

MARTIN RUSSELL JONES

5 Watford Way,
Hendon Central,
London, NW4 3JL



CHARTERED SURVEYORS

Management Department
Telephone: 020 - 8202 3858
Fax: No: 020 - 8202 9513
e.mail: management@m-r-j.co.uk

To all flat owners

Jefferson House
Basil Street
London SW3

137A

Ref: JH/MAN

21st December 2001

Dear Flat Owner

Jefferson House, Basil Street, London SW3

On the instructions of Steele Services Limited prices have been obtained from Surveyors and Service Consultants for an inspection of the block and the preparation of a Schedule of Works for the redecoration of the exterior of the above block of flats together with the associated repairs to the building and grounds.

In accordance with the requirements of the Landlord and Tenant Act 1985, as amended, we list below the estimates received for the works involved:

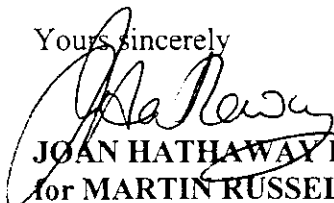
× Brian Gale Associates	£ 3,800.00 plus VAT
× Michael Jones & Associates	£ 1,200.00 plus VAT
Knight Frank	£ 6515.00 plus VAT
Corona Design	£ 2850.00 plus VAT

The Act provides that you have the right to make observations on these proposals, and they should be sent, in writing, to this office and must reach us by Monday 28th January 2002. Subject to any observations which we may receive, it is the intention of Steele Services to instruct Brian Gale Associates and Michael Jones & Associates to carry out the work. Photocopies of the estimates are enclosed with this notice.

We have to state that the sum quoted may be exceeded due to disbursements but these will be of a minor nature. Sufficient funds are held to cover the cost of the works within the Reserve Fund

We trust that the above is self-explanatory but if you have any queries please do not hesitate to contact us.

Yours sincerely


JOAN HATHAWAY BSc MRICS
for MARTIN RUSSELL JONES

Brian Gale Associates



Independent Chartered Surveyors,
Valuers & Property Consultants

Brian Gale B.Sc., A.R.I.C.S.

Regent House
235-241, Regent Street
London W1R 7AG
Telephone: 0171 287 7348
Fax: 0171 491 7884

Offices at: Reigate & Horsham

Our Ref: BWG/hc

20th December 2001

FAO: Joan Hathaway
Steel Services Limited
The Office
Jefferson House
11 Basil Street
Knightsbridge
London
SW3 1AX

Martin Russell Jones does not have
an office in Jefferson House
there is not an 'office' and the
lease does not allow commercial use
(Mr Andrew Lidsky resides in
Jefferson House)

Dear Sirs

RE: **Schedule of Condition / Condition Survey**
Jefferson House, 11 Basil Street, London SW3

I refer to your recent enquiry and our subsequent meeting and discussions further to your request that we provide you with a Fee Quotation for undertaking a detailed Condition Survey / Schedule of Condition of the residential block of flats known as Jefferson House 11 Basil Street, London SW3.

We understand that this is for the purposes of Section 19 (2a) of the Landlord and Tenant Act 1985 and for the determination of service charges, costs and maintenance.

Having undertaken a brief inspection of the block externally and at roof level and within the common parts we note that the building comprises a total of 35 residential flats, on Long Leasehold, and the building is constructed on basement, raised ground floor and 4 upper floor levels. You advised us that the building in total comprised 17,000 s.f. of accommodation.

Condition Survey

Our Condition Survey would be very detailed, this would include in a Schedule format (inclusive of anticipated costings for each item) details of each item of dilapidation. Our inspection would include all external areas, roof and roof structure and internal common parts together with external areas, all areas that are maintained under the service charge provisions of the various Leases.

**VALUATIONS, STRUCTURAL SURVEYS, HOME BUYERS REPORTS,
INSURANCE CLAIMS, PROJECT MANAGEMENT, PLANNING.**

Our inspection would be undertaken by a minimum of 2 Chartered Building Surveyors, with a Managing Surveyor in attendance for part of the time, we would anticipate the work on site in terms of inspection, photographic record and scheduling of defects to take approximately 2 days. The photographic schedule would be cross referenced into the written schedule although photographs would not be taken of every single item of defect but of typical defects which repeat in various degrees throughout the building.

As the roof can be accessed via the roof light in the top flat, we have made no provision nor do we believe there would need to be any provision for additional disbursements with the exception of safety harnessing from the Surveyors when working on roofs close to the edges.

Our fees for undertaking this work will amount to £3,800 plus VAT and reasonable disbursements which would be agreed with you in advance of any expenditure. We would be in a position to commence the work within 7 working days of firm instructions to proceed.

We would expect our completed Report and Schedule with photographs to be with you within 14 days of our site inspection being completed.

Should any additional input or time be required not catered for in this Fee Quotation then our charge for a Senior Chartered Building Surveyor will amount to £90 per hour plus VAT and reasonable disbursements.

Services

Our inspection and Report would specifically exclude any comments on the condition of services to the subject block. On that matter we would recommend the engagement of Services Engineer Consultants to report upon the condition of communal services throughout the building.

Following our recommendation to you and as discussed we have approached a Firm of Engineering Consultants Messrs. Michael Jones & Associates with whom this Practice has enjoyed a long professional relationship.

We have pleasure in enclosing the Fee Quotation which we have received from Michael Jones & Associates and as you will note they have quoted £1,200 plus VAT to undertake such an inspection.

Their Report has set out in some detail the depth of inspection and reporting that they anticipate to undertake.

Contract Administration

We would be happy to undertake full Contract Administration on your behalf for the implementation of the proposed works following identification of the defects in the Condition Survey.

Michael Jones & Associates
ENGINEERING CONSULTANTS

CM/te/D2113/wcd-2/lt1

12th December 2001

B Gale Esq.
Brian Gale & Associates
Marcus House
8 West Street
Reigate
Surrey
RH2 9BS

Dear Brian

Jefferson House, 11 Basil Street, London, SW3 1AX

Following our telephone conversation of yesterday, we write to confirm our proposed fee for carrying out a site inspection at the above address.

We would propose a fee of £1,200 including all reasonable disbursements but excluding VAT. The fee would include a site inspection by our lift specialist and ourselves to provide the following information in report format:

- A brief description of the Mechanical, Electrical and above ground Public Health installations to the common parts and plant rooms in the building.
- A brief description of the lift installation to the single passenger lift and its associated machine room.
- Comment on the condition of equipment and life expectancy of the services installed.
- Recommendation for the installed services installations.
- Budget costs for works recommended within the report as well as for works required under statutory legislation and guidelines.
- Recommend further investigations and further detailed reports where required.

We trust that the above meets with your requirements but should you require any further clarification, please do not hesitate to contact us.

Yours sincerely



Colin Maddox

Crossway House, 8 London Road, Reigate, Surrey, RH2 9HY.
Telephone: (01737) 245610. Fax: (01737) 241142.
e mail: info@mjassociates.co.uk



CURONADESIGN

ASP/cas/E1555/1201/0.1
7 December 2001

Steel Services Ltd
C/O Knight Frank
20 Manover Square
London W1S 1HZ

BY FAX AND POST

For the attention of: Robert Payne

Dear Sirs

11 BASIL STREET, LONDON SW3, CONDITION SURVEY..

Thank you for your telephone enquiry of 30 November 2001.

As requested and as discussed on even date we are pleased to advise our professional fees for undertaking the services outlined below for £2850.00, which are exclusive of VAT and disbursements:-

For this we shall undertake a visual condition survey of the common parts, including the lift, cumulating in a schedule of outline remedial works complete with budget costs for the services elements. | 7

We understand that the landlord would be looking to offset the cost of any remedial works onto the residential tenants by way of a service charge, as discussed. ||

May we suggest that should any of the recommendations as outlined in our report be considered by the landlord for further action/implementation, a detailed specification and cost plan is produced under a separate commission / fee, possibly with the input on cost from a quantity surveyor to establish cost certainty.

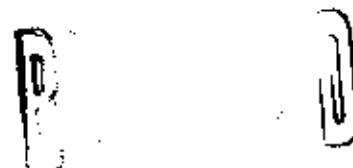
Whilst writing we confirm your advice to the effect that the 35 residential units do not form part of the survey report.

We trust that the above is acceptable and meets with your approval.

Should the above be in line with your requirements please contact the undersigned to arrange a convenient date for the survey and issue of the report.

Yours faithfully

Alex Papadopoulos
For and on behalf of
Curona Design



CURONADESIGN LTD
mechanical and electrical
consulting engineers

17 Leathermarket Street
London SE1 3HN

Telephone +44 (0)20 7357 0444 Facsimile +44 (0)20 7357 0453
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Simon D Curmeck Ellis J Wilson

Curona also has an Edinburgh office

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