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**TO:** Vanguard Loft Condominium Owners

**FR:** Donna Lewicki, CMCA  
Sr. Property Manager

**DT:** April 22, 2008

**RE:** Window Washing

Window washing for Vanguard Lofts is scheduled to begin Wednesday, April 30th. Please have all screens removed prior to this date. With clear weather, the job should be completed by Friday, May 2<sup>nd</sup>. However, as inclement weather could delay the start and/or completion of the job, please keep your screens removed until your windows have been washed.

If your screens are not removed or screen doors not unlocked (if applicable), your windows will not be washed. Once the washers have passed your section of the building, they will not return. **As Vanguard will not receive any credit for unwashed windows, I am strongly encouraging all owners to take the time to remove his or her screens.**

Thanks in advance for your cooperation!