

Unit 1, The Courtyard
Milton Road, Aylesbury
Bucks, HP21 7LZ

t: 01296 425100
f: 01296 708185
e: info@watersmeetgroup.com
w: www.watersmeetgroup.com

29 March 2011

Dear

**Re: Dolphin Court Kingsmead Road Loudwater High Wycombe Bucks HP11 1XE
Change in Management at Dolphin Court**

I am writing to introduce formally, my firm to you as we have recently been appointed as Managing Agent for the communal areas of Dolphin Court. The change is effective from 1st April 2011.

You will gather from our address that we are a local company and, therefore, able to provide hands on management and regular site visits. We are also a small firm who will respond promptly to any queries.

Our responsibilities are to arrange for the upkeep of the communal areas, arrange appropriate insurances and the like. We will also be taking over the role of Company Secretary of Kingsmead Management Company (Loudwater) Limited, responsible for organising the preparation of annual accounts and all Companies House compliance. It is also our responsibility to produce annual service charge budgets and issue appropriate service charge demands.

All service charge payments from 1st April onwards should be made to Watersmeet. Please could you cancel any direct debits or standing orders going to the current managing agents, Leete Estate Management after payment for March has been made. I enclose a new standing order mandate to enable you to make payments into the new account we have set up for Dolphin Court. Please could you complete this and send it directly to your bank. Alternatively cheques should be made payable to Watersmeet Chartered Surveyors.

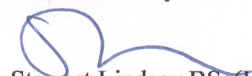
As you know the charges for the current year are as follows:

Service Charge	£1,615.00
Ground Rent	<u>£ 50.00</u>
Total	£1,665.00

I understand that most lessees pay these charges by 10 equal payments of £166.50 between January and October each year, which we plan to continue.

Please note that all funds that we hold for Dolphin Court are to be held at Lloyds TSB, 1 Market Square, Aylesbury, Bucks HP20 1TD, Sort Code: 30-90-38, Account Number: 32910360, Account name: Watersmeet Chartered Surveyors, Client a/c – Dolphin Court.

Yours sincerely



Stewart Lindsay BSc(Hons)MRICS
Managing Director

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