



CITYWEST HOMES

To leasehold properties:
Hall and Braithwaite Towers

Reply to:
Amoy Ing
Communications co-ordinator
Property Services
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Dear Resident,

Ventilation works and fire safety works planned for the Hall and Braithwaite Towers this year (major works project ref X254)

We are writing to notify you that we are planning to carry out some ventilation and fire safety works this year at your block. CityWest Homes has previously carried out surveys of the ventilation system. The existing fans are at the end of their efficient working life expectancy and it is recommended that these be replaced. Some fire safety upgrade works have also been recommended.

The works proposed cover the following:

- Replace existing extract fans, silencers, local ductwork, dampers and controls within the plantroom.
- Works in-flat to include cleaning of local ductwork and replacement grilles
- Upgrade emergency lighting to bring the block in line with current safety regulations
- Fire safety works including review and upgrades of doors to fire rated doors where required

CityWest Homes has recently appointed a new contractor to carry out all major works in your area during the next 10 years. The contractor is Axis Europe. We have passed details of these proposed works to Axis, who will now have a team finalise a project plan for the works.

We expect Axis to be ready to start these works later this year, but I will write to update you once more details are confirmed.



Additional information for leaseholders:

If you are a leaseholder, you will shortly be receiving your annual service charge bill for the coming year. Following a change to the way we bill for major works projects, your service charge bill this year will also include the estimate cost for any major works being done to your block in the next 12 months. You will notice that an estimate cost for these ventilation works will be included in your April service charge bill. The Leasehold Operations team will be sending you correspondence that will explain the changes, and the options available to you.

As a leaseholder, we will still send you a formal Section 20 Notice of estimate costs (if your liability exceeds £250), once we have finalised the scope of works and agreed prices with our term contractor.

If you have any concerns or queries about the payment options, please contact our customer services team and ask to speak to a member of the leasehold operations team.

Yours sincerely



Amoy Ing
Communications co-ordinator, Property Services