



October 7, 2008

TO: ALL RESIDENTS  
VANGUARD LOFTS CONDOMINIUM ASSOCIATION

FROM: The Board of Managers & Property Management

RE: Lobby Renovation and Facade Lighting Project

Vanguard Lofts is pleased to announce Lobby Renovation and Facade Lighting Project has begun! This project is the last of the projects our association has budgeted for 2008, and will greatly enhance the community in which we live.

**Project Description:**

New stone tile flooring will be installed in the lobby, mailroom, and elevator. Walls in the lobby will also be painted, and new wood trim will be installed. The wall mounted lighting fixtures located in the guest parking area and the two fixtures over main entry doors on Throop and Van Buren will be replaced with new architectural fixtures. The most dramatic change will be the installation of facade washing light fixtures mounted on each masonry pier along the Throop and Van Buren sides of the building. These light fixtures will be mounted at 9', and will have two lamps; one will be a focused spotlight that will shine up the masonry pier, and the other will be a flood light that will illuminate the sidewalk below. These fixtures will improve both the security and appearance of our building during nighttime.

Lastly, resident Michael Peterman has fabricated two stainless steel address signs for the building. These will be mounted on the masonry pier at the corner of Throop and Van Buren, and will make our address more prominent to visitors.

**Project Schedule:**

- **October 8th-October 20th:** Electrical conduit installation
- **October 13-October 20th:** Tile and carpet demolition. Stone tile installation. Paint and wood trim.
- **October 20th-November 3rd:** Light fixture installation

Please note that these dates are our best estimate at this time. Weather and delivery of the light fixtures 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.

**Traffic Flow during construction:**

During the carpet and ceramic tile demolition, stone tile installation, and painting, residents will be directed not to use the front lobby, mailroom, or front elevator during construction hours. Caution tape and signs will be posted directing residents to the other exits.

First floor residents may wish to close their curtains during working hours for privacy, as the contractor will utilize ladders for installation of electrical conduit on the exterior of the building.

**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.**

**Guest Parking:**

The contractor will utilize two guest parking spaces for the duration of the project during the daytime. Please notify your guests to utilize the space nearest the garbage dumpster. Cars parked in the spaces after 10/8/08 will be towed.

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

Sincerely,

The Vanguard Lofts Board of Managers