

# MARTIN RUSSELL JONES

5 Watford Way,  
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CHARTERED SURVEYORS

Management Department  
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Ms N Dit-Rawe  
3 Jefferson House  
11 Basil Street  
London SW3 1AX

Our Ref: JH/MAN

30th August 2002

Dear Ms Dit- Rawe

## Jefferson House- Building Works

Thank you for your letter of 11<sup>th</sup> August and we have now received our client's instructions in respect of the points raised.

1. The amount demanded is as the terms of the lease. This calculated by the accounts package on the computer and added to the other sums due. There is no separate list. Details of the percentages are included in the schedules to previous accounts.
2. The sum demanded is based on the percentage in your lease, which is 1.956%
3. We are informed by our client that you may have a copy of the specification on payment of the sum of £20 to cover the cost of photocopying the document.
4. Killby and Gayford is a totally independent company from either the freeholder or the head lessee.
5. There are no works which are not strictly maintenance.
6. The lift is maintained on a regular basis and there is no deterioration due to lack of maintenance. The lift is 38 years old and has deteriorated due to its age. It also does not comply with current Health and Safety requirements.
7. We are informed that there is no intention to build the penthouse at the current time. The application to the local authority was a renewal of the existing permission. (A)
8. You have had details of the works of maintenance by means of the accounts that have been issued to you over this period.
9. This information is also in the accounts that you have received.

We note your comments in respect of changes to the specification and obviously any major changes would be advised to lessees.

(A) When works started in Sep 2004, so did construction of penthouse

We trust that this deals with your queries and if you require a copy of the specification we look forward to receiving your cheque.

The works are planned to start in October and therefore we look forward to receiving your payment by the middle of September so that instructions can be passed to the contractor.

Yours sincerely



**JOAN HATHAWAY BSc MRICS**  
**for MARTIN RUSSELL JONES**