

Oswego Ridge Condos Homeowner Preparation

General

- ✓ General work hours are from 8:00 a.m. to 5:00 p.m. Mon-Fri.
- ✓ We will have weekly coordination meetings with the board members onsite TBA.
- ✓ A three week Outlook Schedule will be distributed to the HOA & Info Board to inform you of upcoming work to your unit.

Interior

- ✓ **Window removal is the most important part of the project. Please have a whole day available to allow workers to access your home to complete this task. This is only a 1 day task per unit. A schedule & notice will be provided at least 72 hours prior to gaining access. If you are not available please contact a friend, neighbor, family member or responsible party on owner's behalf to allow access. This date is very difficult to re-schedule and will result in a re-scheduling fee of \$250 per occurrence billed to the HOA.**
- ✓ **Units with decks, we will need access to you home on a separate day to pull out the door and integrate with new deck coating.**
- ✓ **Allow 3ft clearance from door(s) and windows for worker access, please remove items as required, owner assumes responsibility for damaged items if not removed, I&E not liable for belongings near work area. Your home will be tarped and have plastic put up (Weather pending). For Deck coating work process in order to maintain dry conditions.**
- ✓ Prior to us coming into your home we will coordinate with you through notices posted on your front door, information board calendar update, and/or Management Company, HOA board members. Please remove notices and keep for you records.
- ✓ Remove personal items from exterior walls (pictures, mirrors, wall shelves, book shelves or anything that might tip easily. Prior to Construction starting.
- ✓ Remove draperies, shades or blinds at window and sliding patio doors prior to removal and re-install date per notice info posted at your door. We will work with you to schedule when these need to be removed. Typically, removal is recommended day before or before 8am date of install.
- ✓ When we are working inside your home please keep pets in another room.
- ✓ Fireplaces, if applicable, will not be able to be used during construction. Case by case basis TBD.

Exterior

- ✓ **Please remove all window and door screens, storm doors/screen doors. Place them inside once "Construction Starting" Notice is posted. I&E will not be liable for damage that is caused to them from the construction process. Owner responsibility to remove and re-install all screens.**
- ✓ **During painting do not leave cars in drive way. I&E will not be liable for over spray.**
- ✓ **Please have your children be aware and keep clear of all construction areas. This includes all equipment, material staging, and fencing at work and storage areas.**
- ✓ **All personal items will need to be removed from the decks and concrete patios** perimeter of the building. (ie, potted plants, BBQ's, patio furniture, etc.) I&E will not be responsible if items are damaged. **Decks will be closed off during construction on your home. A/C unit use. Walkways & entries will be elevated for access purposes (accessible)**
- ✓ People will be working on the scaffolding and or ladders during the day. At times you may hear voices, loud banging, and thumping during demolition and re-installation.
- ✓ Pets need to be controlled so they do not enter the work area.
- ✓ For your privacy you may want to keep shades closed during work hours. After window installs are completed.
- ✓ Anything attached to the building, i.e. Flag holders / homeowner applied lights. etc., that aren't part of the original construction need to be removed. I&E not responsible for damage to items not removed prior to construction.
- ✓ Satellite dishes on walls where siding is being replaced needs to be removed prior to construction.

Cooperation and communication will ensure the best possible results.



Frequently asked questions

1) A/C Units-

**Q~ When will my A/C unit be removed? How long will it not be unavailable for?
Please note: This only applies if you're A/C unit is on your deck, that will receive coatings.**

A~ All residents will receive a 72 hour notice for the removal of their A/C unit notices will be posted at your front door (same as all notices). Expect A/C units to be unavailable for a maximum of 12 calendar days. We will notify each resident when they are able to use their A/C unit. Once deck coating process is complete and A/C is re-installed. This item will not be available on 3week or Master schedule please refer to your posted notice.

2) Windows/ Entrance into units-

Q~When will my windows be removed and reinstalled?

A~You will receive a 72 hour notice prior to your window replacement date. This will also be reflected on the 3 week calendar schedule posted on the information board. Prior to window reinstall please follow preparation sheet instructions

3) Information Board-

Q~Where is the current information board located? What type of information is available?

A~Information board is located at Mail Kiosk . Information available notice types info, 3 week calendar , recent updates and contact information.

