVES' DEMANDS OF £5000 - £7000 PAYABLE MARCH 25TH 2014

PLEASE ALSO REFER TO MANAGEMENT'S SECTION 20 NOTICE DATED 13TH DECEMBER 2013, AND SUBSEQUENT EMAIL ON 19TH DECEMBER 2013 WITH FULL REFERENCES TO £25,000 BUDGET ETC