March 31, 2011

The Westerlies
Attn: Residents
Westwind Way
McLean, VA 22102

Re: Notice of Roof Replacement at The Westerlies – First Notice
PHASE II ROOF REPLACEMENT START DATE OF MID APRIL 2011

Dear Residents:

This letter will serve to confirm the roof replacement project at the Westerlies and notification to all residents of the pending project. This project has been in the planning stages and is fast approaching:

- The Westerlies website will track the schedule for roof work. The website is [www.thewesterlies.com](http://www.thewesterlies.com) and will serve as a source of up-to-date construction information. Commercial Roofing will provide a daily or weekly update to the schedule.

- The website will include a map that reflects the Building and Courtyard Numbers. Phase 2 consists of Courtyards 5-8 and will be completed Spring 2011. We anticipate two building units being completed per day; Phase 2 roof work is estimated to take 70 days to complete. Please note that construction vehicles will be using 2-3 parking spaces near the buildings they are working on for that day.

- Residents to do not need to be present during construction since all activities will take place on the exterior of units.

- Residents will always have safe access to and from their units during construction.

- Dust particulates are possible during construction; therefore, residents are advised that all doors, windows, and attic entrances remain closed during construction.
All personal items in attics need to be covered or removed during construction.

All attic fans will be removed and returned to owners if they wish to have them returned. No attic fans will be replaced, nor will they be necessary, since the roofs will have proper ventilation once the new roofs are installed. The attic fans will not be allowed due to warranty issues with roof penetrations.

Each resident/community member is requested to advise GHA Services by 04/08/2011 to mrust@gha-services.com, 703-226-4427 x 250 if they currently own one of the existing satellite dishes on the roof(s). Existing satellite dishes that are not claimed will be removed and disposed. During construction of individual units, all satellite dishes from those units will be removed and placed at ground level. While onsite, the roofing contractor will be able to provide the REQUIRED satellite dish mount for a fee of $70 (paid by the resident); otherwise, it will be the residents’ responsibility to contact the provider for a dish mount and submit a plan to the Board for approval after the contractor has left the site. It will be the residents’ responsibility to contact the satellite provider to come out to place and realign the satellite dish on the required satellite dish mount once the roof work has been completed. If any resident installs a satellite dish without prior consent from the Board, they take the responsibility of paying any cost associated with the removal of the satellite dish and repair to the roof and/or siding for installation without an approved plan. The Contractor will not be allowed to install any satellite dish without prior consent. All satellite wires and cords must be installed in the roof mount through the attic, no satellite wires or cords are allowed to be run on the exterior of the roof.

Attached are copies of the policy resolutions for attic fans and satellite dishes. Within the satellite dish policy is a copy of the required architectural modification form for all satellite dishes requested to be placed on the roof.

Truss concerns will be addressed on an as needed basis.

Please remember that the roofs are a common element to the property, much like the landscaping, and are not owned by the individual unit but by the Association as a whole. Common elements are managed by the Board. As such, any and all changes to common elements must be approved by the Board.

Site cleaning and waste material will be removed each day.

Work areas will be delineated by caution tape, it will be important for all residents/visitors to observe these areas.

Sincerely,

Robert Johnson
Vice President / Director of Operations
GHA Services