



January 1, 2008

TO: ALL RESIDENTS  
VANGUARD LOFTS CONDOMINIUM ASSOCIATION

FROM: The Board of Managers & Property Management

RE: 2007 Accomplishments and 2008 Activities

As we enter the beginning of Q1 2008 we are very excited to provide updates on recent business items and explore new opportunities to improve the quality of living here at Vanguard Lofts. This letter outlines the many items that the Board of Managers has been working on over the past year and will hopefully provide some insight as to what lies just over the horizon.

### 2007 Accomplishments

#### **Pet Relief Area & Pet Waste Bags**

Thanks to the hard work of many volunteers in the building, the river rock pet relief area just outside the west pedestrian gate has been a success. We encourage all the pet owners to use the pet relief area as an alternative to the grass. As a reminder, always pick up any pet waste that is left behind.

As an added bonus to our pet owners, the Vanguard Lofts condo association provides pet waste bags in a dispenser near the rear double doors. If the dispenser is empty, residents are required to provide their own bags.

#### **USA Dish System Upgrades**

Over the past year the board has been working with USA Dish to acquire satellite infrastructure upgrades for the building. USA Dish has installed new equipment in the building to facilitate the HDTV services and programming offered by Dish/Echostar. The new "HD overlay system" has been installed and allows residents to upgrade their service and equipment. Residents can now purchase new satellite receivers and DVR units. The upgrade requires that you pay a one time installation/upgrade fee to USA Dish. You will also need to purchase your equipment and programming package. The legacy satellite system will remain in place for those that do not wish to upgrade.

Please keep in mind, your satellite television is NOT part of your monthly assessments. Every unit has the option to purchase satellite receivers and subscribe to the service provided to Vanguard Lofts under contract.

If you encounter any customer service problems, please inform the Board of Managers and Property Management immediately so we can document the issues for the condo association attorney. Simply send a detailed email to the following addresses:

- [condoboard@1250westvanburen.com](mailto:condoboard@1250westvanburen.com)
- [jlara@condomanagement.com](mailto:jlara@condomanagement.com)

### **Video Security System**

The new video security system has been fully operational for over 6 months. The Board of Directors and Property Management will continue to actively monitor all activity around the building. Video surveillance will be used as evidence to fine violators not in compliance with the Vanguard Lofts rules and regulations.

Residents can access the live video from the security cameras on channels 14, 16, 18 of the legacy satellite television video distribution system. If you are an HD satellite subscriber, you will not have access to the cameras unless a special installation has been performed. USA Dish/Global Edge did not integrate the security video feeds into the new HD satellite system.

All building security cameras are available to residents on the Vanguard Lofts website (<http://www.1250WestVanBuren.com>). The still pictures refresh automatically every 120 seconds. The images can be copied directly from the website and emailed to Property Management and/or the Condo Board.

### **Recycling Program**

We are happy to announce that Vanguard Lofts now has three large recycling bins located behind the building next to the dumpsters. The recycling bins are for mixed material recycling and will accept glass, aluminum, paper, and plastic. Please use the blue bins and produce less waste by practicing the three Rs... reduce, reuse, and recycle.

### **Roof Maintenance Contract**

The board has approved a roof maintenance contract with Tremco Roofing. Tremco will be inspecting the roof twice a year and performing routine maintenance as necessary to prolong the life of the roof. Please report all leaks to First Properties and the Condo Board immediately so Tremco can make the necessary repairs.

It is our hope that we can extend the life of the roof for another 5 years. In 2013 we are planning a major project to replace the existing roof which will at that time be fifteen years old.

### **New Vanguard Lofts Logo**

The Board of Managers has approved a new logo for the Vanguard Lofts Condominium Association. Special thanks to everyone who participated in the logo contest earlier this year. Look for the new Vanguard Lofts logo on the website and around the building.

### **Rules and Regulations Document**

On July 25, 2007 the Board of Managers approved the new Rules and Regulations document for the Vanguard Lofts Condominium Association. This document has been a work in progress for over a year and we would like to thank everyone involved in the process.

Condominium living requires the observance of House Rules so that each resident will be able to enjoy the maximum benefits of his or her home, without unreasonably interfering with the rights of others to enjoy his or her condominium unit.

The new handbook sets forth the Rules, Regulations, and Policies for the Vanguard Lofts Condominiums as established by the Board of Managers for all persons living at the Condominiums and their guests and invitees.

These Rules and Regulations are to be read in conjunction with the Act and the Declaration, and the Cook County and City of Chicago zoning regulations. The Board interpretation of the Declaration shall be binding upon all unit owners and residents.

