

Our Ref: MSL/lg

28 November 2016

Dear Occupier

RE: Baldwin Gardens

We enclose herewith your service charge invoice for 2017 based on the budget of £5,143 as per the attached. We should be grateful if you would arrange for payment of this in due course.

We have been approached by two residents claiming to represent a number of owners wishing to take on the management of Baldwin Gardens. In view of the ownership of the common areas, we believe this would require all the residents to agree and a legal entity being set up to take over the ownership and transfer of the land into. Whilst KWB would not prevent this, in order for this to happen we would recommend you take legal advice as to how this could occur and then write to us with your proposal as to how this might happen. We would require in this letter an undertaking to cover all costs in this matter.

KWB took over the management of Baldwin Gardens in August 2016 from Taylor Wimpey who had previously incurred all the costs of maintaining the common land. A number of residents purchased in 2013 and 2014 and service charges were collected from them at the point of acquisition. Taylor Wimpey have, after discussion with us, agreed not to pass over any costs prior to 2016 and we, therefore, enclose herewith a credit note for all charges raised for the period up to 31 December 2015. Any service charges you paid on completion will sit as a credit on your account and any unpaid charges the credit note will off-set. These credits have been raised on the basis that the 2016 and 2017 charges are paid.

The budget for 2017 remains at the same level as 2016 and we have made comment against the individual cost headings.

We trust you find this satisfactory and should you have any queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Lenton', with a long horizontal flourish extending to the right.

MARK S LENTON BSc FRICS MCI Arb

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Encs