

# HIP-Notice

## DOOR Upgrades Scheduled for Your Unit



Door Installation Date: \_\_\_\_\_

Address: \_\_\_\_\_

Dear 2020 HIP Member:

This is advance notice that Acadia Contractors will be upgrading your unit with the **installation of new DOORS**. As much as you are looking forward to this improvement, we understand the inconvenience and appreciate your patience and cooperation through this process. **\* