

Leaseholders/Shareholder  
Block 1  
St Paul's Court  
London  
W14 9DL

15<sup>th</sup> January 2024

Dear Sir/Madam

**Notice required to be served under Paragraph 4(5) of part 2 of Schedule 4 of The Service Charges (Consultation Requirements) (England) Regulations 2003.**

1. This notice is given pursuant to the notice of intention to carry out works issued on 6<sup>h</sup> December 2023. The consultation period in respect of the notice of intention ended on 6<sup>th</sup> January 2024.
2. We have obtained estimates in respect of the lift controller replacement works. We have received two (2) estimates from which to make the final choice of lift maintenance contractor. The works will be managed internally.
3. The amount specified in the estimates is the estimated cost of the replacement of the lift controller.

**Contractor**

**Tender Inc. VAT @20%**

Elevators Limited

£23,479.20

Murray Lift Group Limited

£25,724.40

4. All of the estimates obtained may be inspected at the Estate Office between 10.00-13.00 on weekdays only.
5. We did not receive within the consultation period any written observations in relation to the notice given on 6<sup>th</sup> December 2023.
6. The tender reports were reviewed by the Estate Manager and a recommendation was made to the directors on 12<sup>th</sup> January 2024, which they subsequently approved. It was decided upon Elevators Limited, Unit C1 Chaucer Business park, Watery lane, Sevenoaks TN15 6YT, as they

provided the lowest quotation and they complete the annual maintenance to the lift. Costs will be met in accordance with the terms and conditions of individual leases. These costs are based on the service charge apportionment applicable to your flat/dwelling.

7. In accordance with the Landlord & Tenant Act, 1985 (as amended) you are entitled to make observations in writing of the appointment of the surveyor and scope and cost of these works. These observations should be received in the offices of St Paul's Court Limited, addressed to the Board of Directors, within 30 (thirty) days of the date of this notice, when the consultation period ends, 15<sup>th</sup> February 2024.

If you have any queries in relation to the contents of this notice, or require further details, please do not hesitate to contact the Estate Office.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Vere Osborne', followed by a period.

Vere Osborne AssocRICS  
Estate Manager