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**Our Reference**

LT

**Date**

20/10/2017

**Contact**

David Draper

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Dear

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

We will shortly 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 will shortly be surveying the car parks to get a cost for the works. This cost will be shared between all residents in respect of the area that each resident has a responsibility for paying towards.

We will contact you again with the estimated cost for the works, this is what you will be expected to pay. Once work is completed you will receive an invoice for the actual amount. If you cannot afford to pay the full amount in one payment we can set up a payment arrangement with you.

Please contact us within 28 days of the date of this letter with any concerns or comments.

Yours sincerely

**David Draper**

Senior Maintenance Surveyor