

760 N. Ogden Ave.  
Chicago, IL 60622

Phone: 312.829.8900  
Fax: 312.829.8950  
www.condomanagement.com

October 25, 2007

Dear Vanguard Lofts Condominiums Homeowner:

**The annual meeting has been scheduled for Wednesday, November 14, 2007 @ 7:00pm in the Vanguard Lofts Bike Room.**

Enclosed in this mailing is information regarding the upcoming Annual Meeting, and a request for candidates to run for the expired term(s) of the Board. Please take the time to read this information and contact Joseph Lara at First Properties with any questions.

*You will be electing two directors for two-year terms.*

I have prepared the following information to assist you in electing your Board of Managers and hope this will assist in seeking owners to run for office.

#### **CANDIDATES COME FORWARD!**

Enclosed is a Nomination Application form. If you are interested in running, please return the completed form to First Properties no later than November 1st. You may fax or "snail mail" (760 N. Ogden Ave., Suite 2200, Chicago, IL 60622) your form, but it must be in our office no later than 5pm **November 1st, 2007**, no exceptions. Late nominations will not be honored. Just a reminder, any homeowner in good standing can run for a position on the Board.

#### **WHY A BOARD OF DIRECTORS/MANAGERS?**

Directors/managers (used interchangeably) are owners who represent the Association membership and are elected by their community. It is the responsibility of these directors, with the assistance of the Property Manager, to supervise the operations of the Association. These operations include adopting rules and regulations, developing budgets, contracting for required services, and conducting other activities for the Association as may be required. The authority of the Board of Directors is derived from the Declaration of Condominium Ownership.

## WHO QUALIFIES?

Ownership of a dwelling unit is the sole qualification for membership in the Association. Any person who is a member in good standing of the Association may be a Director.

## WHO SHOULD BE ELECTED?

Members of the Board of Managers should be interested homeowners who have concern and time to give to their community. They should be knowledgeable individuals with the ability to act in the best interest of the entire Association. One-issue candidates looking to advance their personal agenda or “grandstanders” looking for an outlet to “vent” do not make productive board members. Since the Association is the equivalent of a corporate business, directors should be qualified to conduct the affairs of the Association in a reasonable, businesslike manner. It is important to remember that the directors are also homeowners, and the only compensation a member receives is the personal satisfaction of undertaking an important task. The election of Board members should receive careful attention.

## HOW MUCH TIME WILL BE REQUIRED OF A DIRECTOR?

The Board holds at least 4 general board meetings per year. A director's attendance is requested at these meetings, which can run from 30 minutes to 2 hours per session. Your Board MAY wish to meet more frequently.

## HOW DO I VOTE?

Voting is accomplished by written ballot, similar to that of national and local voting procedures. However, if you belong to a condominium association (as opposed to a homeowners association) owner votes are not weighted equally, (your vote carries the same weight as your percentage of ownership) and the ballot will list your unit number and percentage of ownership. The ballot will contain the names of all the candidates, plus space for write-in candidates.

## **I PLAN TO BE AWAY—CAN I VOTE?**

“Sort of.” *Enclosed is a proxy form* that will allow you to appoint another resident to pull a ballot at the meeting and vote *on your behalf*. The Illinois Condominium Property Act does not permit “absentee voting” unless your Declaration specifically allows for this arrangement.

*(\*note: a new law that took affect January 1, 2004 allows condo boards to enact provisions for absentee voting and/or permit for an amendment to a condo’s bylaws to provide for absentee voting.)*

## **WHAT IS THE PROCEDURE FOR THE ANNUAL MEETING?**

Upon entering and registering, you will be issued a ballot indicating that you are an owner of record and eligible to attend and cast your vote. Ballots will be issued to any member holding proxies.

## **HOW DO I CHOOSE FROM THE CANDIDATES?**

At the Annual Meeting, each candidate will be given an opportunity to speak and answer questions from the members in attendance. This information, along with your personal knowledge of the candidates (they are your neighbors) should give you enough information to choose.

## **CAN OTHER BUSINESS BE BROUGHT UP ON ELECTION NIGHT?**

After the voting procedures have been accomplished and other items on the agenda have been completed, the President may recognize individuals from the floor who have questions. Remember, only business that is of general interest to the Association will be discussed.

If you wish to discuss to discuss the role of director, or you have further questions regarding the Annual Meeting, please feel free to contact Joseph Lara at 312.829.8900 ext. 16.

Sincerely,



Joseph Lara  
Property Manager

**BOARD OF DIRECTORS CANDIDATE  
INFORMATION / QUALIFICATION FORM**

NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROFESSION: \_\_\_\_\_

COMPANY AFFILIATION: \_\_\_\_\_

HAVE YOU SERVED ON A CONDOMINIUM BOARD BEFORE? \_\_\_\_\_

IF SO, BUILDING/WHEN: \_\_\_\_\_

HAVE YOU SERVED ON THIS CONDOMINIUM BOARD BEFORE? \_\_\_\_\_

PLEASE WRITE A BRIEF HISTORY OF THE QUALIFICATIONS YOU FEEL WOULD BE OF  
IMPORTANCE TO THE OPERATION OF THE ASSOCIATION.

