



Memorandum

To: WaterGarden Residents

From: Neal Adler, Property manager

Date: August 21, 2006

Re: Scheduling Contractors

All contractors, vendors and movers must be pre-scheduled through the Management Office before arriving on property.

All contractors, vendors and movers must provide the Management Office with a license and insurance certificate before work can begin on the property.

If contractors, vendors or movers come to the building without being pre-scheduled by the Management Office, they will be turned away.

Thank you for your cooperation.