

To: Market Street at Town Center
From: Sue Carr, CMCA, AMS
Date: June 15, 2016
Re: **Exterior Sealant Project**

Project Information
Please Read Entire Memo


The existing exterior sealants (caulking) on the building have surpassed their life span. In order to properly maintain the building, we must replace the sealants to avoid costly damage and repairs in the future.

The Exterior Sealant Replacement Project will **begin on June 22, 2016** weather permitting. The scope of work includes removal and installation of all exterior sealants includes caulking, masonry repairs, minor concrete repairs, painting, (balcony railings excluded) we will address pretty much everything on the exterior other than balconies and railings.



Culbertson Company has been contracted to perform the work. The project will be overseen by an independent engineering firm, Engineering Technical Consultants (ETC).

The project will consist of two phases. The first phase commencing in 2016 and the second in 2017. Phase 1 is expected to take approximately 145 business days, plus additional days for inclement weather. Work hours will be from 8am and 5pm Monday through Friday.

WHAT SHOULD RESIDENTS EXPECT DURING THE NEXT FEW MONTHS?

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1. **Noise.** You will hear grinding, drilling, hammering and vibration noises that may echo throughout the building. You may hear work vehicles and workers communicating on the outside of the building. Work will be completed between 8AM and 5PM weekdays.
 2. **Vibration.** You may experience vibration of exterior walls. You are encouraged to remove items of value from those walls (paintings, figurines, vases, picture frames, etc.) prior to work beginning.
 3. **Dust. There will be dust.** Keep your windows closed to minimize dust blowing into your unit from grinders outside. While Culbertson Company is working around your windows, you may experience some dust entering into your unit.
 4. **Screen Removal.** Screens **must be** removed from the inside. We will not be entering the units so you will need to remove them and store them while the work is being completed. **You will be notified of the date that you will need to remove the screens.** Culbertson Company and Management **will not be responsible** for damage to screens that are not removed.

Depending on where your unit falls within the schedule, you may be without screens for several months. Please plan in advance to adjust your thermostat, as opening windows without screens is not recommended.

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5. **Culbertson Company Staging Area.** Culbertson Company will be using a portion of the Courtyard as a staging area for material storage.
 6. **Work Zone.** We will need to temporarily close some areas in the interest of safety. Most of these areas will include sidewalks and sections of exterior parking spaces. **DO NOT ENTER POSTED WORK**
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ZONES OR CROSS PROTECTIVE BARRIERS. Keep children and pets safe by preventing entry to the construction/work zone.

7. **Water Intrusion.** The concrete on the building will be pressure washed before it is sealed.
8. **Sidewalk Closures/Walking Detours.** Please expect detours for entering and leaving the building while work is taking place above of doors. Anticipate sections of sidewalk to be closed while work is overhead. Please follow signs and obey caution tape. Culbertson and Management will insure that all emergency exits are clear.
9. **Communication.** Signs will be posted in elevators and on doors to notify you in advance the expected schedule for the area of the building which you are located.
10. **Landscaping Changes.** It may be necessary to temporarily remove landscaping to protect it from equipment.
11. **Obscured View.** You will see ladders, scaffolding and lifts while work is taking place, It is strongly suggested that you keep blinds closed during working hours. You will see workers on this equipment. You may see the contractor's staging area if your unit overlooks that section of the courtyard. This is temporary and will be removed once work is complete.

Please do not attempt to give instructions to the workers. They are not permitted to take direction from residents.

If you experience an emergency, call the Management Office (703-435-7912) or the Front Desk (703-435-7786).

Please feel free to contact the Management Office at 703-435-7912 with any questions. Your patience during this very complicated and necessary project is appreciated.