4) Master Schedule-

Q~ When will the master schedule be available? When will the project be done?

A~ We are currently working on gathering product information with product manufactures (multiple) and forensic building consultants regarding project documents along with permit process. We are expecting to have a full Master Schedule available as soon permits are issued. This will be posted on the information board once it is available. Master schedule will show completion date(s)

5) Decks and landings / Duration-

Q~ Why is there plastic around the deck areas and when will I have my deck for access?

A~ The plastic is a precaution for weather protection, deck coatings are weather sensitive items. Decks are released to the owners once exterior paint is complete this may take 5-6weeks depending on weather conditions.

6) Cable/Internet-

Q~ Will my service be interrupted during the construction?

A~ I&E will coordinated through notices when unit owner needs to contact cable provider to reroute or relocate if cables are within the construction area.



7) What is the Sequence of work that will be performed?

- a) Roofing demo and replacement**
- b) Siding demolition**
- c) Dryrot repairs. If apply**
- d) Deck demo and repair**
- e) Window installation**
- f) Weather Resistant Barrier (paper) Exterior walls**
- g) Siding Installation, deck coatings & paint to follow after siding is complete.**

Please visit www.oswegoridge.com for updated information.

OSWEGO RIDGE CONSTRUCTION UPDATE

Our exterior repair project is beginning. All decks, and entry Landings are being repaired. Cement patios are not included in the project, but will be subject to review. I & E Construction plans to begin setting up for construction as early as May 2017. The construction will last approximately 8 months.

Enclosed is a preparation sheet from I & E Construction. It is important that all owners and residents (including renters) read it, even if you are not having repairs done at your condo.

CONSTRUCTION SET-UP

The parking lot North area of the property will be closed during the project. All vehicles will need to be removed no later than May 8th. Any that are not removed will be towed at the owner's expense. Notices will be posted at the mailbox kiosk onsite.

I & E Construction will begin bringing in equipment as early as May 8th. You will be able to drive through the lot, please be cautious of heavy equipment mobilization.

The work on each building will last about 6-7 weeks. You will receive at least 72 hours' notice before work starts on your condo. A projected three-week schedule will be posted on the construction trailer & Mail Kiosk and on the association's website at www.oswegoridge.com.

CONDO PREPARATION

When you are notified that they will be working on your building:

ALL DECKS, ENTRYWAYS, STAIRS AND PATIOS MUST BE CLEARED within 20 feet of the building. I & E Construction will not be responsible for damages to belongings left in the construction area.

If you have an elevated deck, EVERYTHING should be removed from your interior walls next to your decks to avoid damage to your belongings. This includes draperies, blinds and curtain rods. At the same time the decks are being repaired, the workers will be removing the siding on the walls next to the decks and repairing any water damage to the building. If they pull out a board that your rod or picture is attached to, it could be damaged.

If you have a storage area that opens on your deck, it must be emptied. They will be integrating the waterproofing for the deck with the floor of the storage area.

SLIDING GLASS DOORS

All sliding glass doors next to an elevated deck will be evaluated for good water reflection and good installation methods at the time of the repair construction. Those doors that fail inspection will be replaced.

CONTACT AND EMERGENCY INFORMATION

Also enclosed is a new Contact Information form which we need you to complete and return to Community Association Partners at shannon@capartners.net. Please be sure that we have an emergency contact number for someone who can be here quickly in case of an emergency. We also recommend that renters provide us with an e-mail address so you can receive e-mailed construction updates.

If you will be gone when your building is scheduled for repairs, please provide a key to your emergency contact or other individual and notify (CAP) with that information.

If there is an emergency during construction, contact onsite foreman, supervisor, or CA Partners at 503-546-3400.

QUESTIONS AND SPECIAL CIRCUMSTANCES

The Board will be posting construction updates and information on the website in order to keep you informed as the project progresses. We will also be posting notices on your door as necessary.

Thank you for cooperating to help make this project stay on schedule and on budget by providing a trouble-free workspace for the contractors. Failure to cooperate may result in charges to you if the Association must have your condo area cleared or incurs additional expense to do the required repairs.

AUO of Oswego Ridge Condominiums Board of Directors