

5th March 2010

Prop Ref:

Contract ref: 09/303

Enquiries to: Harry Odoi

020 7974 2813

The Leaseholder(s)



Home Ownership Services

Housing and Adult Social Care
London Borough of Camden
Bidborough House
38-50 Bidborough Street
London WC1H 9DB

Tel: 020 7974 4444

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hos@camden.gov.uk

www.camden.gov.uk

Dear Leaseholder(s)

Notice of Intent to carry out Heating Works to:

- **Curnock Street Estate**

You may be aware that the Council is proposing to carry out the above work to the estate listed. As a leaseholder you are responsible for contributing towards the cost of this work to your block / estate to which end please find enclosed your formal notice for this work – Schedule 3 Notice of Intent. We ask that you take some time to read this letter together with the enclosures as they contain important information for you.

What are the works?

The specified works for your estate/block have been set out with the estimated costs on the attached notice.

A brief summary of the works included in this contract:

- Below ground pre-insulated pipework
- Replacement of District Heating pipework in Public & Private car parks
- Installation of thermostatic & lockshield radiator valves and associated works
- Supply & installation of 2 no. 8000 litre Cold Water Storage tanks and associated pipework
- Boiler room air intake fan system
- Supply & install high level acoustic louvre, acoustic enclosure to Boiler ventilation and steel doors and blanking plates to boiler room
- Builderswork, redecorations and removal of redundant heating pipework
- Temporary lighting to tank room: Electrical installation to air intake fans in boiler room, incl. wiring to controller
- Calorifiers; remove existing and replace with 4 new

Why do I have to contribute towards these works?



Under the terms of your lease you have agreed to pay a contribution towards rechargeable repairs and improvements that the landlord carries out to your block and estate.

How is my contribution calculated?

Your estimate contribution has been calculated using the rateable value of your property as a percentage of the rateable value of your block and estate. Details of this calculation can be found on the enclosed document titled "Notice of Intent – Leaseholder Summary".

When will the works start?

The works will not begin before the end of the Schedule 3 consultation period, which is **Friday, 2nd April 2010**.

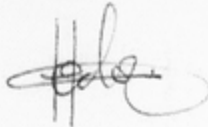
When will I have to pay for these works?

Camden estimates being in a position to invoice leaseholders for this work in **October 2010**.

I have enclosed a document called 'Paying For Major Works-What are the Options' which outlines the different payment options available to leaseholders. Should you wish to discuss the payment options in more detail please contact your Collections Officer, Irene Moses on (020)7 974 1998.

Should you have any questions regarding this letter and its enclosures please do not hesitate to contact me on 020 7974 2813.

Yours sincerely,



Harry Odoi
Capital Service Charge Officer
capitalservices@camden.gov.uk

**Commonhold and Leasehold Reform Act 2002
Schedule 3 Notice of Intent to Undertake Works under an
Existing Long Term Agreement**

To: All Leaseholders residing in the estate known as:

- **Curnock Street Estate**

1. Intention to carry out works:

Please accept this as your formal Schedule 3 Notice of Intent to carry out heating works.

The Council considers it necessary to carry out these works because the estate distribution pipe work and calorifiers are approximately 40 years old and are beyond their useful life in accordance with the industry guidelines. Radiator controls are required to enable residents to regulate the temperature of their heating. The 2 water tanks are in very poor condition and do not meet current standards for the control of Legionella.

2. Contractors details

The Council is proposing to let this work to **Apollo Services Group** as part of our Partnering Agreement. The total estimated contract sum is:

£1,588,616.90

Analysis of Costs

Your personal contribution towards these works is calculated using the rateable value. Details of this calculation can be found on the enclosed document titled "Notice of Intent – Leaseholder Summary" which also contains your estimated contribution.

3. Right to Inspect

You are invited to inspect our full proposals and estimates for this work within the observation period at: **11-17 The Marr, Camden Street, London NW1 0HE** on **Monday 22nd March 2010** between the hours of **6pm – 8pm**.

4. Observations

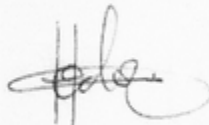
We invite you to make written observations in relation to the proposed works by sending them to:

**Harry Odoi
London Borough of Camden
Home Ownership Services
20 Mabledon Place
London
WC1H 9BF**

Or email capitalservices@camden.gov.uk quoting 09/303

Observations must be made within the consultation period of 30 days from the date of this notice. I have enclosed an observation form for your convenience. The consultation period will end on **Friday, 2nd April 2010** and all observations should be received by this date.

Signed on behalf of Camden as landlord:

A handwritten signature in black ink, appearing to read 'H. Odoi', written over a horizontal line.

