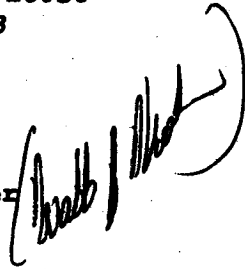


**The Lauren, A Condominium
1301 20th St., N.W.
Washington, D.C. 20036
202.659.9483**

TO: Residents of the 10th floor
FROM: Walter Krolman, Property Manager
RE: Convector Servicing
DATE: Monday, November 2, 2009



Convectors on the 10th floor will be serviced by Lauren maintenance (Cacho) on

Thursday - November 5, 2009

Service will begin at approximately 9:00AM daily.

You are also reminded that an area approximately 4-5 feet in front of the convector must be kept clear of all furniture and the like. This will expedite the work and will also eliminate the chance of accidental damage to any property. Should Lauren maintenance have to move items to clear a workspace the resident/owner will be charged for the extra time incurred in servicing.

Cacho's route is south to north on each floor. That is, units in the "04" end of the hallway are done first on each floor. The last units to be done are the "10" and "11" tiers.

Failure to have the above cited area clear can double the time required to complete this project.

The primary task performed during this annual maintenance procedure is the changing of filters. As part of this service an inspection for leaks in faucets and toilets will be conducted. Owners/Residents are reminded that as a matter of association policy they should report leaks without delay. If any leaks are discovered, Lauren maintenance will repair them immediately. Owner/Resident will be billed for the repair by the Lauren business office. Smoke alarms will also be checked for proper operation, and if found to not be functioning repairs or replacement will be effected immediately.

Your assistance and cooperation are greatly appreciated. Thank You.