

Century Tower

Window Washing

May 15, 2018

Dear Shareholder:

The Board of Directors has recently entered into an agreement with a window cleaning company to clean the exterior windows in our building. The project is scheduled to commence on Monday, June 4, 2018 and is expected to take approximately two (2) weeks to complete. It is, of course, weather sensitive.

In order for the windows to be washed, it will be necessary for any screens that are currently in the windows to be removed in advance. Century Tower staff members will be available to remove the screens, wash them and return them to the apartment. **After the windows are washed, Century servicemen will return to reinstall the screens in the windows. The window cleaning company will not be able to wash the windows unless all screens are removed in advance and they will not return at a later date. As window screens age they become brittle and may develop holes as a result of the cleaning. Please be advised that Century Tower will bear no responsibility for damage to your window screens as a result of the cleaning, even if no holes were evident prior to the cleaning.** Within the next several days, you will be receiving a schedule that will inform you as to the date that we will be coming to your apartment to remove and clean the window screens.

For those shareholders who have terrace enclosures, please be advised that as has been past practice, arrangements for cleaning the windows of the enclosures have been made with the window cleaning company. The cost of cleaning the windows of the enclosure this year will be \$65.00. As such, we encourage all those shareholders with terrace enclosures to participate.

For Shareholders with terrace enclosures, please complete and return the form below to the Management Office.

Very truly yours,

Howard Goldberg
Senior Account Executive

HG/lm

tear here

Name: _____ Apt. _____

Number of Enclosures: _____

I agree to pay the charge of \$65.00 per enclosure, which will appear on my maintenance statement.

I do not wish to have my enclosure(s) washed.

Signature