

**REPAINT OR REPLACE WINDOWS DURING 2014 REDECORATIONS**

**1. Introduction**

This is a suggestion from the Management Committee to replace your windows during the redecoration of the Square in the summer of 2014, saving the you the scaffolding costs were you to replace them independently.

Maunsel Fourth, the Limited Company of which each co-owner is a shareholder, is responsible for the external redecoration of the windows and doors in the Square. Co-owners are individually responsible for maintaining their window frames and doors and keeping them in good order (see Section 4. Legal below).

Doors, windows and eaves will be repainted in 2014 as a part of cyclical maintenance as required by your Lease, this was last done in 2007, and will be paid for from the Service Charge. Our Building Surveyor has advised that most of the window frames will need to be replaced within 5 - 7 years. They were installed in 1979 so will be 35 years old next year and some of them are already in a very poor state.

Since the Maunsel Fourth is already going to have to pay for the scaffolding to do the redecorations, this gives you the opportunity to replace your windows without paying for any scaffolding. New windows will also be double-glazed (by law) which will save you on heating costs.

Several co-owners have already said they wish to replace their windows with new double-glazed units, so the Management Committee has obtained Quotations from a window supplier – Natural Windows Ltd (see Section 3. below). The costs including fitting and VAT are as follows:

| <b>Property</b> | <b>Including</b>                                                            | <b>Price</b> | <b>Quotation Ref.</b> |
|-----------------|-----------------------------------------------------------------------------|--------------|-----------------------|
| Flat            | Two windows - living room and bedroom.                                      | £4,205       | 2542JE9               |
| Maisonette      | Four windows - three bedrooms and kitchen, excludes garden door and window. | £5,789       | 2542JE8               |
| Maisonette      | Rear garden door and window only.                                           | £4,154       | 2542JE6               |
| Maisonette      | Rear garden bi-folding door option.                                         | £4,761       | 2542JE7               |
| Townhouse       | Four windows - three bedrooms plus kitchen, excludes rear garden.           | £6,025       | 2542JE5               |

Maunsel Fourth will pay for repainting doors, old windows, the eaves and for the scaffolding which will be erected during the redecorations next year. Co-owners will pay for their new windows.

## 2. Detailed Quotations

Quotations were received from two suppliers, those supplied by Natural Windows Ltd. are on the "Private" page of the Wesley Square website: [www.wesleysquare.co.uk](http://www.wesleysquare.co.uk)  
Password: rowan

| WESLEY SQUARE                                                    |                                                       |
|------------------------------------------------------------------|-------------------------------------------------------|
| INTRO DIARY GALLERY HISTORY KALC LEGAL MANAGEMENT <b>PRIVATE</b> |                                                       |
| Agendas & Minutes of Meetings                                    |                                                       |
| Date                                                             | Subject                                               |
| 9 Sep 13                                                         | <a href="#">Management Committee Agenda</a>           |
| 8 Jul 13                                                         | <a href="#">Management Committee Minutes</a>          |
| 8 Jul 13                                                         | <a href="#">Management Committee Agenda</a>           |
| 10 Jun 13                                                        | <a href="#">Management Committee Minutes</a>          |
| 10 Jun 13                                                        | <a href="#">Management Committee Agenda</a>           |
| 8 Apr 13                                                         | <a href="#">Management Committee Minutes</a>          |
| 8 Apr 13                                                         | <a href="#">Management Committee Agenda</a>           |
| 11 Feb 13                                                        | <a href="#">AGM 2011/12 - Cash Flow Budget (pdf)</a>  |
| Documents & Letters                                              |                                                       |
| Date                                                             | Subject                                               |
|                                                                  | <a href="#">Flat - Quotation for new windows</a>      |
|                                                                  | <a href="#">Maisonette (excluding rear garden)</a>    |
|                                                                  | <a href="#">Maisonette (garden door &amp; window)</a> |
|                                                                  | <a href="#">Maisonette (bi-fold option)</a>           |
|                                                                  | <a href="#">Townhouse (excluding rear garden)</a>     |
| 18 Oct 13                                                        | <a href="#">Planning Consent granted</a>              |
| 8 Aug 13                                                         | <a href="#">Planning Consent Application</a>          |
|                                                                  | <a href="#">Recommended Services &amp; Suppliers</a>  |

The windows are delivered from the factory ready painted in Wesley Square red with micro-porous paint. The frames are wood and will still need to be repainted every 5 - 7 years.

