

**Our Reference**

Access Road and Car Park resurfacing

**Date**

23/10/2018

**Contact**

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Dear

**RESURFACING OF ACCESS ROAD AND CAR PARKS AT WOODROFFE WALK, FINSLEY WALK AND CAXTON STREET**

We wrote to all of you on the 20 October 2017 stating that we would be carrying out resurfacing works to the access road and car park areas at Woodroffe Walk, Finsley Walk and Caxton Street.

As an owner-occupier your deeds state that you have a right of vehicular access to common areas, including use of a parking space if available, on payment of a proportionate share of the cost of repairing and maintaining these areas.

We have now completed the survey and obtained the cost of the works to resurface your car park and access road which is proportionate to the area that each resident has a responsibility for paying towards.

The cost that you will be expected to pay is £####. Once the work is completed you will receive an invoice for the actual amount. If you cannot afford to pay the full amount in one go we can set up a payment arrangement with you.

I am writing to advise you that we have now been given a start date for the resurfacing work of the car park.

Street Pride have confirmed that they will commence work on Monday 12 November 2018. The work should take around 1 week to complete, subject to weather conditions.

Please contact us within 7 days of the date of this letter with any concerns or comments.

Yours sincerely

Jaz Chera

Senior Maintenance Surveyor