



January 1, 2014

Dear Cottonwood Villas Homeowner,

As many of you are aware, the homeowner's association has had an ongoing insurance claim with American Family Insurance regarding damage to the roofs that resulted from a hail storm in June 2010. Recently negotiations were completed and the association achieved a favorable settlement that will allow Cottonwood Villas to replace the roofing on all roofs in the community. For each building this will include both the flat center roofing behind the wind shield, the surrounding shingled areas along with gutters, downspouts and fascia boards. Lincoln Hancock Restoration has been working closely with your Board of Directors and Management Company to assist with the insurance claim and restoration process.

Lincoln Hancock Restoration is currently scheduled to begin replacing roofs and other exterior components on Monday, January 8, 2014. The work will start on several buildings at a time and is expected to be completed on all buildings within four months, weather and other factors permitting. Lincoln Hancock will be posting a notice on your door 24-48 hours before work is scheduled to begin on your building. In preparation we ask you to remove any items on the exterior of your home. This includes but is not limited to grills, chairs, tables, potable plants, wind chimes or any other items that you may have placed on the exterior of your home. There is a possibility that any items left out on the exterior of your home could be accidentally damaged during the restoration process.

We also ask that you remove all pictures and other items from your interior walls as well as glass globes that cover light fixtures. Construction related vibrations may result in some minor movement on the interior of your home, so it is important that you do an inspection before construction starts and safely secure any items of value that could become damaged. Additionally, if you store any personal items in your attic please be sure to cover or remove your belongings as roof debris may fall through onto these items during the re-roof process.

If you need to use a vehicle while work on your building is taking place, you will need to make sure it is moved prior to work commencing and parked in an area out of the work zone. In some cases we may need to place dumpsters and/or construction trailers in your parking stall overnight. We will do our best to notify you in advance giving you time to relocate your vehicle(s) for the needed duration.

Satellite dishes will need to be removed as part of the restoration process. Satellite service for T.V and/or internet may not be available for 2-3 days while the roof on your building is being replaced. Upon completion of each building all satellite dishes will be remounted onto a common mounting platform, however, it will be up to the individual homeowner to contact their dish provider to realign their satellite to receive the proper signal. In order to be reimbursed for this expense the homeowner must submit a copy of the invoice and receipt for this service to Lincoln Hancock Restoration within 21 days of completion of the roof.

In order to be able to access the materials to the building roofs, cranes are required. Please note that any tire marks left on the pavement are not permanent and will dissipate over time.

Typically construction will start as early as 7:00am and we will work as long as possible within compliance of local ordinances. The longer days Lincoln Hancock works, the sooner we will be able to complete all of the necessary repairs and/or replacements.

Daily clean up is mandatory and we are very sincere about this. We understand this is your home and will do our best to keep the community as clean as possible.

During the duration of this project we will have a portal on our website for Cottonwood Villa homeowners to log into to review weekly updates and track progress. To login please visit our website at www.lincoln-hancock.com and click "Login" on our homepage. Please enter:

Username: Cottonwoodhomeowner

Password: Cottonwood

All construction related issues should first be reported to the Lincoln Hancock Construction Supervisor as they are aware of the daily schedule of events and are on site. If you feel you are not receiving the level of service you deserve or have any additional questions or concerns please contact Ben Smith, Director of Operations at Lincoln Hancock Restoration.

Tom Fee, Construction Supervisor, 507-208-0318

Ben Smith, Director of Operations, 1-888-230-7701 or bsmith@lincoln-hancock.com

Lastly, enclosed with this letter please find the "Renovate Right" pamphlet from the EPA. Since your home was constructed Pre-1978 the EPA requires that you provided this educational pamphlet prior to work commencing. Lead was a product used in some paints manufactured before 1978, it has since been outlawed. While we don't expect this to become a problem, our work could disturb some painted surfaces which may contain lead paint. Please note that the scope of the work is to replace the roofing and associated components, it will not include abatement for any lead based paint that may become disturbed due to work being performed. We will take every precaution necessary to ensure our work is completed in a safe manner.

Thank you for your patience during this restoration process.

Sincerely,

Lincoln Hancock Restoration