

07 May 2021

Dear Tenant/Leaseholder

RE: Whites Grounds Major Works – **“Meet the Contractor” Meeting**

Before the start of major works which will be undertaken by a contractor called **Durkan**, you are invited to a virtual “Zoom” meeting on **Tuesday 11th May 2021 at 6.00pm** to meet the contractor before works commence.

To join this “Zoom” meeting please use the following:

<https://us02web.zoom.us/j/87559589602?pwd=MVNtZTNldXp3Y3ZuTm1KZ1d2TGlnNdz09>

Meeting ID: 875 5958 9602

Passcode: 844293

The works will commence at the start of June 2021 consisting of:

- Roof repairs & roof insulation
- Loft compartmentation works
- Concrete & render repairs
- Renew stairwell flat roof coverings
- Communal walkway re-coverings
- Repairs and redecorations to external and communal areas

In addition to contractor representatives, representatives will also be present from the JMB's Consultant, (Playle & Partners) who will be supervising the works and the JMB.

The meeting is an opportunity to hear how the works will be undertaken, programme and addressing any queries you may have. Discussion will include;

- 1) Introduction to project participants
- 2) Proposed Programme
- 3) Resident Liaison
- 4) Quality Control
- 5) Resident Queries

We look forward to seeing those of you able to attend. Further information is available from Wayne McAllister or Omorowa Aibangbee at the JMB.

Yours sincerely,

Resident Services Team

RESIDENTS ARE THE REASON WE ARE HERE

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