

Our ref: Section 20 NICOW
Contact tel no: 01454 204035
Your ref:



«ISSUE_DATE»

«TCY_CORRESPOND_NAME»
«S_TENANCIES2GET_ADDRESS_LINE»
«S_TENANCIES2GET_ADDRESS_LINE1»
«S_TENANCIES2GET_ADDRESS_LINE2»
«S_TENANCIES2GET_ADDRESS_LINE3»

Stonewater Homes

Suite C, Lancaster House
Grange Business Park
Enderby Road
Whetstone
LEICESTER
LE8 6EP

e Homeowner@stonewater.org
w stonewaterhomes.co.uk

Dear «TCY_CORRESPOND_NAME»

**NOTICE OF INTENTION TO CARRY OUT WORKS AT:
«JHAMF_HEM_UTILSHOUSE_NUMBER» «JHAMF_HEM_UTILSTREETPRO_RE»**

It is the intention of Stonewater to enter into an agreement to carry out works in respect of which we are required to consult leaseholders.

The works to be carried out under the agreement are as follows:

1. Stonewater Limited intend to appoint contractors to undertake routine cleaning and grounds maintenance services of communal areas at properties owned and managed by Stonewater Limited. It has become necessary to re-tender this service as the current contracts are due to expire shortly. The aim of the procurement process is to achieve value for money for both Stonewater Limited and residents and improve service quality and delivery.
2. A brief description of the services to be provided under the agreement are:
 - **Cleaning:** This will service predominately internal areas, such as entrance halls, landings, staircases and lifts, depending on what is present within the property. The contractor(s) will be required to vacuum any carpeted areas, clean any hard floors, stairways, window sills, skirting, radiators, clean any communal windows and clean any bin-store areas.
 - **Ground maintenance:** This will service predominately external areas. The contractor(s) will be required to cut grass (using box cut mowers or by cutting and remove grass cuttings), and neatly edge all grassed areas, cut hedges, maintain any beds, shrubbery or borders by removing weeds, applying fertilizer or mulch and remove plants growing up the side of buildings. The service will also include the sweeping of hard surfaces, including any car parks, and managing any trees present.

Calls may be recorded for lawful business purposes

Stonewater Homes is a trading name of Stonewater Limited, Stonewater (2) Limited, Stonewater (3) Limited, Stonewater (4) Limited and Stonewater (5) Limited. Charitable Registered Societies No. 20558R, 19412R, 18946R, 27696R & 31527R respectively. Homes & Communities Agency Registered No. L1556, L0173, L0288, LH4027 & 4717 respectively · Members of the National Housing Federation

Registered Office: Stonewater Limited, Stonewater (2) Limited, Stonewater (3) Limited, Stonewater (4) Limited and Stonewater (5) Limited, Suite C, Lancaster House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP.

- The contractor(s) will also be required to undertake responsive cleaning and ground maintenance task so as the removal of bulk waste, graffiti and any other hazardous items.

We consider it necessary to carry out works because:

3. Stonewater Limited consider it necessary to enter into the agreement to ensure that we continue to maintain the communal areas on a regular periodic basis. This is so that we comply with our landlord obligation as stated in the lease agreement/freeholders covenants and ensure properties are maintained to an acceptable standard and their value is retained.
4. Please refer to the appended "Frequently Asked Questions" which should answer the most frequently asked questions regarding these type of services.
5. We invite you to make written observations in relation to the proposed agreement by sending them to: Stonewater, Suite C, Lancaster House, Grange Business Park, Enderby Road, Leicester, LE8 6EP, marked for the attention of **Moira Harries** or via email to estatecontracts@stonewaterhomes.co.uk. Please include your address on any correspondence you send.

Please let us know about any contractor you would like to nominate for either the cleaning or grounds maintenance contract for your scheme. When nominating a contractor please ensure that:-

1. They are a Bona Fide Company
2. They can produce Health & Safety documentation in complying with CDM risk assessments etc.
3. They have the following insurance cover:

I. Contractors All Risk	£300,000 any one claim
II. Public Liability	£5,000,000 any one claim
III. Employers Liability	£1,000,000 Any one claim
6. Observations must be received in writing, within the consultation period of 30 days from the date of this notice. Only observations received before the date stated in paragraph 7 will be considered.
7. The consultation period will end on **Monday 24 September 2018.**

If you have any general queries regarding this notice, please do not hesitate to contact Moira Harries via the postal address or email address shown in paragraph 5 above.

Should you require any general information/legal advice on this consultation notice you can contact the Leasehold Advisory Service by calling 020 7383 9800 or visiting www.lease-advice.org

Finally, if you are in the process of selling your property you should ensure that a copy of this Notice is passed to your solicitor.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Moira Harries', written in a cursive style.

Moira Harries
Home Ownership Manager
For and on behalf of
Stonewater Homes Limited

Homeowner@stonewater.org

Encl. Observation Form, Frequently Asked Questions