

OUR REF: 70113010008

18 October 2013

James Brown
Flat 8 66 George Row
66 George Row
London

SE16 4UH

First Notice

To all owners at **66 George Row, London SE16** and **66 George Row Ltd**

Notice of Intention to Carry out Works in Accordance with Section 20 (as Amended) and Section 20ZA of the Landlord & Tenant Act 1985

1. It is the intention of **66 George Row Ltd** to enter into an agreement to carry out works in respect of which we are required to consult owners.
2. The works to be carried out can generally be described as: Internal and External Redecoration and Repairs as detailed more fully below:
 - To redecorate common parts walls, ceilings and all associated woodwork.
 - Make good the floor area in the bin store and construct a ply ramp to allow the bin to be pulled out for emptying.
 - Install a pair of MDF doors to cover the water meter cupboard in the bin store.
 - To provide coconut matting in lobby area and outside roof fire exit door and to replace the lobby area carpet with non-slip floor tiles.
 - To lay floor tiles on electric cupboard floor.
 - Install a new double seal manhole cover within common areas on ground floor.
 - Supply and fit broken smoke alarms.
 - Relocate broken PIR and supply and fit broken lights in hallway. Clean all light fittings replacing light bulbs where necessary.
 - Supply and fit additional emergency lighting.
 - Install fire door signs to all essential areas.
 - To conceal the cables exposed in the electrical cupboard and make 2 access areas for maintenance.
 - To redecorate external windows, doors, metalwork and other previously painted/treated surfaces.
 - To replace water damaged light sensor and adjust the sensor timer to ensure the lights are on for longer.
 - To cement and seal the roof skirt that runs parallel to the wall for water proofing. To clean all gullies and clear moss from roof areas and gutters.
 - Test/inspect/certificate fuse boards.
 - Add Smoke seals to fire doors.
 - Improve required ventilation.

Stonedale Property Management Woolyard Level 2 54 Bermondsey Street London SE1 3UD
tel 020 3117 2600 fax 020 3117 2699 email info@stonedale.co.uk website www.stonedale.co.uk

3. We consider it necessary to carry out the works because these works are required due to the condition of the common parts and the Lease allows for the internal and external redecoration of the property.
4. You are invited to make observations in relation to the proposed works. Any such observations should be made in writing to the address at the bottom of this notice. Any observations must be made within the consultation period ending on **24th November 2013**.
5. You are invited to propose, within the consultation period, the name of a contractor from whom we should try to obtain an estimate for the carrying out of the proposed works.
6. Our normal criteria for the selection of contractors to carry out works of this nature is accreditation to The Safe Contractor Scheme or similar to ensure that health and safety practices are properly in place. In addition Public liability cover of at least £5 million is normally required.
7. Until the estimated cost of the works are known we are unable to advise on the financial implications of carrying out the works. You will be provided with further information once tenders have been obtained from the contractors for the carrying out of works.

Laura Wells AIRPM

On behalf of 66 George Row Ltd

c/o Stonedale Property Management, Woolyard, Level 2, 54 Bermondsey Street, London, SE1 3UD

Notes:

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) (the 1985 Act) provides that a landlord (as defined by Section 30 of the 1985 Act) must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of any one leaseholder will exceed £250. 'Qualifying works' are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - a. the place and hours so specified must be reasonable; and
 - b. a description of the proposed works must be available for inspection, free of charge, at that place and during those hours.

If facilities to enable copies to be taken are not made available at the times at which the description may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the description.
3. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. 'Recognised tenants' association' is defined by Section 29 of the 1985 Act.
 - a. Where a single nomination is made by a recognised tenants' association (whether or not a nomination is made by any leaseholder, the landlord shall try to obtain an estimate from the nominated person.
 - b. Where a single nomination is made by only one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate from the nominated person.
 - c. Where a single nomination is made by more than one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate:
 - i. from the person who received the most nominations; or
 - ii. if there is no such person, but two (or more) persons received the same number of nominations, being a number in excess of the nominations received by any other person, from one of those two (or more) persons; or
 - iii. in any other case, from any nominated person.
4. Where more than one nomination is made by any leaseholder and more than one nomination is made by a recognised tenants' association, the landlord shall try to obtain an estimate
 - a. from at least one person nominated by a leaseholder; and
 - b. from at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in paragraph (i.).