



Southern Housing Group.
Spire Court
Albion Way
Horsham
West Sussex
RH12 1JW

Richard.Belcher@shgroup.org.uk
Various Customer Reference
Customer Email

4 March 2021

Dear Sirs

Notice of Intention

External wall remedial works and replacement of wooden parts in Centurion House, Ramillies House, Hamburg House, Mermaid House & Unicorn House

Under Section 20 of the Landlord and Tenant Act 1985 our client, Admiralty Quarter (Portsmouth) Management Ltd, is obliged to serve you with the accompanying notice of their intention to carry out major works at your property. This letter is to explain in less formal terms the procedure that your management company is required to follow.

The procedure is required if your management company estimates to spend on major works more than £250 payable by any one leaseholder under the terms of their lease.

For your information, the following notices will be served:

Stage 1 – Notice of Intention

A notice setting out what works are proposed, why they need doing and inviting observations and contractor nominations within a 30 day consultation period.

Stage 2 – Statement of Estimates

A notice advising of the cost of the works described in the Notice of Intention, how to inspect the estimates and inviting observations within a 30 day consultation period.

Stage 3 – Notice of Reasons

A notice explaining why your management company chose a particular estimate. This notice will only be sent if your management company does not choose the lowest estimate or a contractor nominated by an individual leaseholder or recognised tenants association.

Please read the information contained in the accompanying notice carefully and make any written observations or contractor nominations before the end of the consultation period given in the notice. If you have any questions or require clarification, please do not hesitate to contact me on the details below. Please quote your reference number («Tenant_Reference») in any correspondence.

Yours faithfully

Magdalena Amoura MIRPM
Regional and Client Manager - Sandhurst
On behalf of the Managing Agent, Admiralty Quarter

Encore Estate Management Ltd

Cambridge 01223 866980
London 0207 4264970
Nottingham 0115 9648180
Berkshire 01344 823650

encoreestates.co.uk
info@encoreestates.co.uk
2 Hills Road, Cambridge CB2 1JP

A company registered in England at the above address incorporating
JM Estates and Capital Property Management. Reg No. 04985188



NOTICE OF INTENTION

Landlord and Tenant Act 1985 Section 20

To all leaseholders at Centurion House, Ramillies House, Hamburg House, Mermaid House & Unicorn House

1. It is the intention of Admiralty Quarter (Portsmouth) Management Ltd to enter into an agreement to carry out works in respect of which we are required to consult leaseholders. (See Note 1 below).
2. The works to be carried out under the agreement are as follows:

Works to the external wall system identified by survey or whilst on site to include works to identify and replace the cladding system, including any insulation products, works to any cavity barriers, fire breaks or spandrel panels, works to balconies that may require remediation and any works further identified to ensure the building's external wall system is compliant in all aspects with the current guidelines issued by the MHCLG.

3. A description of the works to be provided under the agreement may be inspected at site office, Admiralty Tower, Admiralty Quarter, Queen Street, Portsmouth, PO1 3HY (see Note 2 below).
4. We consider it necessary to carry out the works because:

The external wall system as installed could present a fire risk and all or part of it requires replacement to ensure compliance with the current guidelines issued by the MHCLG.

5. We invite you to make written observations in relation to the proposed works by sending them to Admiralty Quarter (Portsmouth) Management Ltd, c/o Encore Estate Management Ltd, 2 Hills Road, Cambridge, CB2 1JP, or by email to consultation@encoreestates.co.uk. Observations must be made within the consultation period of 30 days from the date of this notice. This consultation period will end on 3 April 2021.
6. We also invite you to propose, within 30 days from the date of this notice, the name of a company from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above. (See Note 4 Below)

Signed: *Magdalena Amoura AIRPM*
Magdalena Amoura AIRPM
Regional and Client Manager – Sandhurst
Duly authorised agent of: Admiralty Quarter (Portsmouth) Management Limited

Address: c/o Encore Estate Management Ltd, 2 Hills Road, Cambridge, CB2 1JP

Notice Date: 4 March 2021

Notes

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) ('the 1985 Act') provides that a landlord (as defined by Section 30 of the 1985 Act) must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of any one leaseholder will exceed £250. 'Qualifying works' are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - 2.1 the place and hours so specified must be reasonable; and
 - 2.2 a description of the proposed works must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the description may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the description.
3. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. 'Recognised tenants' association' is defined by Section 29 of the 1985 Act.
4.
 - 4.1 Where a single nomination is made by a recognised tenants association (whether or not a nomination is made by any leaseholder, the landlord shall try to obtain an estimate from the nominated person.
 - 4.2 Where a single nomination is made by only one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate from the nominated person. (3) Where a single nomination is made by more than one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate:
 - 4.2.1 from the person who received the most nominations; or
 - 4.2.2 if there is no such person, but two (or more) persons received the same number of nominations, being a number in excess of the nominations received by any other person, from one of those two (or more) persons; or
 - 4.2.3 in any other case, from any nominated person.
 - 4.3 Where more than one nomination is made by any leaseholder and more than one nomination is made by a recognised tenants' association, the landlord shall try to obtain an estimate
 - 4.3.1 from at least one person nominated by a leaseholder; and
 - 4.3.2 from at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in Point 4.3.1.