



2016 HOMES IMPROVEMENT PROGRAM



IMPORTANT NOTICE

Acadia Builders LLC. will need interior access to each unit in order to take pre-production measurements for all windows and doors that are being replaced. Measurements will be done over approximately 8 continuous working days at the rate of 40 units each day. Measuring each unit should take 15-20 minutes. Members do not need to be present for this, but are welcome if they would like to be there.

In order to expedite this process, please send a email or voice conformation if GHI staff and contractor have permission to enter the unit in your absence. (Dave Williams dwilliams@ghi.coop - 301-474-4161 ex. 159 or Joe Wiehagen jwiehagen@ghi.coop - 301-474-4161 ex. 160)

Below is the anticipated schedule for this work:

April 18:

Hillside 11 - Hillside 12 - Hillside 22 - Research 6 - Laurel Hill 7

April 19:

Laurel Hill 7 - Laurel Hill 11 - Laurel Hill 12 - Laurel Hill 8

April 20:

Laurel Hill 8 - Ridge 59 - Ridge 58 - Plateau 5 - Plateau 3

April 21:

Plateau 3 - Ridge 47 - Ridge 39 - Ridge 36 - Ridge 24

April 25:

Ridge 24 - Ridge 20 - Southway 9

April 26:

Southway 9 - Southway 10 - Crescent 3 - Crescent 5 - Crescent 6 - Westway 2 - Ridge 9

April 27:

Ridge 9 - Gardenway 1 - Ridge 33

April 28:

Ridge 35 - Eastway 2 - Eastway 3 - Eastway 1 - Hillside 2



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TIPS TO HELP PREPARE FOR THE UPCOMING HOMES IMPROVEMENT CONSTRUCTION WORK

The construction phase of the 2016 HIP program will begin in May. Attached is a preliminary court schedule for the year. As construction progresses, adjustments to this schedule may be required due to weather or any unforeseen construction issues. In addition to this timeline, members will receive a 14 day notice prior to work in their court.

These guidelines are intended to help you prepare your unit for the improvements, along with what to expect during the process. Depending on the scope of work to be done to each unit, multiple contractors may need access at different times to install the various components. GHI will notify members in advance of such work. In order to complete work in a timely and efficient manner, please be prepared to allow GHI and its contractors reasonable access to your unit during the scheduled timeframe. Working hours will be Monday - Friday, 8:00am to 5:00pm each week. Members are not required to be present during work but are welcome if they would like to be there.

General installation times for components at each unit will be as follows:

Windows and Doors	1-2 days	Mini-Split HVAC	3-4 days
Exterior vinyl siding	1-2 days	Attic Upgrades	1-2 days
Electrical (heaters, fans etc)	1-2 days		

Replacement windows, doors and siding will all be done in sequence. Electrical and other upgrades may be scheduled before or after exterior work depending on the required staging for these components.

GENERAL PREPARATION FOR ALL UNITS

WINDOWS AND DOORS:

- Remove any blinds or treatments on the interior of all windows and doors, or anything that is attached to the window or door openings. During window replacement, no changes will be made to the opening size, so existing window coverings should not need modifications.
- Remove any outside yard items around window and door locations
- Please provide a 3 foot minimum clear space in front of all windows and doors.
- Window and door replacement will be performed under current EPA guidelines for lead based paint renovation. Many of the older GHI doors and related trim may contain underlying layers of lead based paint, hence in these instances, plastic containment barriers may be set up on the interior of the unit while the window and door components are being removed.
- A paint and/or caulking odor may be present in units for a few hours after installation.

BASEBOARD HEATERS

- Please remove any personal items from around all baseboard heater locations, and provide a minimum 3 foot clear work space in front of each heater.

ADDITIONAL PREPARATION FOR FRAMED UNITS

EXTERIOR WALLS

All framed units will have new siding installed. Please remove any pictures or items that are attached to the interior of walls that will have siding installed. The process of removal and installation of new siding can cause pictures or other items attached to the walls to potentially become loose and fall.

ATTICS

If your attic is scheduled to have the perimeter sealed, all stored items around the perimeter of the attic will need to be moved to the center to allow a minimum 3 foot clear space around the edges of the floored storage area for worker access.

If your attic is scheduled to have a full insulation package, all stored items in the attic will need to be removed to allow worker access.

TRASH CLOSET

If your trash closet is scheduled to be sealed over, please remove any items from inside this area.

BATH EXHAUST FANS

If your unit is scheduled to have a bathroom exhaust fan installed, all stored items in the attic directly above the bathroom will need to be moved out of this area.

If you should have any questions or concerns, feel to contact any of the HIP staff.

Dave Williams 301-474-4161 ex. 159 dwilliams@ghi.coop

Joe Wiehagen 301-474-4161 ex. 160 jwiehagen@ghi.coop

Tom Sporney 301-474-4161 ex. 142 tsporney@ghi.coop

ADDITIONAL PREPARATION FOR BRICK UNITS

ATTICS

If your attic is scheduled to have the perimeter sealed, all stored items around the perimeter of the attic will need to be moved to the center to allow a minimum 3 foot clear space around the edges of the floored storage area for worker access.

If your attic is scheduled to have a full insulation package, all stored items in the attic will need to be removed to allow worker access.

BATH EXHAUST FANS

If your unit is scheduled to have a bathroom exhaust fan installed, all stored items in the attic directly above the bathroom will need to be moved out of this area.

SAFETY

While work is in progress, various job related debris including loose nails, siding, aluminum and wood may be present in your yard. Although clean-up will be preformed on a daily basis, please keep children and pets out of the work area until final clean-up has been completed.

PETS

During the window and door replacement activities, openings will be present in your unit during the day. All pets should be removed from the work areas for their safety.



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PRELIMINARY HIP IMPROVEMENT SCHEDULE

WEEK OF:

- May 16: Hillside 11
- May 23: Hillside 11 - Hillside 12
- May 31: Hillside 12 - Hillside 22
- June 6: Hillside 22 - Research 6
- June 13: Laurel Hill 7 - Laurel Hill 11
- June 20: Laurel Hill 11 - Laurel Hill 12
- June 27: Laurel Hill 8
- July 5: Laurel Hill 8 - Ridge 59
- July 11: Ridge 59 - Ridge 58 - Plateau 5
- July 18: Plateau 5 - Plateau 3
- July 25: Ridge 47 - Ridge 39
- August 1: Ridge 39 - Ridge 36
- August 8: Ridge 36 - Ridge 24
- August 15: Ridge 24 - Ridge 20
- August 22: Ridge 20 - Southway 9
- August 29: Southway 9—Southway 10
- September 6: Southway 10 - Crescent 3
- September 12: Crescent 3 - Crescent 5 - Crescent 6 - Westway 2
- September 19: Westway 2 - Ridge 9
- September 26: Gardenway 1 - Ridge 33
- October 3: Ridge 33
- October 10: Ridge 35 - Eastway 2
- October 17: Eastway 2 - Eastway 3
- October 24: Eastway 3 - Eastway 1 - Hillside 2