

Date: [Insert Date]

To: All Residents of [Property Name/Address]

Subject: Notice of Upcoming Roof Replacement and Noise Advisory

Dear Residents,

Please be advised that we have scheduled a full roof replacement for the building located at [Property Address]. This project is part of our ongoing commitment to maintaining the quality and safety of your community.

Work Schedule:

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

What to Expect:

- **Noise:** There will be significant noise during working hours, including hammering, scraping, and heavy machinery operation.
- **Debris:** While crews will clean up daily, please use caution when walking near the building perimeters.
- **Parking:** Certain parking spaces near [Location] may be blocked off for equipment and dumpsters. Please follow all temporary signage.
- **Vibrations:** You may feel minor vibrations. We recommend securing fragile items on shelves or walls.

We apologize for the inconvenience and the noise levels during this necessary improvement. We will make every effort to complete the project as quickly as possible.

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

Thank you for your cooperation and patience.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company Name]