All documents are available in electronic or paper format from the Property Management Company, or may be obtained online at the Vanguard Lofts website (<http://1250westvanburen.com>).

### **Emergency Evacuation Plans**

In response to the tragic events of September 11, the Chicago City Council recently adopted the High Rise Buildings - Emergency Procedures Ordinance. The Ordinance was effective November 28, 2001.

The Ordinance requires, for the first time, that owners of all high-rise buildings (buildings in excess of 80 feet in height) create an emergency evacuation plan and take certain procedural steps to implement such plan. Building owners are required to complete an annual review of their plans and to update such plans, when necessary, to ensure their accuracy and completeness. Amendments

to any filed plan must also be filed with the Chicago Office of Emergency Communication (COEC).

The Board of Managers and Property Management have worked to establish an emergency evacuation plan for Vanguard Lofts to comply with the City of Chicago. Emergency evacuation plans are posted in the east and west elevator lobbies on floors 2 thru 7.

### **Information Center Bulletin Board**

A new information center secure bulletin board has been installed in the rear of the building just across from the east service/freight elevator. The bulletin board should accommodate all the necessary communication from the Property Management Company and the Board of Managers. Please check the information center on a regular basis to obtain the latest information.

### **Vanguard Lofts Website & Electronic Communication**

The Board of Managers has upgraded the Vanguard Lofts website. You can now find a complete listing of the following:

- Minutes of Board/Owners meetings
- Condominium Association Rules and Regulations
- Recent unit sales' prices
- Important documents and news bulletins
- Security camera access

Simply go to: <http://www.1250westvanburen.com>

To obtain a login and password, send email to [condoboard@1250westvanburen.com](mailto:condoboard@1250westvanburen.com), and please include your full name and unit number.

Electronic discussion list: The Association listserv is a primary means of sending out announcements and discussing issues. If you're not part of the discussion group, you can subscribe by sending an email to: [condoboard@1250westvanburen.com](mailto:condoboard@1250westvanburen.com)

The Vanguard Lofts Board of Managers continually solicits input from owners. If you have suggestions, questions, or issues you want addressed, you can contact via email at the following address: [condoboard@1250westvanburen.com](mailto:condoboard@1250westvanburen.com)

### **Emergency Call List**

The Board of Managers has put together an emergency call list with contact information for Property Management and all Board members. Please use this call list in the event of a building related emergency.

### **East Service Elevator**

The east service elevator has been problematic for the past few months. The intermittent problems that render the elevator inoperable have been very difficult to troubleshoot and isolate. The elevator service company All Types has been on site for multiple service calls to remediate the problem.

To date the east service elevator has been operational without any problems for over the past month. It is our hope that routine maintenance of the elevator will keep it operational and safe for everyone. Please report all service outages to the Board of Managers and Property Management.

### **Sewer Power Roding Maintenance**

Property Management has negotiated a new contract to save the Association money when performing routine yearly maintenance on the sewers. We have secured a contract that will cost \$1500, down from the original cost of \$5200. This routine maintenance is performed twice a year to keep the sewer lines clean. The new contract will save the association \$7400 annually.

### **Service Lobby Heater**

The electric space heater located in the rear service lobby was determined to be broken. The cost of parts and labor to repair the heater and return the unit to normal operation rivaled those of a brand new electrical heater. The Board of Managers and Property Management instructed AMS Mechanical to install a new electric space heater to help us get through the cold winter months. The heater helps keep the rear service lobby warm and prevents pipes from freezing when the outside temperature plunges below freezing.

The cost of the new heater and labor came to a total of approximately \$1800. Due to ample funds in the reserve account there was no need for a special assessment to repair the heater.

### **Building Hot Water**

There have been several times in the later part of Q4 where the hot water in the building has gone out. The Board of Managers has been working with Property Management and AMS Mechanical to resolve the issues. AMS Mechanical has reported a defective check valve was causing a backflow of water pressure, a defective flow switch that safely shuts down the boiler if there is no water flow, and a defective circulating pump.

The cost of the material and labor came to a total of approximately \$12,000. Due to ample funds in the reserve account, there was no need for a special assessment to be issued to home owners for the repairs of the building hot water system.

## **2008 Activities**

### **Annual Budget and Assessments**

The Board of Managers has reviewed the annual budget and operating costs for Vanguard Lofts and determined that an assessment increase is necessary in 2008. The increase in assessments is crucial in order to maintain operation of the facility, provide capital improvements to the building, and strengthen cash reserves.

