



April 9, 2008

TO: ALL RESIDENTS  
VANGUARD LOFTS CONDOMINIUM ASSOCIATION

FROM: The Board of Managers & Property Management

RE: 2008 Balcony Decking Replacement - 2<sup>nd</sup> Installment Payment

Please be advised the 2<sup>nd</sup> installment payment for the 2008 Balcony Decking Replacement Project is due on 4/15/2008. The payment schedule established by the Vanguard Lofts Board of Managers is as follows:

- 1<sup>st</sup> payment of \$250 due on 3/15/2008
- 2<sup>nd</sup> payment of \$250 due on 4/15/2008
- 3<sup>rd</sup> payment (estimated \$250) due on 5/15/2008

Note: The cost of the last payment is estimated to be \$250, but the actual charge will be sent in a letter to the unit owner. Please budget accordingly.

Owners using auto-debit to pay monthly assessments must make special provisions to pay the "pass through charge" for the 2008 Balcony Decking Replacement Project. **First Properties will NOT auto-debit any account for funds related to this project.** If you implement auto-debit to pay your monthly assessments and you have not submitted payment for this project, please call First Properties and verify the balance on your account.

The balcony repairs are tentatively scheduled to begin on 5/1/2008, and should take 4 to 6 weeks to complete, weather permitting. Please remove all furniture, grilles & plants from your deck to allow for the completion of this work.

Owners will be advised of the work schedule as soon as it has been determined.

If you have any questions please contact First Properties or the Board of Managers.