

July 14th, 2011

**RE: BALCONIES TILES**

Dear Owners,

We have had a few circumstances regarding balconies repairs that have come to the forefront recently and require the following reminders and clarifications.

1 - The balconies of each residential unit are defined in the property rules and regulations as a "limited common element" whereby, contrary to standard common areas, the usage of the balcony and its non-structural maintenance are private but the structural maintenance and its alterations are governed by the Board of Directors. Replacing tiles for every balcony fall under the non- structural maintenance of a limited common element and is the responsibility of the Unit Owner. Therefore all maintenance, repairs to and replacements of these original 8" x 8" red quarry tiles, whether installing new or re-installing the old ones, are to be paid for by the Owner of the unit to which the balcony or balconies belong.

2 - Should you need to replace or are interested in replacing the balcony tiles at some point in the future, please note the following prescriptions:

(i) The color of the replacement tile must be similar to the original red quarry tile in order to maintain property uniformity. The original 8" quarry tile has become obsolete due to its porous and absorbing nature. In common areas, we are now using an 8" sealed tile called Mayflower Red. This tile is now the approved standard for repairing common areas and balconies. St James Court has some tiles in stock for small repairs. If your considering replacing the entire balcony tiles you would need to take a sample to Pembroke Tile or Bermuda Brickyard to see if they are in stock or require a special order.

(ii) Based on a recent disappointing balcony tiling experience, and in order to ensure sound professional workmanship and full compliance with the property care and anti-nuisance rules and regulations in force, two tiling contractors with whom St. James Court works frequently and with total satisfaction have been approved to do this balcony tiling work: Peet's Tiling for new installations and Ingham's maintenance for repairs. Please contact me to get quotes from each of them whenever you consider re-tiling your balcony or balconies.

(iii) As in the case of interior new floor tiling, new tiling works on any balcony shall also be submitted in writing or by email to the Property Manager for prior approval before any work can start.

Thank you for your future cooperation in this matter.

Regards,

Brian Higgins – Property Manager

J.C Galbrun – Chairman of the Board

