

NOTICE OF UPCOMING EXTERIOR UPGRADES AND ROOF WATERPROOFING

Date: [Insert Date]

To: All Residents/Tenants of [Insert Property Name/Address]

Dear Resident,

Please be advised that [Company/Management Name] has scheduled comprehensive exterior upgrades and essential roof waterproofing for the building. These improvements are being conducted to ensure the structural integrity of the property and to enhance the building's overall appearance.

Project Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Working Hours:** [Insert Hours, e.g., 8:00 AM to 5:00 PM], Monday through Friday

Scope of Work:

- Full roof cleaning and application of waterproofing membrane.
- Exterior wall repairs and painting.
- Window seal inspections and replacements.
- Balcony and common area refurbishments.

Important Resident Instructions:

- **Noise and Dust:** Please expect moderate noise levels and some dust during working hours. We recommend keeping windows and balcony doors closed.
- **Balcony Access:** Please remove all personal items, furniture, and plants from your balconies by [Insert Date]. Workers may require access to these areas.
- **Parking:** Certain parking zones may be cordoned off for equipment and scaffolding. Please follow all posted "No Parking" signs to avoid towing.
- **Safety:** For your safety, please stay clear of marked construction zones and overhead work areas.

We apologize for any temporary inconvenience these necessary upgrades may cause and thank you for your cooperation in maintaining the quality of our building.

If you have any questions or specific concerns regarding this project, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]