For the inside finish Co-owners can select from 200 colours, also a number of varnish finishes are available at an additional charge (about £30 per window). New windowsills, both inside and outside, are included and the locking window closers are supplied in polished brass, satin or polished chromium.

There is a 10 year guarantee and each Co-owner will be issued with a Fensa Certificate: <http://www.fensa.co.uk/> The Certificate will be passed on to the buyer when a property is sold.

## 3. Natural Windows Ltd.

Natural Windows Ltd.  
9 Park Parade  
Gunnersbury Avenue  
Acton  
London W3 9BD  
  
Tel: 020 8993 8274

Surveyor: Zil Vinas  
Mobile: 07950 838 409  
Email: [zilvinas@naturalwindows.com](mailto:zilvinas@naturalwindows.com)  
  
Estimator: Victoria Malash  
Mobile: 07950 839 061  
Email: [victoria@naturalwindows.com](mailto:victoria@naturalwindows.com)

Website : <http://www.naturalwindows.com>

Online Brochure : [http://www.naturalwindows.com/Natural\\_Windows\\_Brochure.pdf](http://www.naturalwindows.com/Natural_Windows_Brochure.pdf)

#### **4. Legal**

Copies of your Under-lease can be accessed from this link to the Wesley Square website: <http://www.wesleysquare.co.uk/Original%20Underlease%201981.pdf>

The relevant clauses are:

2. The Lessee HEREBY COVENANTS with the Association as follows:

.....

(4) From time to time and at all times during the term well and substantially to repair cleanse maintain and amend and keep in repair the interior of the demised property

....

and to keep all windows doors frames and glass in or upon the demised premises.....  
.....in good order and condition.

5. The Association COVENANTS with the Lessee as follows :-

(3) (a) To keep the external walls and load bearing walls (including plaster) girders and timbers the roof and exterior of the Property and the staircases entrance hall and passage leading to the demised premises in good and tenantable structural repair...

(3) (b) as often as the Association shall reasonably consider necessary to prepare and paint... all the exterior wood iron and other work of the Property usually painted.

#### **5. RBKC Planning Permission**

Planning Permission was given on 17<sup>th</sup> October 2013:

*Windows and doors in painted timber.*

*External windows and doors hereby permitted shall be timber framed and painted and so maintained.*

*Reason - To preserve or enhance the appearance of the building and/or the character of the area, in accordance with policies of the development plan in particular policies CL1, and CL2 of the Core Strategy.*

#### **6. Next Steps / Timeline**

##### **6.1 Fitting trial windows**

A window has been fitted in the kitchen at 31 Wesley Square (Hilary Arnold), and a bi-folding door into the garden. Further windows will be fitted in January at Townhouse no. 27 (Basia Kapp), Flat no. 37 (Yoko Kudo), and Maisonette no. 38 (Chris Bushell & Sonia Watson). This will be a good test of the windows over the winter months.

## **6.2 Annual General Meeting**

Natural Windows Ltd. will be invited to give a presentation at the A.G.M. in February.

## **6.3 Place Orders in March / April 2014**

Natural Windows Ltd requires a 25% deposit when a co-owner signs the contract, and agrees internal finish after a visit from Natural Windows Surveyor. They will also explain the extent of making good internal decorations.

There is then a 9 - 10 week delivery time.

## **6.4 Fit New Windows**

It is anticipated that scaffolding will be erected and repainting of old windows, doors and eaves will take place in May / June 2014. New windows would be installed at that time.

## **7. Comments or Questions**

Please send comments or questions to Michelle Soupe at JMW Barnard who will direct them to Natural Windows Ltd. or the Management Committee:

[michelle@jmwbarndmanagement.co.uk](mailto:michelle@jmwbarndmanagement.co.uk)

*Ben Gladstone and John MacArthur  
For the Management Committee  
12<sup>th</sup> November 2013*