

Notice

HIP Door Upgrades Scheduled For Your Court



Address: _____

Door Installation Date: _____

Dear 2018 HIP Member:

This is an advance notice informing you that Acadia Contractors will be upgrading your unit with the **installation of new doors**. We understand the inconvenience this creates and appreciate your patience and cooperation through this process.

Most door installations take one day. Upgrades will be performed between the hours of 8:00 am and 5:00 pm (Monday through Friday); setup may start earlier; cleanup may end later.

GHI personnel will open your residence as early as 8:00 am if you do not plan on being present. For all homes, we ask that items be cleared to a distance of 3 feet from in front of all the doors. Door features or coverings (blinds and curtains that you wish to retain) should be removed. **New door locks will be installed on all doors being replaced and will be keyed the same.** Contact the HIP office with any questions.

Important HIP Preparation Note:

If you do not plan to be home, please make arrangements with the HIP office to transfer the new keys.

Storm Doors:

- If you elected to **keep your existing storm door**, the door and parts will be left for you. Once the contractor has left for the day, the storm door will be the responsibility of the member.
- If you elected to have your **existing storm door reinstalled**, the contractor will reinstall the storm door on the same day as the main door is replaced.
- If you elected to have a **new storm door installed through the HIP**, a separate schedule will be set to install the new storm door.
- If you did **not** specify any of the above storm door options, your door will be removed and discarded and cannot be retrieved.

The installation process will require removal of the existing doors, storm doors and frames, installation of new doors and use of caulk and metal coil trim as needed. As with any caulk you may notice a slight odor while it is curing. Please allow at least 2 full days before attempting to clean the area around the new caulking.

There will be **occasional noise** from the use of power tools and **uncovered openings**; we ask that you make arrangements to supervise, crate, or remove your pet during this work.

Please understand that the scheduled installation date above is subject to appropriate weather conditions. If the weather conditions interrupt the schedule you will immediately be rescheduled for the next business day (again weather permitting).

Thank you for your help and understanding as we work together to improve your home!

Please direct any questions you may have concerning this renovation project to the HIP staff at HIP@ghi.coop or 301-474-4161 x159 (Dan), x160 (Joe), x139 (Sowah).