

Landmark Holiday Beach Resort

RE: Exterior Restoration Project

Dear Unit Owner:

This letter is to provide information on what will be done to the building and how the work will affect your unit. Please keep in mind a restoration project of this magnitude differs from a new construction project in that certain design and scope items have to be sorted out as the work progresses. This along with unforeseen issues, which could arise, can affect the timing and scheduling listed herein. All owners will be inconvenienced at various times throughout the project, and the board of directors will be working with the General Contractor, C-Sharpe Co., to minimize the impact. Updates with any schedule variations will be sent out periodically as the project progresses.

In general the overall building repair project could take up to 6 months to complete. This could be extended by inclement weather, as the project primarily involves the exterior "skin" (stucco & waterproofing) of the building. Unit balcony work will start in Mid-December in an effort to minimize the effect on occupants. All access will be from the exterior of the building by use of mast climber & swing stage equipment that is connected to the outside of the building. Interior unit access will not be required for the work.

**What is being done to the buildings?** The primary repair items are listed below.

**Owner Balconies:**

**Misc. Repairs, Sealants, Coating**

- Set access equipment from the exterior
- Check walls for damaged stucco, cut out damaged areas (minimal expected at unit walls), patch
- Check floors & ceilings for deteriorated concrete, chip out bad concrete, patch open areas
- Pressure wash walls & ceilings
- Apply one coat of acrylic paint to ceilings
- Apply one coat of acrylic paint to vertical walls

**Walkways:**

**Misc. Repairs, Coating**

- Check ceilings for rust spots that will be ground out & patched and patch dings in the walls from carts etc.
- Pressure wash walls & ceilings
- Apply one coat of acrylic paint to ceilings
- Apply one coat of acrylic paint to vertical walls

## **Clubhouse and Roof:**

### **Clubhouse Restoration**

- Set access equipment from the exterior
- All new stucco and framing at the exterior of the clubhouse
- Windows and doors will be replaced at all elevations of the clubhouse
- New interior buildout at the clubhouse room including extending the size of the clubhouse room

### **Upper Roof Replacement**

- Replace metal roofs above clubhouse and stair towers
- Replace flat roofs

## **General Site Logistics:**

- Sealant & coating work is quiet and minimally intrusive. The crews will be self-contained and will work on specific areas at a time. Upon completion of an area the work will be cleaned, punched out, and considered 100%. The building will not require restricted access while painting operations are in progress. However, signage will be posted in the elevator and on doors to notify owners and guests that painting is in progress.
- Clubhouse restoration will create a considerable amount of noise and dust. The work areas will be barricaded to restrict access for construction personnel only. The crews will clean work areas and be respectful of the property but please recognize that the property is being improved to prevent further damage.
- All work will be done from the exterior and no interior unit access will be necessary
- The coating work of the project will be done in 'vertical stacks'
- Windows and Sliding Glass Doors will not be removed as part of the project however they will be protected against damage

### **What is asked of the Owners in relation to Schedule?**

The schedule will be continually updated throughout the project as weather and unforeseen conditions may have an impact on the schedule. Prior to work beginning on a given stack the owners will be notified to remove any patio furniture or wall hanging items that could be damaged during the construction processes. Due to the sequencing of work, there will be periods of time that there will not be workers on your balcony. Some work tasks require minimal time while others may require multiple hours depending on the current phase of activities.

Our goal is to perform a quality project with as little impact to the owners and guests of the condominium as possible although this is a major restoration undertaking. We have designed the schedule based on peak season rentals, major holidays, and efficiencies in order to be able to work around the building in a way that we feel will cause the least amount of impact.