

2500 Lakeview Association

2500 Lakeview
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MEMORANDUM

To: All Unit Owners
From: Building Management
Date: February 27, 2001
Re: Important Change re: Work Orders by Building Staff within Individual Units

At its regularly scheduled meeting on Tuesday, February 20, the Board of Directors approved a change, effective March 1, 2001, in how the Association will handle and charge for work to be performed by the Building Maintenance Staff within individual units.

The Building Maintenance Staffs primary function is, of course, the repair, cleanliness, safety and operation of the Common Elements, and Unit Owners are traditionally responsible, at their own cost, for maintenance matters within their Units. Our Building Maintenance Staff is not large, and maintaining the hallways, lobby, grounds and other Common Elements is basically a full-time job for the existing staff. The Board has determined that this Common Element work, and the cleanliness of the Building, has been significantly impeded recently by the growing number of work requests for the Staff to perform private maintenance tasks and odd jobs within Units. This is both detrimental to the look and image of the Building and is unfair to those many Unit Owners who hire outside contractors for such work within their Units.

Commencing on March 1, 2001, all work order requests for any work to be performed by the Building Maintenance Staff within the individual units, other than for essential Common Element work noted below, will be billed to the Unit Owner at \$60.00/per hour (in 15-minute increments, i.e., \$15.00 per each 15 minute period or portion thereof), plus the cost of all parts and materials, which will be billed at the Association's cost. Further, except in emergency situations, all such work order requests shall be scheduled only on a "time available" basis, after the Building Staff has completed its regularly scheduled maintenance activities.

Building Maintenance Staff will continue to be available, without charge, to rod clogged drains, to correct problems with the Building exhaust system, and to perform certain other limited tasks directly affecting the Common Element systems. If within a reasonable time the Staff cannot resolve such problems within the Unit, a Unit Owner may need to hire an outside plumber or contractor.

All work requests should be made either through the office or with the doorman. Please do not make any work requests directly to the Building Maintenance Staff, except in emergency situations.

We hope you understand the need for these procedures, and we thank you for your cooperation.