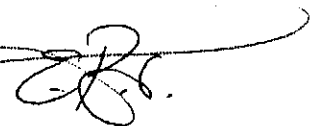


MEMORANDUM

November 5, 2010

TO: Unit Owners and Residents

FROM: Eddy Pereira, Jr., MA, LCAM, CMCA, AMS
General Manager



RE: Central HVAC System
Annual Cleaning and Shut-down
Wednesday, November 10, 2010
9:00 a.m. to 5:00 p.m.

We hope this letter finds you doing well.

Please note that on Wednesday, November 10, 2010, between the hours of 9:00 a.m. to 5:00 p.m., we will be performing the annual cleaning of the cooling tower; as well as, cleaning the open loop heat exchange. In order to perform these tasks the central HVAC system will be shut-down; in turn, your individual air conditioning units will not work during this time. We apologize for this inconvenience.

Should you have any questions, please contact Marianne Norwood or myself at 305.866.2229.

In advance, we thank you for your patience during this time!