

Notice



HIP Window Upgrades Scheduled For Your Court

Address: _____

Window Installation Date: _____

Dear 2018 HIP Member:

This is the advance notice informing you that Acadia Contractors will be upgrading your unit with the **installation of new windows**. We understand the inconvenience this creates and appreciate your patience and cooperation through this process.

The window installation will take approximately one day. The door schedule is being prepared. Notices will be provided for each of the upgrades (windows/doors/siding). Renovations will be performed between the hours of 8:00 am and 5:00 pm (Monday through Friday); setup may start earlier; cleanup may end later.

GHI personnel will open your residence as early as 8:00 am if you do not plan on being present. For all homes, we ask that furniture is cleared to a distance of 3 feet from in front of all the windows. Window coverings (blinds, curtains) must be removed as well as any brackets against the existing window frame. Please remove all items from the window sills and remove all window AC units. **Exterior plantings**, furniture, or other items that may be near the windows should be moved or tied back if possible.

Important HIP Preparation Note:
GHI Fee-For-Service (FFS) is offering members a fixed fee of \$80 to remove and reinstall all blinds or curtains at the time of the window upgrades.

If at the time your home is scheduled for window upgrades, and window coverings, window A/C units, furniture, or other items are blocking access, GHI staff may be requested to clear access for the contractor on a FFS basis, at \$70/hour. Please contact HIP staff with any questions or to schedule FFS help.

The installation process will require removal of portions of the existing windows, installation of new windows, and use of caulk and metal coil trim as needed. As with any caulk you may notice a slight odor while it is curing. Please allow at least 2 full days before attempting to clean the area around the new caulking.

There will be **occasional noise** from the use of power tools and **uncovered openings**; we ask that you make arrangements to supervise, crate, or remove your pet during this work.

Please understand that the scheduled installation date above is subject to appropriate weather conditions. If the weather conditions interrupt the schedule you will immediately be rescheduled for the next business day (again weather permitting).

Thank you for your help and understanding as we work together to improve your home.

Safety: While work is in progress, job related debris including nails, siding, aluminum and wood ends, will be present in the yard. Although a daily cleanup is performed, please monitor children and pets until the final cleanup is performed.

Please direct any questions you may have concerning this renovation project to the HIP staff at HIP@ghi.coop or 301-474-4161 x159 (Dan), x160 (Joe), x139 (Sowah).