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Dear Mrs Hathaway

I apologise for the delay in answering your letters, but I have been ill since mid-December and am still not recovered. I shall, however, briefly comment on your enquiries.

I am happy to say that the Residents' Association AGM was useful and positive. Among decisions taken was a change in the rules so that future AGMs will continue to be held in November/December. It was felt, therefore, that it would be most useful if the estimated expenditures could be supplied by you in the second half of October so that they can be discussed at the Meeting.

In relation to the fire extinguishers, it was resolved that Mr John Simmonds should act for the Association. I understand that he has the matter in hand and will be in touch with you. The AGM also confirmed the Committee's interim decision that window-cleaning should continue on a monthly basis.

It was strongly felt that action should be taken to rectify the damp penetration in Flat 3, in view of the very long delay that has arisen. I have now received your letter of 4 January with estimates in this connexion. The point has been made that the contractors do not appear in either case to be specialists in damp-proofing and a question has therefore been raised as to accuracy of the diagnosis and the risk that the recommended treatment might not prove effective. Your comments and any reports obtained by you on the cause of the problem would be most welcome. I have suggested to Miss Rawe that she obtain a report independently from a suitable qualified specialist firm. We should all, I am sure, wish the work undertaken to be the end of the matter.

As to the Estimated Expenditures sent on 13 December, I can express only a personal opinion. I should not expect the Committee to meet for some time and so I imagine that you will wish to send our service charge accounts on the basis of these estimates. Naturally, comments made at any later stage will be passed on to you. What is said in my second paragraph is relevant to future years. The AGM is clearly the correct setting for dealing with this important matter.

Yours sincerely