
6 January 2014

The Leaseholder

Road
London

Dear Leaseholder

Section 20 Landlord and Tenant Act 1985

Section 151 Commonhold & Leasehold Reform Act 2002

Service Charge (Consultation Requirements) (England) Regulations 2003

External Refurbishment of Road, under the Decent Homes Programme and Consultancy Services.

Under the terms of your lease you must pay towards the costs of any services or works to the building your home is in or the estate it is on. You do this by paying a service charge. This notice relates to External Refurbishment works as specified above and in this letter to be carried out under a long term agreement.

Notice of Intention – Schedule 3

This notice is to advise you that it is the intention of Tower Hamlets Homes to carry out External Refurbishment works under the long term agreement (LTA), which you were consulted on in our Notice of Proposal sent to you on **17 December 2012**. The External Refurbishment works will be carried out by **Axis Europe PLC**. You were also consulted on the same date about the consultants to be used for overseeing the works; the consultant on this scheme is **John Rowan and Partners LLP**. In accordance with the above Act of Parliament and Regulations we are required to consult further with all leaseholders who may have to pay towards the cost of the proposed works. This consultation is under Schedule 3 of the above Regulations and ends on **10 February 2014**. Tower Hamlets Homes is the London Borough of Tower Hamlets Councils managing agents and is carrying out this consultation and the works on their behalf.

The Works

The works to be carried out are as follows;

- Scaffold to the block

- Concrete and Brickwork repairs
- Roof works – repairs to rainwater goods.
- Front entrance doors – Tenants only
- Renew Bin Store doors
- Windows and Patio doors – Replace existing units
- Communal Windows- Replace existing units
- Decorations – Communal external and internal areas
- Asbestos – removal of asbestos
- Balconies – general repairs to or replacement of asphalt surfaces and associated Gully works
- Other works – provisional sums to provide for unidentified or additional elements such as Refuse Chute flushing and Hopper replacement, Hoist Access, and Rewiring of Electrical Lateral Mains.

Further details of the proposed works can be inspected on request. Please contact us using the details below to arrange a suitable appointment.

Why is this necessary?

This work is being carried out under the Decent Homes programme which includes some planned maintenance work. Following a detailed survey of the building these works (as detailed above) have been identified to ensure the structure and common parts of the building are maintained to an acceptable and safe standard.

Scaffold

A full scaffold is required to gain access to all levels of the outside of the building in order to carry out necessary repairs. A provisional sum has been allowed for a hoist should it be required to loft heavy items. Aerial and satellite dishes will be removed and refitted to facilitate the works.

Concrete Repairs

A condition survey carried out by a specialist contractor has established that minor repairs were identified from the initial inspection, however a provisional sum has been allowed for any further work that comes to light following erection of the scaffolding and hammer testing. There may be repairs necessary to areas varying in dimensions which have been caused by a combination of age related defects, inadequate cover to the reinforced steel and a breakdown of the associated elements. These repairs need to be carried out to avoid further deterioration of these elements.

Brickwork Repairs

There are areas identified that need re-pointing and minor brickwork replacement works to preserve the fabric of the building.

Roof

A condition survey carried out by a specialist contractor found that the current roof covering appears to be satisfactory, but an allowance by way of a provisional sum has been included to cover defects that may come to light whilst works are on site. Some rainwater good (guttering and down pipes) require renewal and replacement of some lead flashing.

Doors

Upgrade front entrance flat doors to secure by design (security) type and up to half hour fire resistance where required. **This is tenanted flats only and leaseholders will not be charged.** Bin Store doors and associated fan lights and windows will be replaced.

Windows

A condition survey has confirmed that the current windows do not have a life expectancy of 10 years and require replacement at this stage. Therefore Tower Hamlets Homes will be carrying out complete renewal with PVCu windows and balcony doors whilst scaffolding is in place. This will improve thermal efficiency.

Decorations

Decoration will be undertaken to maintain the communal and external surfaces of the building. Paint coatings will be fire resistant and anti-graffiti where required. Redecoration is required because existing finishes are at the end of their useful life. Paint is missing, cracked or flaking off.

Asbestos Removal

Asbestos removal may be required in areas affected by the works. The removal method will depend on whether any asbestos is discovered, and if there is, the type of asbestos discovered. This will not be known until the contractor is onsite. A provisional sum has been allowed for as a precaution.

Balcony asphalt

Balcony and walkway surfaces are in a serviceable condition and only isolated repairs are required, reforming asphalt around the gullies, cleaning the gullies and replacement of broken gully gratings.

Electrical Rewire of Lateral Mains

To update the main electrical feed into the properties to reduce the risk of potential power failure or fire. A provisional sum for this has been allowed for at this stage

Other works

These works are provisional and account for possible additional works to concrete areas, asbestos removal and cleaning of the refuse chutes and hopper replacement. These works may be required and are subject to survey when the contractor is on site.

Costs

Tower Hamlets Homes estimate that the costs in connection with the proposed works are as follows;

Total Block Cost £79,450.32. This is including a contingency sum of £5,110.80. **Please note that this cost does not include fees.**

Your estimated share is **£9,048.28**.

The estimated share therefore also includes the following:

- A professional fee at 9.66% broken down as; Consultants fees at 1.88% and Tower Hamlets Homes fees of 7.78%
- Major works administration fee at 10% to a maximum of £500.00 and
- Your share of planning supervisor fee of £397.25.

Observations

You are invited to put any observations you wish to make about the proposed works in writing to us. Please use the attached Observations Form and prepaid envelope. We will respond to you within 21 days of receiving your observations. Observations must be sent to the following address by **10 February 2014**.

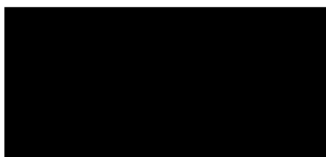
Tower Hamlets Homes
Leasehold Services
Jack Dash House
2 Lawn House Close
Marsh Wall
London E14 9YQ

Nomination of a contractor

As the proposed works are to be carried out using an existing Long Term Agreement you are not invited to nominate a contractor. The tender process has been completed in accordance with the requirements of schedule 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003 on which you were consulted previously.

If you have any questions about this letter, please contact us at the address above or leasehold@towerhamletshomes.org.uk or telephone 0207 364 5015 select option 3 then option 2. Alternatively there is also a weekly drop-in surgery for leaseholders every Thursday between 9.00am and 12.00pm and 1.00pm and 5.00pm. This surgery is held at the Resident Resource Centre, Massingham Street, E1 4EB. A member of staff will be available to discuss the works with you, answer your questions and provide advice about paying the charges.

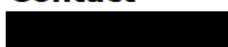
Yours sincerely,



Leasehold Consultation Officer

Tower Hamlets Homes

Jack Dash House
Lawn House Close
London E14 9YQ

Contact

www.towerhamletshomes.org.uk
leasehold@towerhamletshomes.org.uk