

Highland Court (Woodford) Limited

Company Number: 01266382

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11th May 2021

To all leaseholders of Highland Court, 87 Gordon Road, South Woodford, London E18 1RE

Section 20 Notice of Intention: Proposed works to be carried out at Highland Court, 87 Gordon Road, London E18 1RE

Over the last AGMs the directors have put forward a plan for ongoing development of Highland Court.

At the rear of the site the washing line area is in need of repair and upgrading and we are proposing a clearing of the undergrowth, an extraction of the gravel that is currently there and replacing with Indian stone slabs. The slabs themselves are a variety of four subtle colours and varying sizes. We have shared samples on the AGM presentations.

We then aim to install six washing lines.

We also intend to use the area for the installation of a two-tier sheltered bike rack. This will help us accommodate the growing number of bicycles being used by residents of Highland Court. We also need to ensure that the storeroom is accessible. Even after Novembers clear-out it remains very congested.

The bike rack itself will have polycarbonate panels to protect the bicycles from the elements and a lock to ensure the bikes are safe. Lighting is part of the package and the area is also covered by the CCTV.

As these costs will likely exceed the £250 threshold per leasehold, under the Section 20 of the Landlord and Tenant Act 1985, we are hereby giving you notice of intent to carry out the works.

It is intended that no additional charges are required to achieve these works – the current budget should cover this work.

We hereby invite you to make written observations in relation to the proposed works by sending them to Harwood Hutton c/o Highland Court (Woodford) Ltd, attn. Gemma Hughes, 22 Wycombe End, Beaconsfield HP9 1NB or by email to gemmahughes@harwoodhutton.co.uk.

Observations must be made within the consultation period, 35 days from the date of this notice. The consultation period will end on 29th June 2021.

We also invite you to propose in writing (to Gemma Hughes per the contact details above), by the 29th June 2021 the name of a person/company from whom we should try to obtain an estimate for the carrying out of the proposed works described above.

We are hoping to achieve a balance between value-for-money and quality that will improve the standard of the site. It is hoped that the works will start as soon as the Section 20 process has completed. For your reference the section 20 process is a four stage process and will proceed as follows:

Stage 1 – Notice of Intention

Stage 2 – Collection of estimates/quotes

Stage 3 – A statement of the estimated costs and confirmation of the preferred contractor.

Stage 4 – Entry into contracts

This communication is therefore Stage 1 – Notice of Intention.

Yours sincerely

Highland Court (Woodford) Limited