

February 7, 2019

**RE: PRE-CONSTRUCTION DOCUMENTATION FOR Dr HOWARD ELEMENTARY SCHOOL**

Dear Homeowner,

I would like to introduce myself. My name is Cory Sands, and I work for Broeren Russo Builders. We were awarded the contract for the Dr. Howard Elementary School. I will be the onsite Superintendent for this project. I wanted to give you notice that we will be conducting our preconstruction photos and video documentation of the area surrounding the school from Wednesday 02/20 to Friday 02/22.

As part of our documentation process we will be taking photos of the street and sidewalk conditions. With your permission would also like to take photos and videos of all properties surrounding our site. This would include the front, sides, and rear of your property including driveways and approaches. We would also like to document any existing conditions of basements in properties that are immediately adjacent to our construction site (please see attached map for more details) during these three days between 9am and Noon. However, if we need to schedule an alternative time, I will work with you to make sure we cause the least amount of inconvenience to you and your family during this process.

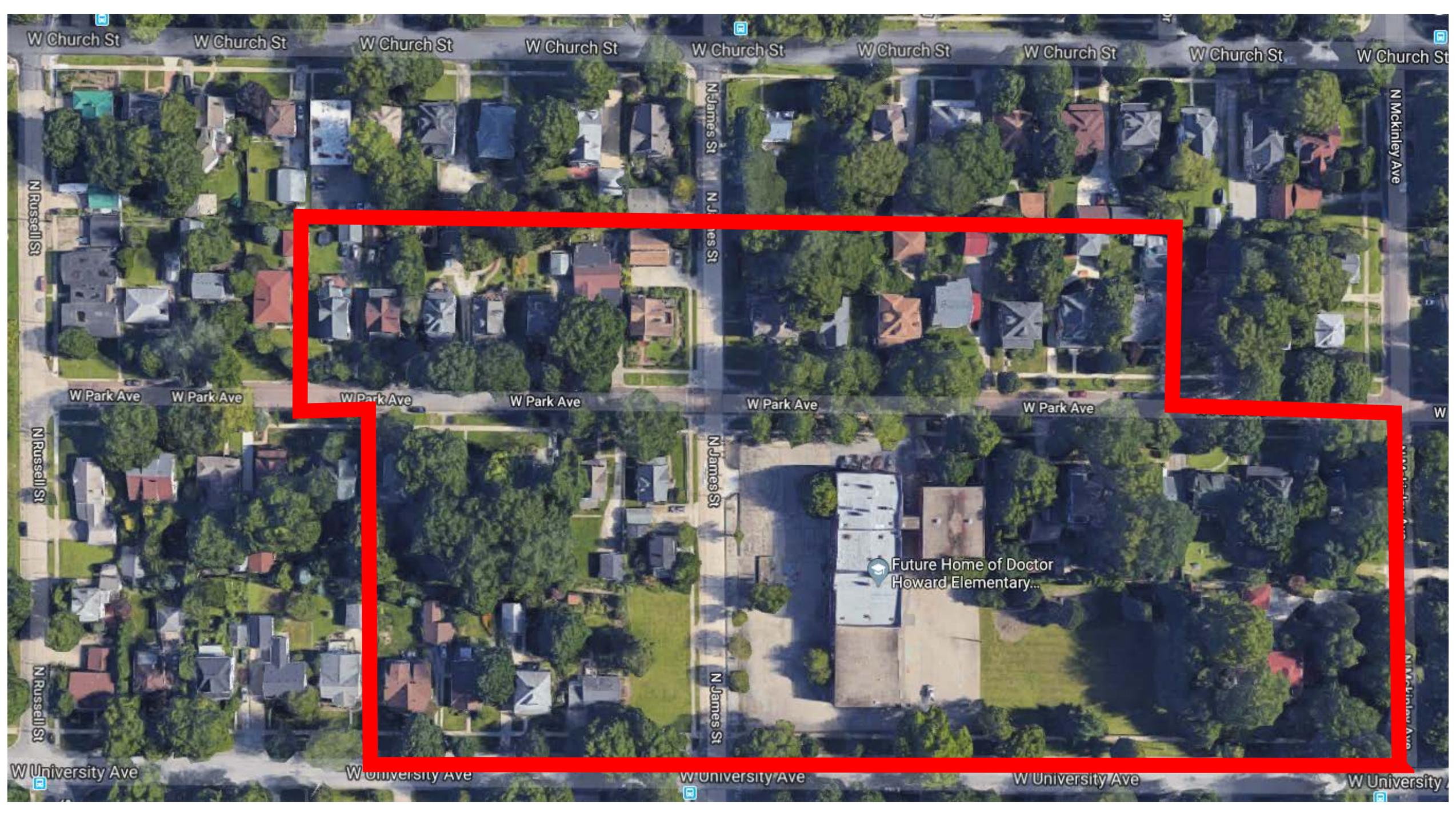
This is a standard practice we follow at Broeren-Russo before starting a new project, and it is done to protect all parties involved, including homeowners, in the event any damages occur due to our construction activities. If you would like to receive copies of any documentation or photos taken during this process, please feel free to reach out to me.

Broeren-Russo is excited to start this project and we will strive to keep the impact of our construction to the community to a minimum.

If you have any questions or concerns please do not hesitate to contact me directly.

Thank you.

Cory Sands  
Broeren Russo Builders, Inc  
Construction Managers  
602 N. Country Fair Drive - Champaign, IL 61821  
217-274-9998



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N James St

N McKinley Ave

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Future Home of Doctor Howard Elementary...