

Notice of intention to carry out works

Landlord and Tenant Act 1985, section 20, and the Service Charges (Consultation Requirements) (England) Regulations 2003, Schedule 4, Part 2

To: Each leaseholder of Cedar Court

And to: Cedar Court Residents' Association, c/o Joan Pickering, Flat 4, Cedar Court, Roundhay Road, Leeds LS8 5AN

From (the landlord): Cedar Court (Leeds) Freehold Ltd

Managing agent: Harper & Lane LLP, 4 Wellington Yard, Leeds LS1 4AP, 0113 496 0760, blocks@harper-lane.example, acting for the landlord.

Building: Cedar Court, 1-24 Cedar Court, Roundhay Road, Leeds LS8 5AN

Date of this notice: 7 October 2026

1 Our intention to carry out works

We intend to carry out works at the building, and we expect the cost to be recovered through the service charge.

We are consulting you, as the law requires, because we expect that you may be asked to contribute more than £250 towards these works.

2 The works

Description of the works: Replacement of the flat roof covering to the main block with a new single-ply membrane, including new insulation to current Building Regulations, new rainwater outlets and gutters, a permanent safety access system, and associated scaffolding.

3 Why the works are needed

We consider it necessary to carry out the works because the felt roof covering to the main block has reached the end of its life, water is getting into flats 22 and 23 through splits near the north parapet, and the rainwater outlets are corroded.

The report of Martin Kaye MRICS, Kaye Building Surveyors dated 14 September 2026 can be inspected at our office, 4 Wellington Yard, Leeds LS1 4AP, between 9am and 5pm, Monday to Friday, or a copy can be provided on request free of charge.

4 Your observations

We invite you to send us your comments on the proposed works in writing.

Send your comments to: Block Management, Harper & Lane LLP, 4 Wellington Yard, Leeds LS1 4AP, or by email to blocks@harperlane.example

The consultation period is 30 days, beginning with the date of this notice. Your comments must reach us by 5 November 2026.

We will have regard to any comments we receive within that period.

5 Nominating a contractor

We invite you, and any recognised tenants' association, to propose the name of a person from whom we should try to obtain an estimate for the works.

Send any nomination, with the person's name and address, to the address in section 4 by 5 November 2026.

6 What happens next

After the consultation period, we will seek estimates for the works, including from any nominated contractor as the regulations require. We will then send you a statement with at least two of the estimates, a summary of the comments we received and our response to them, and invite your comments again for a further 30 days.

Estimated cost: we currently expect the total cost to be in the region of £148,000, and your share to be in the region of £6,170, calculated in line with the Fourth Schedule of your lease. This is an early estimate only. The figures may change once estimates are obtained.

Signed: _____

Name: Priya Walsh

Managing agent, for and on behalf of Cedar Court (Leeds) Freehold Ltd

Date: