

VANGUARD LOFTS CONDOMINUM ASSOCIATION

May 25, 2007

To: ALL RESIDENTS
From: The Board of Directors and Property Management
Re: HVAC Contractors & Roof Access

Please be advised, residents in the building do not have access to the roof without the consent of the Board of Directors and Property Management. Unauthorized access to the roof is subject to fines levied by the Board of Directors for violation of the Vanguard Lofts Condo Association Rules and Regulations.

HVAC contractors that require roof access to service air conditioners must provide a Chicago license number and proof of insurance to Joe Lara at First Properties. Upon confirmation of valid insurance Property Management will make the necessary arrangements to grant access to the roof of the building.

This policy is in place to mitigate problems and reduce the costs of association expenses related to damages caused by outside contractors. We are not trying to inconvenience the home owners; we are simply trying to protect our investment and reduce the amount of problems.

If you require access to the roof, please contact Joe Lara at First Properties or the Board of Directors.

Joe Lara
(312) 829-8900 x16
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Vanguard Lofts - Board of Directors
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