

Notice under Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Leasehold and Commonhold Reform Act 2002

To all leaseholders of 1-18 Towpath Gardens, The Moorings, Swindon SN1 5AD.

1. It is the intention of Towpath Gardens RTM Company 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:

To install replacement UPVC Fascias, Soffits, Gutters and Downpipes .

- Erect Scaffolding to provide appropriate access for contractors,
- Supply and fit uPVC white fascia boards, soffit and black guttering and downpipes.
- All waste to be removed from site and left clean and tidy
- Contractors fully insured and following safe practice of work.

3. We consider it necessary to carry out the works as the woodwork is in a poor state of repair.

4. We invite you to make written observations in relation to the proposed works by sending them to Towpath Gardens RTM Company Ltd, 15 Windsor Road, Swindon, SN3 1JP. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 24th May 2022. (*see Note 3 below*).

5. We also invite you to propose, within 30 days from the date of this notice, the name of a person 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*).

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:
 - 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.
 - c. 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.
 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.
 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:
 - a. from the person who received the most nominations; or
 - b. 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
 - c. 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 (a).

John R Morris FCMA CGMA MIRPM

Company Secretary

Towpath Gardens RTM Company Ltd 15 Windsor Road, Swindon, SN3 1JP

19th April 2022