



Heritage Management Limited

Mr P Morgan
38 Cordrey Gardens
Coulston Woods
Coulston
Surrey CR5 2SP

(*Int 21 09*)
1st October 2018
M 470

Dear Mr Morgan,

Coulston Woods Management – TGM & Budget

I am writing in connection with the forthcoming Triennial Meeting, for which an official notice and agenda is attached.

As you are aware from last year, Coulston Woods Management Ltd have commissioned Smith Baxter Surveyors to prepare a condition report of the entire estate, focusing on the communal areas of the individual cells. A suggestion form was sent to all plot holders, inviting them to comment and suggest any communal areas of concern to be included in this report. Thanks to those who took time to complete the form and return it to Heritage Management Ltd.

Following completion of this report, which took much longer than initially anticipated, it has revealed that substantial amount of works will be required to the estate over a period of time. The works are summarised in the attached "Summary of Cost" spreadsheet which breaks down the works in order of priority (high, medium, low) and cells with the appropriate addresses. It also provides guide estimates of the annual contribution per cell per category.

Coulston Woods Management Limited intends to prepare a prudent financial budget to enable the estate to plan the remedial works based on the condition report and using the estimates provided. The high priority works must be carried out in 2019 and therefore plot holders of these cells will be levied a cellular charge in January 2019. In order for the estate to fulfil its obligations, it will be necessary to consider creating cellular reserve funds for each cell to collect funds and to build up these funds over a period of time in order to carry out the remedial works of the medium and low category. It is possible that the cells with high estimates for medium and low priority works may be levied an amount each year to contribute to the cellular reserve fund starting from 2019 to enable the estate to plan the remedial works in the next few years. It is proposed to carry out the medium and low remedial works in stages, to avoid a financial burden on plot holders affected by these works.


It is proposed to discuss the Summary of Cost and the proposed cellular charges at the TGM, so that the Trustees can collate information from plot holders and consider their views on this matter before a final decision on the 2019 annual budget is made. If you are unable to attend this meeting, please fill in the proxy form to appoint a representative to act on your behalf.

Should you have any query or require any further information please do not hesitate to contact me.

Yours sincerely,


Katy Brown MIRPM
Senior Property Manager





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1st October 2018

Dear Mr Morgan,

COULSDON WOODS MANAGEMENT LIMITED – TRIENNIAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Triennial General Meeting of Coulston Woods Management Limited will be held at 7.30pm on Tuesday 23rd October 2018 at the Methodist Church, Brighton Road, Coulston.

Please note that should you be unable to attend the meeting, a proxy form is attached, which you should complete and return to Heritage within 3 days of the date of the meeting. The following business will be considered at the General Meeting:

1. Introduction and welcome.
2. To receive apologies for absence and declare any proxy votes received.
3. To approve the minutes of the last Triennial General Meeting.
4. Trustees Report.
5. Accounts* and budgets.
6. Election of Board member.
7. To appoint the auditors and to authorise the Trustees to fix their remuneration.
8. Any other business *

* Please note that copies of the accounts for Coulston Woods Management Limited for the year ended 31st December 2017 and copies of the minutes of the last Triennial General Meeting in 2015 will be available at the meeting above, however these can be sent to you prior upon request to Heritage by email or receipt of a large STAMPED ADDRESSED ENVELOPE.

* Plot holder's opportunity to raise any issues they may have. Any new topics raised that may require prior review or research should be sent to Heritage in writing at least three working days prior to the meeting.

BY ORDER OF THE BOARD OF TRUSTEES



HERITAGE MANAGEMENT LIMITED



COULSDON WOODS MANAGEMENT LIMITED

TRIENNIAL GENERAL MEETING

APPOINTMENT OF PROXY

I/we _____

of _____

_____ (address)

do hereby appoint

_____ (name)

of _____ (property)

or him/her failing, the Chairman of the Meeting, as proxy to vote for me/us on my/our behalf at the TRIENNIAL GENERAL MEETING of the Company to be held on **23rd October 2018** and at any adjournment thereof.

