



June 21, 2011

TO: ALL RESIDENTS
VANGUARD LOFTS CONDOMINIUM ASSOCIATION

FROM: The Board of Managers & Property Management

RE: Masonry and Roofing Restoration Projects

Vanguard Lofts is pleased to announce the Masonry and Roofing Repair projects have begun! This project has been planned for over the past 4 years, and will greatly enhance the community in which we live and keep our building restored and in excellent condition for years to come.

Project Description:

This project will be split into two portions; Masonry restoration work and roofing work. The masonry portion will involve rebuilding the masonry parapets on all sides of the building from the top cap to the top of the windows on the 7th floor, tuckpointing selected areas of masonry above the roof, and replacing deteriorated steel lintel supports on the 7th floor. The roof portion of the work will be a complete tear-off down to the existing wood deck. The new roof will provide additional layers of insulation, new flashing, a new membrane, and address construction defects from the original conversion of our building. A 20 year warranty will be provided for the roof.

Project Schedule:

- July 1st - early Fall, 2011: Masonry Restoration- South, West, and East Parapets
- Spring 2012: Roof replacement
- Spring 2013: North parapet restoration, Misc. tuckpointing

Please note that these dates are our best estimate at this time. Weather may have an effect on this schedule and or the work may go faster than outlined above. Updates and changes to this schedule will be communicated to all owners.

Balcony use during construction

The contractor will be removing the balcony supports on the top floor during construction, and will install scaffolding to complete the work. 7th floor balconies on the south side of the building will be off limits to residents during 2011 construction. In addition, 6th floor residents on the south side of the building will also be unable to use their balconies. This is because the contractor will be installing temporary shoring to support the 7th floor balconies during the work. Access to 6th and 7th floor units during installation may be required at times to install these items. Times will be scheduled with First Properties during this process.

Residents on the south side of the 6th and 7th floors must remove ALL items from these balconies, including chairs, tables, plants, and satellite dishes by June 30th, 2011.

In addition, other residents on the south and west sides of the building should be aware that there is the potential that dust and debris could fall on their balconies during construction. Contractors will use vacuum attachments on their tools, but the work will still be very dusty. Residents may wish to remove their items from their balconies, or cover them for protection during the work. During construction hours, residents may wish to keep their windows closed to ensure dust does not enter their units.

7th Floor Residents

Because of the proximity to the work, 7th floor residents will be greatly affected by this project during construction. The work will be noisy and dusty. The Board understands there will be great sacrifice in privacy of 7th floor residents during this project, but please be aware that in order to keep the project on schedule and not increase project costs, this sacrifice must be made.

To minimize debris from falling into units during the course of the project, the association will provide 7th floor residents with the option of having temporary plastic sheathing installed tight to their ceiling. This will minimize dust and debris from coming into the unit, but will not totally eliminate the possibility. The costs for this plastic will be paid for by the association. **7th Floor residents must contact First Properties prior to 6/30/11 in order to have this sheathing installed.**

During masonry work, the steel lintel that supports the masonry above the 7th floor windows will be removed and replaced. The intent is to do this work entirely from the exterior, but if some lintels are deteriorated more than anticipated, some interior work

may be required. Access to 7th floor units will be coordinated with property management if interior replacement is required.

Replacing of the lintels will require welding. Because of this, all 7th floor sliding balcony doors should be unlocked during the day, should the contractor require emergency access to the units. 7th floor residents should remove all interior window coverings during construction, and move any furniture or personal items 4' from the exterior wall, to prevent the possibility of a potential spark igniting personal items and minimize dust collection. The work will also be very dusty and noisy, and dust may migrate into the units to some degree. If this occurs, the please make Property Management aware of this situation, and we will notify the contractor. Note that dust can be minimized, but eliminating 100% of the dust is not possible.

Guest Parking:

The contractor will utilize all guest parking spaces for the duration of the project. Guest parking will be off limits beginning 6/30/11 until further notice. Vehicles will be towed at the owners expense.

Construction Costs:

Residents should be aware that much planning has been performed by the board, our architect, and First Properties to minimize the costs of this project, but ensure the restoration will be performed properly. As currently planned, this project **DOES NOT** include any special assessments, even with a project cost of nearly \$1 Million over 3 years.

But it is important that ALL residents abide by these guidelines and requirements during construction to minimize the possibility of increased construction costs. If the contractor is unable to perform scheduled work due to a unit being inaccessible, personal items being left on balconies, or other reasons, they have the right to request additional costs. Should this occur, charges from the contractor for work delays may be passed on to the responsible unit owner.

IN ORDER TO ENSURE A TIMELY COMPLETION OF THIS PROJECT AND ENSURE CONSTRUCTION COSTS DO NOT INCREASE, WE NEED ALL RESIDENTS TO COOPERATE. OWNERS ARE ALSO RESPONSIBLE FOR ENSURING THEIR TENANTS ABIDE BY THIS MEMO.

Roofing Portion of the work:

The roofing project will occur in the spring of 2012. During this project, the contractor will need to temporarily remove all rooftop Air Conditioning units, in order to install roofing below them. The contractor will require access to each unit prior to removal to verify the functionality of the AC system, and take a reading. Times for this will be coordinated with property management in 2012. The documents call for the contractor to reinstall the unit to its current condition. During the reroofing project, your AC system will be inoperable for an extended period of time. We will try to minimize this time, but please be aware that your system will be down for a period of time.

Feel free to contact the board or First Properties with any questions or concerns.

Sincerely,

The Vanguard Lofts Board of Managers

Chris Lattimer, President | Jim Thomas, Secretary | Brian Stankos, Treasurer
Tom Kikta, and Derek Lane