**QUALIFICATIONS — BACKGROUND**

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**CANDIDATE COMMENTS:**

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\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Please return completed form to:  
**First Properties @ FAX #312-829-8950.**

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**TO:** All Vanguard Lofts Homeowners  
**FR:** Joseph Lara, Property Manager  
**DT:** October 25, 2007  
**RE:** Annual Meeting

The Annual Meeting of Unit Owners will be held on **Wednesday evening, November 14, 2007 starting at 7:00 p.m. in the Bike/Storage room of the building.** The purpose of the meeting is to elect two Board Members for two-year terms. Additionally, a Board meeting will be held as the Board will be voting on the proposed 2008 Budget, previously circulated.

A quorum-only proxy and general proxy are attached along with a brief introduction to each of the candidates that are running for the Board. If you are unable to attend this meeting, please fill out the ballot/proxy and give it to a owner that will be attending the meeting or fax it to my attention at First Properties at 312-829-8950. This must be done by the evening of November 14, 2007. We must achieve a quorum, which is 20% of the Unit Owners represented in person or via proxy, or the election cannot be held.

Next there are two (2) Board positions open for a two-year term. Each unit is entitled to two votes on the ballot. You may choose to vote for fewer but not more. Should you choose to write in a candidate(s), each write in counts as one of your two votes. You may not give more than one of your votes to any candidate.

Even if you do not want to choose candidate(s) at this time, please take the time to attend the meeting or fill out on the proxy portion of the ballot to help us establish a quorum.

**BOARD OF DIRECTORS CANDIDATE  
INFORMATION / QUALIFICATION FORM**

NAME: Derek Lane UNIT #: 305

ADDRESS: 1250 West Van Buren # 305

PROFESSION: \_\_\_\_\_

COMPANY AFFILIATION: \_\_\_\_\_

HAVE YOU SERVED ON A CONDOMINIUM BOARD BEFORE? Yes

IF SO, BUILDING/WHEN: Vanguard Lofts 03 → Present

HAVE YOU SERVED ON THIS CONDOMINIUM BOARD BEFORE? Yes

PLEASE WRITE A BRIEF HISTORY OF THE QUALIFICATIONS YOU FEEL WOULD BE OF  
IMPORTANCE TO THE OPERATION OF THE ASSOCIATION.

**QUALIFICATIONS --- BACKGROUND**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CANDIDATE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Derek J Lane  
(SIGNATURE)

10/30/07  
(DATE)

Please return completed form to:  
**First Properties @ FAX #312-829-8950.**

Quorum-Only Proxy

**Vanguard Lofts Condominium Association**

I/we, do hereby nominate and appoint the association president my/our proxy, for the sole purpose of establishing a quorum of owners at the **2007 Association Annual Meeting** and all adjournments thereof. In the event that any matter requiring a vote of the owners arises, I/we direct my/our proxy to abstain from casting a vote thereon.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Unit: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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General Proxy

**Vanguard Lofts Condominium Association**

I/we, \_\_\_\_\_ being a member in good standing, nominate, \_\_\_\_\_ (Board Secretary if left blank), to act in my/our name, place, and stead, and to vote as he/she sees fit on all issues that may arise at the **2007 Association Annual Meeting** and all adjournments thereof. This general proxy shall expire when the meeting as adjourned, unless sooner revoked by me/us.

Given this \_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
Printed Name(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Unit

## Proxy Explanations and Instructions

**QUORUM-ONLY PROXY:** Use this proxy to help the association establish a quorum at the annual meeting. Failure to achieve a quorum requires an immediate adjournment of the annual meeting, and no business may be conducted.

*Fill out this proxy with your name(s), signature(s) and unit number, and fax or mail your completed form to First Properties (fax: 312.829.8950; mailing address: 760 N. Ogden Ave. Chicago, IL 60622). You may also give your completed proxy to an owner that will bring it with him or her to the meeting. You will be counted as being "present via proxy," but no votes will be cast on your behalf for the elections or any other matter brought to a vote.*

IF YOU FILL OUT A QUORUM-ONLY PROXY, DO NOT FILL OUT A GENERAL PROXY.

**GENERAL PROXY:** By filling out this form and naming someone that will bring this proxy with them to the meeting, you are giving that individual the right to vote on *your behalf* (use your vote) how he/she may see fit on any issue that may come to vote.

*Fill out this proxy as instructed. The individual you appoint as proxy must bring the form with them to the meeting. You are essentially "giving" your vote to your proxy. He or she will vote on your behalf how he/she sees fit should any matter come to a vote during the meeting. Your proxy gives you the opportunity to communicate to the person voting on your behalf your preference for any of the candidates. You need to trust the person you are assigning as your general proxy!*