

Our Ref: AN/lg

18 November 2016

All owners
Kings Court
Birmingham

Dear Owner

RE: Kings Court, Birmingham

We write to advise you of the following updates:

Project Works

Various ongoing project and maintenance works are planned for 2017 as follows:

1. Ongoing roof repairs including window and ventilation works where required.
2. Further LED lighting replacements in the basement car park and additional lights on first floor corridors.
3. External redecoration with the front elevation facing Cox Street in 2017 and the other parts in future years.
4. Fire safety works in the corridors. Please note the current fire evacuation procedure in the residents' manual.

Please contact the contractor, Peter Harley on 07958 311 949, to arrange a time for maintenance of roof Velux windows and door seals and self closers for the main entrance door into the corridor where applicable.

A phased increase in the service charge of 5% each year over the next three years has been agreed by the management company to maintain reserve fund monies to cover the proposed project works.

Annual General Meeting

The next AGM will be held on Monday 16 January 2017 at the offices of KWB. We should be grateful if you would confirm whether you are able to attend or if there are any issues you wish to raise in your absence. Minutes will be available on the website, www.kwbresidential.com.

Whilst we have addressed this letter to you as the owner of the property and, therefore, the shareholder in the management company, we hope you will forward the appropriate information to the occupier and advise them of the day-to-day issues.

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Residents Manual & Communication

An updated version of the Kings Court manual is available on the website. This needs to be read and implemented by all occupiers as well as owners of each dwelling. This refers to issues regarding the nature of each dwelling being occupied and collating relevant contact details and the correct use of car parking spaces. A copy of a rent letter issued to all occupiers can also be found.

KWB Residential also have an out of hours 24/7 emergency helpdesk for any issues and details of this is available when you call the main office number.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Nuttall', written in a cursive style.

ANDY NUTTALL

Tel Direct Line: 0121 212 5986

Email: anuttall@kwboffice.com

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