



The Manor Fields Estate Limited

Manor Fields Putney Hill London SW15 3NE
Telephone: 020 8788 1017 e-mail: manager@manorfields.co.uk

Dear Leaseholder

7 October 2020

1. Scaffolding on Balliol and Mansfield Houses and related issues

The delays involved in the completion of the remedial works to Balliol and Mansfield Houses (and flats in some others) has, essentially, been caused by a number of issues with the contractor overseeing the works and these not being attended to as promptly as we consider they should have been. Consequently, that firm no longer provides services to the Company. The Buildings and Finance Committee is appointing a surveyor to address these issues on an interim basis and will be running a tender process to secure the services of surveyors for the larger cyclical project works. Should any leaseholder wish to offer candidate surveyors for the broader cyclical works would they please write to directors@manorfields.co.uk

2. Long term forecast:

Share/leaseholders would, in normal circumstances, be entitled to expect this to be provided in advance of the AGM, at least with the papers due to be served 21 days beforehand. Graham Houston, who has previously held principal responsibility for this, is in the process of handing over his role to Deirdre Noonan, who became a director in early 2020. This factor, alongside the various issues that the Covid pandemic has presented us with, means that we need extra time to focus on a revised long term forecast. We anticipate that we will be in a position to report on this by the end of January 2021. Meanwhile, we reassure you that matters are well in hand and ask for your patience. Once we have reported to you we will engage with you on any queries you have in the light of our report.

3. North House Fence:

The repair of the fence involves complex considerations on which the company is in the process of taking expert advice.

4. Deposit of rubbish by residents in the waste compacting area behind Girton House

We have received a number of complaints from residents of Girton House that some residents are leaving rubbish, including large household items, in the waste compacting area for long periods, causing the area to become unsightly. Residents must not leave rubbish which cannot be removed by the porters in the normal way in the compaction area unless they have previously arranged with Wandsworth Council for its removal. Those who have made such an arrangement are asked to place their rubbish there no earlier than 24 hours prior to the agreed collection time. Leaseholders with tenants are requested to draw the above to their tenants' attention.

5. Health and Safety

As a result of significant increases in regulatory requirements relating to almost every aspect of Health and Safety issues the Board has recently employed a specialist company - Tetra - to monitor and oversee our compliance with these and to advise us. Necessary inspections include those concerning fire safety, water tanks, trees, electrical installations and wiring and asbestos. All these are appropriately recorded, and the data stored using a specifically designed software programme named Prism. These procedures ensure that we are best placed to comply with the relevant regulations and have the information resulting from the inspections readily accessible.

Yours sincerely

The Directors