

Ms J. Hathaway
Martin Russell Jones
5 Watford Way
Hendon Central
London NW4 3JN

Ms Noëlle K-Dit-Rawé
3 Jefferson House
11, Basil Street
London SW3 1AX

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11 August 2002

(Sent recorded delivery)

Dear Ms Hathaway,

Building works at Jefferson House

Further to your letter of 15 July and invoice of 17 July, I require the following before I can agree to your demand:

1. A schedule of the amounts demanded from all the lessees
2. A detailed explanation of how the amount of £14,400.19 that you demand from me has been calculated
3. A copy – without charge – of the Schedule of Building Works as duly priced by the firm of Killby & Gayford - as the copy left with the porter has not been duly priced
4. Written confirmation that there is no connection of any sort between the freeholder and headlessor for Jefferson House, and the firm of Killby & Gayford
5. A note of any of the proposed works which, under the terms of the lease, are not strictly necessary for the maintenance of the building
6. How you propose to address the cost of deterioration to the lift as a result of lack of proper management of the contractor

In their report of February 2002, Michael Jones & Associates state the following:

"...numerous items detailed in our report should have been undertaken by the incumbent maintenance contractor"

"No copies of the lift maintenance reports were available... We are given to understand that the lift maintenance agreement includes 12 visits p.a. The last recorded maintenance detail was 11 October 2001. Consequently, the routine visits for November, December 2001 and January 2002 appear to have been missed"

7. An explanation as to why works are being carried out to the roof given that a planning application to build an extra floor for a penthouse flat was granted on 6 February 2002. (I sent you an email on this subject on 2 February 2002, and subsequently a copy by post)

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8. A summary of the maintenance works carried out at Jefferson House in each of the last ten years, with costs
9. Details of the contribution charged to the lessees to the Reserve Fund - for each of the last ten years

Finally, regarding the penultimate paragraph in your letter of 15 July 2002 highlighting that "the sum quoted may be exceeded due either to subsequent changes in the specification or to problems encountered while the works are in progress."

Please note that, if "subsequent changes" are made to the specifications, I will expect a Section 20 Notice to be issued ahead of any demand for contribution to costs resulting from changes in specifications.

Regards,

Noëlle Rawé

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