

CAMBRIDGE PROPERTY SERVICES

Phoenix House 84 - 88 Church Road London SE19 2EZ
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3rd January 2001

SCANNED DOCUMENT
Ref.: CHRA0587

Mr A French
24 Century House
245 Streatham High Road
London SW16 6ER

Our Ref: RB/308.24

Dear Mr French,

Re: CENTURY HOUSE

Thank you for your letters of the 12th December 2001 and 1st January 2002.

In reference to your letter sent on the 12th December 2001, I respond to your queries as follows:

1. Detaching/loose stone slab.

An order has been issued to Millers Maintenance who will be attending the property in the coming week.

2. Cracked windows.

It was not our intention to change all of the glass panels but to make safe and replace the broken and dangerous panels. Replacement of all panels would be prohibitively expensive at this time, but would be proposed when the major works take place. The transparent panes of glass were put in after my visit to the property in which I found that there were a few more badly cracked panes than originally estimated for. You will not be charged for these panes.

3. Blocked Drains.

The drains have been unblocked by the bin area and underground car park as reported by you.

4. Rubbish dumped.

Joshua will be informed not to remove the rubbish from the third landing.

In reference to your letter of the 1st January 2002, my response is as follows:

The accounts and supporting information will be available for inspection week commencing Monday 21st January 2002 between 9.30 and 1.30, please can you confirm which day would be convenient and which other members of the association will be accompanying you so that we may make adequate arrangements.

Please find enclosed the Summary of Cover and the Insurance Schedule for Century House as requested.

Yours sincerely,

Rachel Bent
Trainee Property Manager
CAMBRIDGE PROPERTY SERVICES

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