

TRIMONTIUM
MANAGEMENT COMPANY LIMITED
DINGLETON & GLENTRESS APARTMENTS MELROSE

1 Glentress Apartments
Chiefswood Road
Melrose
Roxburghshire
TD6 9JY

Office Tel: 01896 822 630
E-mail: management@trimontium.org

Dear Sir Madam

3rd August 2009

Ref: Dingleton & Glentress Apartments

As you will be aware Trimontium Management Company Ltd; the limited guarantee company formed by the Residents Association will assume responsibility for the management of the estate from 1st September 2009.

The management team has sought competitive prices from local companies for which references have been obtained to carry out the various aspects of maintenance on the site; such as ground maintenance/landscaping, snow clearance and cleaning. It is anticipated that we will be retaining the services of the existing window cleaning company but a local professional cleaning company based in Darnick and a Melrose ground maintenance/landscaping company will be engaged.

The annual charge at the outset will be £840.00 which will include provision for a reserve fund to be established for long term repairs and renewals, provision for cyclical maintenance and decoration of common areas as well as a contingency fund.

The annual charge will be due on the 1st September 2009 unless you wish to pay by monthly installments by standing order when the payment will be £70.00 per calendar month; which is £15.00 less than the figure required by Dingleton Management.

As you will no doubt appreciate the new company will not receive any cash transfer from Dingleton Management but will be incurring expenses, particularly for insurance premiums from day one. It is essential therefore that everybody co-operates in making prompt payment to ensure the viability and success of the new company and to allow a smooth transition to the new regime.

For those who would like to pay monthly we will require the enclosed bank mandate to be completed and returned to your bank as soon as possible and in any event before Monday 17th August. This will enable the September payment to be made on the 20th August with the next installment being on the 1st October and thereafter monthly.

We would emphasize, however that if the standing order mandate is not returned to your bank then the full annual charge of £840.00 will become payable.

We anticipate that we will be issuing an information pack in September which will include details of the insurance policy, relevant service companies and contact details.

Our accounts including invoices and receipts will be available for perusal by homeowners by appointment and at the end of the financial year accounts will be sent out to homeowners. We aim to be transparent and accountable to you.

In so far as outstanding claims by Dingleton Management are concerned we are unable to take responsibility for advising individuals as to whether these should be paid, but we do understand that some owners will be paying the requested balance if we can obtain assurances from Dingleton Management that this would finalize matters.

It is of course important that you remember to cancel your existing standing order to Dingleton Management once their final August payment has cleared.

We would be grateful for your cooperation in ensuring that the bank mandate is returned promptly to enable the provision of services to start immediately in September.

If you have any concerns or queries concerning the changeover please contact me on 01896 822 630.

Yours sincerely

D.F. Selby

For and on behalf of the Trimontium Management Team