

Date: [Date]

Subject: ADVISORY: Scheduled Roof Replacement and Exterior Painting

Dear Resident/Owner,

This letter is to inform you that we have scheduled essential maintenance work for your building. This project includes a full roof replacement followed by exterior painting.

Project Schedule:

- **Roof Replacement:** From [Start Date] to [End Date]
- **Exterior Painting:** From [Start Date] to [End Date]
- **Work Hours:** [e.g., 8:00 AM to 5:00 PM, Monday through Friday]

What to Expect:

- **Noise:** There will be significant noise during construction hours, including hammering and power tools.
- **Access:** Scaffolding and ladders may be placed around the perimeter of the building.
- **Safety:** Please keep a safe distance from work zones and follow all posted safety signs.
- **Personal Property:** Please remove all items from balconies, patios, or near exterior walls (such as plants, furniture, or decorations) to prevent damage.
- **Windows:** Please keep windows and doors closed during work hours to prevent dust and paint fumes from entering your unit.

Parking:

[Insert parking restrictions or reserved spots for contractors here, if applicable].

We apologize for any inconvenience this may cause and thank you for your cooperation as we work to improve the property.

If you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Title/Management]