**Harry Odoi
Capital Service Charge Officer
Home Ownership Services**

5th March 2010

NOTICE OF INTENT – LEASEHOLDERS SUMMARY

EXPLANATORY NOTES

1. Your major works service charges are apportioned to your flat or house on the basis of its Rateable Value. Although, Council Tax Bandings replaced Rateable Values some years ago, most of our leases make reference to Rateable Values and the Council has therefore decided to retain them as a means of calculating service charges.
2. Your Block Rateable Value is the total of the individual Rateable Values for each unit in your block. This will enable us to calculate your proportion of block costs.
3. Your Estate Rateable Value is the total of the individual Rateable Values for each unit on your estate. This will enable us to calculate your proportion of estate costs.
4. Your Percentage Apportionment of Estate Costs is calculated by dividing your individual Rateable Value by the Total block Rateable Value.
5. Your Percentage Apportionment of Block Costs is calculated by dividing your individual Rateable Value by the Total Block Rateable Value.
6. The Total Estate Wide Costs are those costs incurred in relation to communal estate works under this contract.
7. The Total Block Costs are those costs incurred in relation to works to your block under this contract (but excluding the cost of any non-structural work to tenanted or void units).
8. Your Estate Contribution is calculated by applying your Percentage Apportionment of Estate Costs to the Total Estate Wide Costs.
9. Your Block Contribution is calculated by applying your Percentage Apportionment of Block Costs to the Total Block Wide Costs.
10. Your Gross Works Final Costs is the sum of your Estate Contribution and your Block Contribution.
11. Supervision Fees are the cost of employing external consultants to monitor and oversee the project.
12. Management Fees covers the cost of Home Ownership Services carrying out the consultation and managing service charge accounts.

Heating Works	Brief Description of Work	Specification Item Numbers	Tendered Costs	Recharge	Non Rechargeable	Total
Preliminaries:	Insurances etc. Supervision (above ground works), Builders / Engineering drawings. Protection of plant / materials.		40,641.00	40,641.00		40,641.00
Below ground pre-insulated pipework:	Excavate trench and lay heating flow & return mains, including backfill with the appropriate material, disposal of spoil and reinstatement. Allow for all fittings, branches, valves, connections, flushing, filling, dosing, commissioning for the entire installation.		470,228.00	470,228.00		470,228.00
Replacement of District Heating pipework in Public & Private car parks:	Supply & fit medium grade steel heating mains to masonry at high level. Allow for all fittings, branches, etc. and provision for expansion, including bellows, guides, anchors, brackets, painting red oxide, and insulating with 25mm Armaflex for the entire installation. Allow for all connections, flushing, filling, dosing, and commissioning.		369,092.50	369,092.50		369,092.50
Installation of thermostatic & lockshield radiator valves and assoc. works:	Strip out existing tanks / maintain down service / service valves. 8000 litre CWS. Tank / fittings. Supply & fit copper tube to EN1057 (table X) to masonry. Allow for all fittings, branches etc., and provision for expansion, brackets as required. Allow for all connections, sterilization, flushing, filling, commissioning, and thermal insulation.		110,736.30	110,736.30		110,736.30
Supply & installation of 2 no. 8000 litre CWS. Storage tanks and associated pipework:			41,125.10	41,125.10		41,125.10
Boiler room air intake fan system			6,974.00	6,974.00		6,974.00
Supply & install high level acoustic louvre: Supply & install acoustic enclosure to Boiler ventilation: Supply & install steel doors and blanking plates to boiler room: Cost of acoustic report:			9,315.00	9,315.00		9,315.00
Builderswork: Redecorations: Removal of redundant heating pipework: O & M manual / Log book:			97,341.00	97,341.00		97,341.00
Temporary lighting to tank room: Electrical installation to air intake fans in boiler room, incl. wiring to controller / BMS:			4,310.00	4,310.00		4,310.00
Calorifiers: Remove existing and replace with 4 new			34,080.00	34,080.00		34,080.00
Contingency sum for M & E works:			20,000.00	20,000.00		20,000.00
Total			1,203,842.90	1,203,842.90	0.00	1,203,842.90
Estimated Overheads			277,392.93	277,392.93	0.00	277,392.93
Estimated Fixed Fee			84,269.50	84,269.50	0.00	84,269.50
Estimated Performance Fee			12,038.50	12,038.50	0.00	12,038.50
Total			1,577,543.82	1,577,543.82	0.00	1,577,543.82

5th March 2010

NOTICE OF INTENT - LEASEHOLDER SUMMARY

Curnock Street Estate
Estate Heating Works

Contract No's
Your Contribution

CHME 3468

09/303

Flat 4, Goldthorpe

	Notes		
Rateable Value	1		359
Block Gross Rateable Value	2		12298
Estate Gross Rateable Value	3		90044
Your % apportionment Estate Costs	4		0.40%
Your % apportionment Block Costs	5		2.92%
Total Estate Wide Costs	6		1,577,543.82
Total Block Costs	7		-
Estimated Costs:-			
Your Estate Contribution	8		6,289.57
Your Block Contribution	9		-
Gross works estimated cost	10	£	6,289.57
Supervision Fees	11	0.00%	0.00
Management Fees	12	10%	628.96
Total Estimated Cost		£	6,918.53

Gross Estimated Liability/charge

6,919