



mainstay

Our Ref: RW/JJ/LMK

16th March 2007

Cardiff
CF10 2HR

Dear

Re: **Landmark Place Leaseholders Committee**

As you may be aware, a Leaseholders Committee was formed by leaseholders of apartments in Landmark Place at the end of 2004. Since then, they have been meeting regularly to discuss and address, with Mainstay, any issues of concern relating, in particular, to the service charge and general management of the Landmark Place.

Of the leaseholders that originally kindly agreed to join the committee, the following continue to meet with Mainstay in order to represent your views:

Michael Johnson	Apt. 1 and 205
Mr R Hopkins	Apt 59
Mr A Tracey and Ms C Redfurn	Apt 198
Mr R Alldred	Apt 135 and 172
Dr and Dr D'Auria	Apt 156

The committee have specifically asked me to remind you of their role, and to invite participation from any other leaseholders wishing to have involvement in the way that Landmark Place is managed.

Until now Robin Alldred has chaired the Leaseholders Committee. However, in February of this year he was appointed, by Mainstay, as National Head of Operations and is now responsible for the management of the concierge and site staff across all the developments that Mainstay manage.

Given this new role, and the fact that a key role of the committee is to oversee the work of Mainstay, he feels that it is appropriate to stand down as chair, in order to avoid any potential conflict of interest. In his capacity as a leaseholder, and with a keen interest in ensuring that Landmark Place continues to be well managed, he will, however, remain on the committee.

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Mainstay Residential Limited
 Whittington Hall Whittington Road Worcester WR5 2ZX
 Telephone 01905 357777 Facsimile 01905 361046
www.mainstaygroup.co.uk
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As previously advised, on the transfer of the Management Company to the leaseholders, which we understand is now imminent, the current committee members have indicated their willingness to assume the role of directors, overseeing the management of the site, and have asked me to enquire again as to whether any other leaseholders would also wish to assume this role.

This is an important (although not onerous) role, since the directors will be responsible for making key decisions concerning the site, such as levels of expenditure and service charge budgets. In addition, they will oversee the work of Mainstay, receive and sign audited accounts and conduct the Annual General Meeting in accordance with the Memorandum and Articles of Association.

The directors will also be responsible for making and enforcing policy decisions within the context of the lease, which will be binding to all leaseholders and will be legally enforceable.

The Committee wish me to encourage your involvement, and to emphasise the fact that the role of committee member [and subsequently director] will not take up significant volumes of your time. It will however, afford you the opportunity to ensure that your views are fairly represented.

Should you wish to become involved as a committee member (and subsequently director), or simply wish to make the committee aware of any matter that is giving you cause for concern, please contact either myself on the numbers below. Alternatively, contact any of the committee members listed above via the Concierge by Friday 30th March 2007.

In this way, the committee can ensure that all matters to which we need to attend can be communicated efficiently to Mainstay, with clear instructions as to the course of action that the committee wish us to take.

May I emphasise however, that duties relating to the day to day running of the site still rest firmly with Mainstay. We simply wish to maintain clear channels of communication with leaseholders to ensure the smooth and efficient running of Landmark Place.

I hope that the above information will prove to be of interest to you.

Yours sincerely



Robert Wiffen MRICS
Area Property Manager

Tel: 01905 361 086
Email: robertwiffen@mainstaygroup.co.uk