

10/13/21

Dear Historic District Committee (HDC),

My name is Cynthia Farley. I am the Property Owner of 1702-1716 Shipherd in West Village, Detroit. (CDF Supreme Properties).

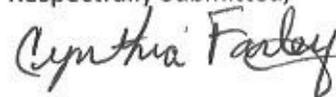
Back in July of this year, I completed installing fifty (50) windows on my rental property located at 1702-1716 Shipherd in West Village, Detroit. I started this process in July of 2020, and finished up this Summer of 2021. To my complete surprise, my tenant at 1702 Shipherd called me when she got home from work to say there was a "Stop Work" Ticket on her front window. This ticket was dated 07/23/21. I had all windows installed prior to 07/23/21. So there was no way I could stop the work, as it was all completed prior to 07/23/21.

I immediately called the Inspector on the Ticket, Inspector L. Walton, who informed me why the ticket was issued. She said I installed vinyl windows without authorization from the HDC. I was told I would be issued a violation ticket(s), and that I should contact the HDC for a Permit, and resolution of this matter. I immediately went down to the City County Building and paid \$268.00 dollars for what was on file for my property. I went back down on 09/14/21 to check for any other tickets, but nothing was on file.

I am very sincere when I say I did not know I needed a Permit to replace my windows. I did not remove the wooden frames, just replaced the wooden windows with vinyl windows, and added trim around the windows. Again not knowing I needed a Permit for this work. Had I known, I definitely would not have spent \$19,000.00 dollars on this repair/improvement project without getting HDC approval. In addition, there are several homes adjacent to my property that has vinyl windows. So I thought this was a typical, normal replacement process. I wanted to give my tenants windows they could be proud, as well as their comfort. I also was proud to maintain the Community appeal by doing my part to keep the Property well maintained.

I am asking the HDC to accept my apology, and please inform me what can be done to rectify this unfortunate misunderstanding. I can be reached at (248) 895-7049. Home address is 23890 Edinburgh St. Southfield, Mich. 48033.

Respectfully Submitted,



Cynthia Farley

CDF Supreme Properties

10/13/21

Dear Historic District Committee (HDC),

My name is Cynthia Farley. I am the Property Owner of 1702-1716 Shiperd in West Village Detroit. (CDF Supreme Properties). I recently discovered I have a water issue on 1/3 of my Rear Wall to the Building. This a result of the heavy rainfalls we incurred back in the Summer. The repair to correct involves Powerwashing, some TuckPointing, and a coat of Sealant. I would like to get this repair corrected before the weather gets cold, and Winter sets in. I'm told the Sealant process won't be effective if the temperature isn't warm enough. So I am asking for your prompt attention so I may proceed as soon as possible.

In addition the heavy rains has caused water damage to the interior wall on two of my units. One of my tenants has complained to me of mildew smells. So I am in the process of having the areas of concern addressed by cutting out the wet mildew area, drying and sanitizing the area for my tenant's safety and comfort.

I wasn't sure if I needed the Historic District's permission, or if I needed to pull a Permit, being this is the first time I have ever had this issue. I called the HDC Phone Number, and Mr. Brennan, I believe was his name called me back and stated I needed a Certificate of Appropriateness? I'm not sure what to do. I was instructed to contact the HDC via email to make this request and get the process started. Please send me the required paperwork, as I am not familiar or aware of what I need to do. I can be reached at (248) 895-7049. Home Address is 23890 Edinburgh St., Southfield, Mich. 48033.

Your Prompt Attention is greatly appreciated on this request.

Respectfully Submitted,



Cynthia Farley

CDF Supreme Properties