



10 May 2024.

Dear Property owners,

Forestfield Management Company Limited

As Directors and discussed at the AGM last year we have taken the decision to appointment new accountants for the company. We would like to take this opportunity of explaining the Management Company to all property owners, so you understand the importance of the service charges raised each year and how the Estate is managed.

Forestfield Management Company Limited was setup in 1980 to manage the running and maintenance of the communal areas on the Estate. Each property owner is required to enter in to a Deed of Covenant on their purchase and is entitled to apply for and to hold one of the £1 Ordinary shares of the company. This shareholding entitles you to attend and vote at the Annual General Meeting of the Company and to participate in the day-to-day management by applying to become a director.

The company is responsible for the overall general upkeep and appearance of the Estate and to manage the communal areas on the Estate, which are not maintained by Crawley Borough Council. The communal fees covers insurance matters, lighting, fencing boundary of the Estate, upkeep of certain grassed areas, upkeep of shrubs, trees etc.

The requirement to pay maintenance is set out in the conveyance/transfer, which you would have entered into on the purchase of your property. This covers the upkeep of communal areas and management of the company's accounting affairs. The standard annual charges for maintenance fees, insurance premiums, gardening and other such costs set last year £426 per annum per household.

Complete Finance Services Limited have been appointed to send out invoices, collect in the maintenance fees and pay bills on the instruction of the directors (who are all owners of the properties in Forestfield), and to keep its accounting records.

All directors are owners of properties and provide their time on a voluntary basis. It is essential that property owners continue to provide this service, as without this voluntary work a management company would need to be appointed which would significantly increase maintenance charges for everyone.



Forestfield
Management Company Limited
www.forestfield.info

The directors would request that you please complete the personal details form and return this via email. To accounts@completefinances.co.uk , or alternatively please post this to Complete Finance Services Limited, Southpoint, Old Brighton Road, Lowfield Heath, Crawley. RH11 0PR, so that they can update their records. Forms can also be returned to 6 Nymans Court. A copy of the form is available on our website and Facebook page.

This will enable invoices to be sent via email. If you do not have an email address, then please tick the box so on the form so that a paper copy can be provided to you.

Kind Regards

Forestfield Management Company Directors.

Lindsey Beer

Megan O' Hara

Cathy Piggott

Carolyn Cratchley

Forestfield Management Company Directors.