SIGNED _____

DATED _____

NOTES:

1. Only the first named Plotholder may vote. Any other person wishing to vote may only do so if appointed by this proxy.
2. Unless otherwise instructed, the proxy will vote as he/she thinks appropriate.
3. This form must be lodged with the Managing Agents **at least three clear days before the date of the meeting** otherwise it will be declared invalid.
3. The Managing Agents office is at: Paxton House, Waterhouse Lane, Kingswood, Surrey KT20 6EJ.

F1	F1	23	1-18 & 20 Blueberry Gardens & 1, 3, 5, 7 Rutherford Rise	Total HIGH Priority Works =	£11,000.00	£478.26	£239.13
				Total MEDIUM Priority Works =	£100.00	£4.35	£2.17
				Total LOW Priority Works) =	£500.00	£21.74	£10.87
				TOTAL (ALL WORKS IN THIS CELL) =			
F2	F2	13	2 & 4 Rutherford Rise, 20-29 Aldercroft & 55 Byron Ave	Total HIGH Priority Works =	£0.00	£0.00	£0.00
				Total MEDIUM Priority Works =	£3,500.00	£269.23	£134.62
				Total LOW Priority Works) =	£5,000.00	£384.62	£192.31
				TOTAL (ALL WORKS IN THIS CELL) =			
F3	F3	25	1-19 Aldercroft, 1a, 1b & 1c Woodhatch Spinney & 6, 8 & 10 Rutherford Rise	Total HIGH Priority Works =	£3,200.00	£128.00	£64.00
				Total MEDIUM Priority Works =	£10,350.00	£414.00	£207.00
				Total LOW Priority Works) =	£2,000.00	£80.00	£40.00
				TOTAL (ALL WORKS IN THIS CELL) =			
B	B	40	Woodhatch Spinney	Total HIGH Priority Works =	£3,000.00	£75.00	£37.50
				Total MEDIUM Priority Works =	£500.00	£12.50	£6.25
				Total LOW Priority Works) =	£1,500.00	£37.50	£18.75
				TOTAL (ALL WORKS IN THIS CELL) =			
E1	E1	55	1-55 Deepfield Way	Total HIGH Priority Works =	£750.00	£13.64	£6.82
				Total MEDIUM Priority Works =	£77,850.00	£1,415.45	£707.73
				Total LOW Priority Works) =	£29,950.00	£544.55	£272.27
				TOTAL (ALL WORKS IN THIS CELL) =			
E2	E2	14	1-14 Greenfield Link	Total HIGH Priority Works =	£7,500.00	£535.71	£267.86
				Total MEDIUM Priority Works =	£18,500.00	£1,321.43	£660.71
				Total LOW Priority Works) =	£3,500.00	£250.00	£125.00
				TOTAL (ALL WORKS IN THIS CELL) =			
D2	D2	67	1-10, 13-33 & 36-71 Cordrey Gardens	Total HIGH Priority Works =	£0.00	£0.00	£0.00
				Total MEDIUM Priority Works =	£44,500.00	£664.18	£332.09
				Total LOW Priority Works) =	£3,500.00	£52.24	£26.12
				TOTAL (ALL WORKS IN THIS CELL) =			
D1	D1	21	1-21 Ashcroft Rise	Total HIGH Priority Works =	£0.00	£0.00	£0.00
				Total MEDIUM Priority Works =	£4,000.00	£190.48	£95.24
				Total LOW Priority Works) =	£0.00	£0.00	£0.00
				TOTAL (ALL WORKS IN THIS CELL) =			
C	C	26	56 - 81 Deepfield Way	Total HIGH Priority Works =	£0.00	£0.00	£0.00
				Total MEDIUM Priority Works =	£1,000.00	£38.46	£19.23
				Total LOW Priority Works) =	£0.00	£0.00	£0.00
				TOTAL (ALL WORKS IN THIS CELL) =			

Condition Report
Cellular Summary of Cost

ESTIMATED TOTAL (ALL WORKS) =	£231,700.00
ESTIMATED CONTRACTORS PRELIMINARY COSTS (ALL WORKS) =	£25,000.00
GENERAL CONTINGENCY SUM =	£12,500.00
TOTAL =	£269,200.00
VAT (at 20%) =	£53,840.00
GRAND TOTAL =	

Note: Excludes professional fees