



Oaks Court Properties Ltd

2-3 Little Burrow
Welwyn Garden City
Hertfordshire
AL7 4SP

Tel: 020 8238 7000

Email: info@oakscourt.com

Becky Flower
Facilities Manager – South & LSE
St James Place Wealth Management
30 Lombard Street
London
EC3v 9BQ

29th March 2023

Dear Becky,

Notice of Service Charge Increase - Unit 5, Oaks Court, Warwick Road

Following an annual review of our costs and as a result of recent increases by our suppliers, it has become necessary for us to review our service charges. We are therefore giving you notice that there will be an increase in these service charges, effective from the next quarterly period (25/06/23 to 24/09/23) onwards, which will be invoiced as usual on the 1st June.

We have enclosed a revised schedule of charges for your records.

Should you have any queries at all or require any further information on any of the matters discussed in this letter, please contact us at info@oakscourt.com.

Yours faithfully

Ms Jude Osborn
Accounts Manager

Oaks Court Properties Ltd

Bank Transfer to:

Lloyds Bank PLC

Sort Code: 30-92-90 Account No: 43677260

Registered in England No. 13172697 Registered Office: Ground House, 2-3 Little Burrow, Welwyn Garden City, Hertfordshire, AL7 4SP

Units 1 to 5, Oaks Court, Warwick Road, Borehamwood, WD6 1GS

Leaseholder Split - Commencing 25th June 2023

SUPERIOR LEASEHOLDER	UNIT NO	AREA IN SQ M - NIA	AREA IN SQ FT - NIA	PERCENTAGE ALLOCATION	ANNUAL PROPORTION OF SERVICE CHARGE BUDGET FOR 2023	AMOUNT PER INVOICE
Harris Calnan SSAS	1	1,031	11,101	30.41%	£17,138.66	£4,284.66
RH Development (Property) Limited	2	503	5,412	14.83%	£8,355.78	£2,088.95
A J Morrisroe & Sons Limited	3	620	6,678	18.30%	£10,310.12	£2,577.53
A J Morrisroe & Sons Limited	4	407	4,379	12.00%	£6,760.40	£1,690.10
St James Place Wealth Mangement	5	830	8,929	24.46%	£13,785.04	£3,446.26
TOTAL	3,391	36,498	100.00%	£56,350.00	£14,087.50	

TOTAL ANNUAL
SERVICE CHARGE
/SQM

£16.6184971098

1. The area allocation is based on the Valuation Office Agency floor areas as found on their website www.voa.gov.uk
2. The 'specified proportion' for each units service charge is outlined in the 5 separate 999y leases for the estate. However, the sum of these is 102.39% and I have therefore used a different system based on the VOA net internal floor areas.

Units 1 to 5, Oaks Court, Warwick Road, Borehamwood, WD6 1GS

Proprietor - Oaks Court Properties Limited

Service Charge - Commencing 25th June 2023

COST CLASS	COST CATEGORY	COST 2023	% BUDGET	COMMENTS
UTILITIES	Electricity	2,758.00	5.63%	
	Water	700.00	1.43%	
	Total	3,458.00		
SOFT SERVICES	Grounds Maintenance	7,210.00	14.71%	
	Waste Removal	15,240.00	31.10%	
	Total	22,450.00		
OPERATIONAL EXPENSES	Estate Lighting	2,350.00	4.80%	
	Budget for Exceptional Items*	6,000.00	12.24%	*Current budget set at zero for exceptional items. However, any costs that fall outside of the categories listed will be reviewed on an annual basis at the end of each year. This % of the budget will be adjusted according to charges that have or are expected to occur within the next review period.
	Total	8,350.00		
INSURANCE	Public Liability Insurance	5,152.00	10.51%	
	Total	5,152.00		
MANAGEMENT	Accountancy & Administration Fees	9,590.00	19.57%	
	Total	9,590.00		
	Total	49,000.00	100.00%	
	Management Fee @ 15%	7,350.00		
	Total	56,350.00		