

**GAFCON, INC.**  
**CONSTRUCTION MANAGERS FOR**  
**VILLAGE GREEN OWNERS ASSOCIATION**  
**Telephone: (213) 593-1027 Fax: (213) 593-9084**

February \_\_, 2009

**RE: Gafcon, Inc. Property Condition Assessment Survey**

Dear Village Green Homeowner:

*We need your help.*

The Village Green Owners Association Board of Directors has selected Gafcon, Inc. to provide property condition assessment services for Village Green. We will soon be inspecting the property and gathering information to assist Village Green with future repair, maintenance and replacement decisions.

**Gafcon will assist the Board of Directors in a visual inspection (no destructive testing will be performed) in an attempt to identify as many repair/maintenance/ replacement issues as possible and then try to prioritize the needed repairs, maintenance and replacement work**, including but not limited to interior and exterior water pipes, sewer pipes, irrigation, interior electrical wiring and panels, garages and garage roofs, brick serpentine fences, exterior wood trim and structural elements, site drainage, soil subsidence, paving, and any fire or other health and safety issues.

Before beginning our on-site inspection your input is desired as we will not inspect every unit or even every building. This may assist us with homeowner questions during inspections and is an essential supplement to our on-site inspection. We need your help in identifying areas of concern in and around your unit to identify issues that are common to other units and other buildings.

Please take the time now to complete the enclosed survey form. The enclosed floor plan represents your unit.<sup>1</sup> Please mark both interior and exterior points on the plan where you are experiencing any problems, such as water damage, dampness, cracking, bulging, unusual noises, or other concerns.

Please return the completed form to the Village Green office (mailing address: 5300 Rodeo Road, Los Angeles, CA 90016) no later than \_\_\_\_\_, 2009. Please contact the Village Green office at (323) 294-5211 if you have any questions.

We very much appreciate your participation in this vital effort. We look forward to being of service to the Village Green and will keep you informed of our progress.

***Please fill out the enclosed survey form now.***

***When completed, please return the form to the Village Green office.***

Sincerely,  
GAFCON, INC.

Larry Reddel  
Project Manager

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<sup>1</sup> The floor plans all show sliding glass doors, although you may have the original configuration of a wood door and casement window.

Encls.: Owner Unit Survey, Floor Plan