



May 1, 2008

TO: ALL RESIDENTS  
VANGUARD LOFTS CONDOMINIUM ASSOCIATION

FROM: The Board of Managers & Property Management

RE: 2008 Balcony Decking Replacement

Vanguard Lofts is pleased to announce the balcony repair and replacement project has begun! This project is one of a series of projects our association is undergoing this year and next in order to enhance and maintain the community in which we live.

**Repair Schedule:**

- **May 2nd:** A protection canopy installed over the sidewalks to protect pedestrians.
- **May 6th:** The swing stage will be installed on roof of the building to allow workers access to the balconies from outside
- **May 8th:** A sample balcony unit will be completed to verify work methods and quality standards.
- **May 8-16:** Units 09-10-11-12
- **May 19-23:** Units 13-14-15
- **May 27-June 3:** Units 01-02-03-04-05-06
- **June 3-5:** Units 07-08

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.

**Removal of Items from Balcony:**

All residents shall be responsible for removing barbeques, furniture, planters, and any other items from their balconies based on the above schedule. If items are not removed and the contractor cannot access your balcony, the association will be assessed a \$1,500 delay charge from the contractor for relocation of the swing stage and lost work time. This charge will be passed on to the responsible owner,

and their balcony will be replaced through the unit rather than outside.

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

Also, balconies should not be used during this time for safety reasons.

**Guest Parking:**

The contractor will utilize all three guest parking spaces for the duration of the project. Please notify your guests that the parking is off limits. Cars parked in the spaces after 5/5/08 will be towed.

**Review of installation:**

Each unit owner should review the installation of their new balcony decking immediately after completion. Check for the following items:

- All screws should be recessed slightly below the surface of the wood.
- There should be no evidence of splitting or cracks in the new wood planks. Pay particular attention to the ends of the planks, and near the area where screws pass through the wood, as these areas split or crack easily
- Boards should not be loose, move up and down when weight is applied, or squeak.
- Boards should be flat and straight. Pay particular attention to the ends of the planks, as these tend to cup easily.
- There should be a total of six screws per board: two screws at each end, and two at the middle. Make sure no screws are missing.

If you discover any of the above issues with your new deck, contact the board and First Properties. Brian Stankos, the board architect & treasurer, will inspect the balcony decking and make arrangements with the contractor so corrective action can be made.

**Final Balcony Payment:**

Due to the delay in obtaining the building permit, the balcony project has begun later than originally planned. As a result, the final balcony payment originally scheduled for 5/15/08 shall be postponed until 6/8 so all balcony costs are known. A memo will be distributed outlining the costs at that time.

**Care of your new balcony decking:**

The new decking material is pressure treated wood decking, and should last 10-15 years with proper maintenance. This project will utilize corrosion resistant decking screws, which will extend their life well beyond the original nail fasteners. The deck may be cleaned and sealed annually using Thompson's WaterSeal Wood Protector, or a similar product to extend its life. Follow instructions listed on the container regarding cleaning and sealing, and be sure to notify neighbors below you so they can remove items from their deck.

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

Sincerely,

The Vanguard Lofts Board of Managers