

Martyn Gerrard

SALES • LETTINGS • COMMERCIAL

BLOCK MANAGEMENT DEPARTMENT

Martyn Gerrard House, 197 Ballards Lane

Finchley Central, London N3 1LP

Tel: 020 8343 4340 Fax: 020 8343 1470

Email: blockmanagement@martyn Gerrard.co.uk DX 57278 Finchley 2

Our Ref: JEFFERS/003

Received on 18 Feb.

Ms N Y S Klosterkotter-Dit-Rawe
3 Jefferson House
11 Basil Street
London
SW3 1AX

16th February 2011

Dear Ms Klosterkotter-Dit-Rawe

RE: 3 Jefferson House

I would like to introduce myself as the Head of Block Management for Martyn Gerrard who have now taken over as managing agents of Jefferson House in replacement of Martin Russell Jones.

I have enclosed here with this letter a service charge demand for the forth coming year based on figures that we have received from the previous managing agents.

Should you have any queries please feel free to contact myself or a member of my team in Block Management and we will do our best to assist.

I have also included a Section 20 Notice in regard to the boiler house. Whilst we are still carrying out investigations and looking at the reports that have been passed to us by Martin Russell Jones, it would appear that there is no doubt that works need to be carried out this year to ensure that the heating will function correctly next winter. To this end whilst preparatory work is going on we have started the legal consultation progress so that hopefully the work can commence during the summer months.

Obviously we are just getting to grips with the problems related to the property should you have any information that you believe may be useful I would be more than glad to hear from you and look forward to a long and productive association with Jefferson House.

Yours Sincerely,



Tom O'Kane M.C.I.O.B, Assoc. R.I.C.S.
Senior Property Management Surveyor
MARTYN GERRARD ESTATES AGENTS
blockmanagement@martyn Gerrard.co.uk

Whetstone / North Finchley / Finchley Central / East Finchley / Muswell Hill / Crouch End / Kentish Town / Mill Hill

Martyn Gerrard is the trading name for the North London Network Ltd. Registered in England No. 2441809

Registered Office: 5th Floor, 7-10 Chandos Street, Cavendish Square, London W1G 9DQ. Company Secretary: J. Gower

Directors: M. Gerrard MRICS FNAFA, S.E. Gerrard MNAEA MARLA, J. Harrington, D.H. Smith FNAEA MARLA, W.A. Price, S.M. Gerrard MA FICBA MRCS.

Assoc. Director: Gregory Tsouman MARLA



martyn Gerrard.co.uk

Our Ref: TOK/JEFFERS/003

Ms N Y S Klosterkotter-Dit-Rawe
3 Jefferson House
11 Basil Street
London
SW3 1AX

For subsequent events, see my 10.02.14 issue document to the mafia

16th February 2011

**STAGE 1 NOTICE OF INTENTION TO CARRY
OUT WORK AT**

Dear Ms Klosterkotter-Dit-Rawe

It is the intention of Martyn **Gerrard on behalf of Rootstock Overseas Corporation** to enter into an agreement to undertake works in respect of which we are required to consult the leaseholders (see Note 1 overleaf). This Notice represents part 1 of a three part consultation process.

The works to be carried out under the agreement are *Renewal of boilers and the overhauling of the central and domestic heating system to the property.*

We invite you to make written observations in relation to the proposed works by sending them to Mr. T.O'Kane:- Martyn Gerrard Estate Agents, Block Management Department, Martyn Gerrard House, 197 Ballards Lane, Finchley Central, London N3 1LP. **The Notice/consultation period will end on 23rd February 2011 (see Note 3 overleaf).**

Note the dates. I received this on 18 Feb !!!

You are also **invited, if you wish to propose within 30 days of the date of this Notice, the name of the person from whom we should try to obtain an estimate for carrying out the proposed works as outlined above. Please be aware that we can only consider contractors who can provide professional references, financial history, have the appropriate insurances and fully illustrate that they are compliant with relevant Health & Safety Regulations.**

Like their refs
+ those of Brian Gale
+ the rest of the Ladsky mafia?

Yours sincerely,

**Tom O'Kane M.C.I.O.B, Assoc. R.I.C.S.
Senior Property Management Surveyor
MARTYN GERRARD ESTATES AGENTS
blockmanagement@martyngerrard.co.uk**



NOTES RELATING TO SECTION 1,2,3 NOTICES.

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. The landlord is also required to state his response in writing to the person making written observations within the consultation period, within 21 days of receiving them.