

NOTICE OF ELECTRIC VEHICLE CHARGING STATION CONSTRUCTION AND INSTALLATION

Date: [Insert Date]

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

Subject: Upcoming Installation of Electric Vehicle (EV) Charging Stations

Dear Residents,

Please be advised that construction and installation work for new Electric Vehicle (EV) Charging Stations is scheduled to begin at [Insert Property Name/Location]. This project is part of our commitment to improving building amenities and supporting sustainable energy solutions.

Schedule of Work:

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

Location of Construction:

The installation will take place in the following area(s): [Insert Specific Parking Lot Sections or Space Numbers].

Impact on Residents:

- **Parking:** Residents currently using spaces in the construction zone must relocate their vehicles by [Insert Time/Date]. Temporary parking will be available at [Insert Alternative Location].
- **Noise:** There may be moderate noise due to drilling, trenching, and electrical work during the specified work hours.
- **Access:** Pedestrian and vehicle access to certain parts of the garage/parking lot may be restricted or rerouted. Please follow all posted directional signs and safety barriers.

We apologize for any inconvenience this may cause and appreciate your patience as we complete these upgrades. Once the installation is finished, we will provide further instructions on how to access and use the new charging stations.

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

Sincerely,

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