

**Re: K and Q Freeholder Limited, Kings and Queens Court,
24/26 Bridge Street, Birmingham, B1 2JR**

Notice of intention to carry out works in accordance with section 20 (as amended) and section 20ZA of the landlord & tenant act 1985

1. It is the intention of K and Q Freeholder Limited to enter into an agreement to carry out works in respect of which we are required to consult owners.
2. The works to be carried out can generally be described as:

Lift Refurbishment & Upgrade

Upgrade/refurbishment of the lift car and lift operating system to ensure compliance with statute in particular the 'Equality Act 2010 (formally the DDA) and general good management, as described in the lift audit and report prepared historically.

Works to include the following:

- Door protection
- Upgrade operating panel
- New indicating arrows with audio signals during lift operation
- New emergency alarms with linked auto dialler
- New LED lighting to lift car
- Replace lift controller
- Improve safe access & lighting to lift pit
- Upgrade lift car stopping device
- General cosmetic upgrade of walls, ceiling and door finishes

A more detailed description/specification is currently being drawn up by our Lift Consultant, Hemsworth Associates, and lift service providers will be invited when this Notice expires to tender for the works as per the specification drawn up. We anticipate tenders will be received end of March 2019 for analysis

Please note that until the tenders are received, we will be unable to confirm whether the current reserve fund monies held for the lift will be sufficient for these works.

3. A more detailed description of the works will be sent to you upon written request to the address at the bottom of this notice when the specification has been prepared
4. We consider it necessary to carry out the works to ensure the lifts in Kings and Queens Court can operate effectively
5. You are invited to make observations in relation to the proposed works. Any such observations should be made in writing to the address at the bottom of this notice.

Any observations must be made within the consultation period ending on Wednesday 20 February 2019.

6. You are invited to propose, within the consultation period, the name of a contractor from whom we should try to obtain an estimate for the carrying out of the proposed works.

You will be provided with further information once tenders have been obtained from the contractors for the carrying out of works.

Please note that if any of your tenants or under-lessees pay variable service charges it is in your best interest to consult with them and you may send them a copy of this notice in order to safeguard your right to recover service charges from them. If you advise us that you are taking this action we will agree a reasonable extension to the consultation period in order to accommodate any obligations you may have.

Yours sincerely

NICOLA FAGAN

Tel: 0121 233 2330

Email: nfagan@kwboffice.com

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' are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - a. The place and hours so specified must be reasonable; and
 - b. 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 is defined by Section 29 of the 1985 Act
 - a. 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
 - b. 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.
 - c. 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:
 - (i) From the person who received the most nomination; or
 - (ii) 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
 - (iii) In any other case, from any nominated person.
4. 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.
 - a. From at least one person nominated by a leaseholder; and
 - b. From at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in paragraph (i).