

HOME FROM HOME

PROPERTY MANAGEMENT

28 BUTTS ROAD, CHISELDON, SWINDON, WILTS. SN4 0NW
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15th August 2013

To all Leaseholders of Jefferies Mews Management Co Ltd

1. It is the intention of Home From Home Property Management to enter into an agreement, to carry out works in respect of which we are required to consult Leaseholders, as defined in Section 20 of the Landlord & Tenant Act 1985 (as amended).
2. The works to be carried out under the agreement are as follows :-
3. To dig out and remove the redundant drying area to the right of the visitor car parking spaces and turn this into additional car parking spaces for use.
4. A description of the works to be carried out, are noted within the enclosed Newsletter.
5. We consider it necessary to carry out these works, as there are insufficient parking spaces on the site and it will make good use of redundant land.
6. We invite you to make written observations in relation to the proposed works and send them to Home From Home, at the above address.
7. Observations must be made within the consultation period of 30 days of the date of this notice and the consultation period will end on 14th September 2013.
8. We also invite you to propose within 30 days of the date of this notice the name of any person you would like us to obtain an estimate for carrying out these works, if you have a preferred roofing company; however we already have two companies that we shall be acquiring a quotation from.

Signed

Duly authorised Agent on behalf of Jefferies Mews Management Co Ltd

Date

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