The 2008 budget has been approved and is available on the Vanguard Lofts website, or by contacting Property Management.

### **Balcony Decking Replacement**

In the second quarter of 2008, a project is scheduled to replace the wood decking on all 91 balconies on the building. The wood decking is original installation material from 1998 and has become a safety hazard for many units. After considerable deliberation, the Board of Managers has approved a project to replace all existing wood decking with new treated lumber.

Because the balconies are considered "limited common elements", a pass through charge to each unit owner with a balcony will be required to finance the cost for the decking replacement project. The individual unit cost will be approximately \$900 per balcony.

All funds from individual unit owners are required by the start date of the project tentatively scheduled for 5/1/2008. Payment options will be made available and further details will follow.

Unit owners that have replaced their balconies within the past two years can qualify for an exemption from the project upon passing an inspection with certified approval from the Board of Managers. Unit owners on the first floor are exempt from this project as there are no balconies on the ground level.

The project is scheduled to start in the early second quarter of 2008 and will last approximately 4 weeks until completion. Please watch for future updates on this project.

### **Video Security System Upgrades**

Residents of Vanguard Lofts have requested upgrades to the video security system to enable additional site monitoring. The Board of

Managers has created a budget line item for the installation of additional cameras to monitor the remote parking lot, visitor parking, the mailroom, and other common area elements of the facility.

### **Access Control System Upgrades**

In order to continue with capital improvements to the property, the board of managers has approved upgrades to the access control system. These upgrades will add additional security monitoring and access control to interior doors at our facility.

### **Exterior Lighting Upgrades**

In an effort to promote security and keep our residents safe, the Board of Managers has approved a project to upgrade the exterior light fixtures on the building. The new fixtures will provide more light and help illuminate the dark areas around the building. Please watch for these upgrades in the second or third quarter of 2008.

### **Front Lobby Renovations**

The front lobby on Van Buren and Throop has received some wear and tear over the years and it is beginning to show its age. To give the building entrance a fresh new look, the Board of Managers has approved a front lobby renovation project to revitalize the lobby. Look for changes and improvements coming in 2008.

### **Parkway Project**

In order to promote beautification of the property and increase the curb appeal of Vanguard Lofts, the Board of Managers has approved a project to renovate the parkways on Van Buren and Throop. Lifeless sections of grass will be removed and replaced with beds of river rock. Landscaping bricks will be utilized to create garden planters around the trees that line the parkways. Seasonal flowers and greenery will adorn the garden planters and line the parkways.

### **2008 Pet Registration**

Per the Vanguard Lofts rules and regulations, all residents are required to register their pets annually and pay a \$50 pet registration fee for each animal.

Pet registration for 2008 will be held in the first floor storage room on the following dates:

- January 10 from 5pm - 7pm
- January 12 from 5pm - 7pm
- January 18 from 5pm - 7pm

- January 26 from 5pm - 7pm

The pet registration form is available on the Vanguard Lofts website, or it can be obtained from First Properties. Forms will also be available during the specified registration dates listed above. If you have any questions please contact Property Management or the Vanguard Lofts Board of Managers.

All pets that are found not registered after January 31, 2008 will be subject to fines and pet registration fees per the Vanguard Lofts rules and regulations. **Please ensure your pets are registered for 2008.**

### 2008 Bicycle Registration

Per the Vanguard Lofts rules and regulations, all residents are required to register their bicycles. Any bicycles found in the storage room without proper registration and tags will be removed and discarded.

All units are entitled to the use of one bike hook in the bike/storage room on a first come, first serve basis. Additional bike hooks may be available to unit owners upon request and/or availability on a first come, first serve basis.

Bicycle registration for 2008 will be held in the first floor storage room on the following dates:

- January 10 from 5pm - 7pm
- January 12 from 5pm - 7pm
- January 18 from 5pm - 7pm
- January 26 from 5pm - 7pm

If you have previously registered your bicycle with First Properties, you are still required to verify your bike hook number and registration tag to help us establish a base line for 2008. Please fill out the registration form and submit it to First Properties by January 31, 2008.

If a 2008 bicycle registration form is not filled out and your bicycle is discovered during the 2008 audit, your bicycle will be removed and discarded. **Please ensure your bicycle is properly registered for 2008.**

The bicycle registration form is available on the Vanguard Lofts website, or it can be obtained from First Properties. Forms will also be available during the specified registration dates listed above. If you have any questions please contact Property Management or the Vanguard Lofts Board of Managers.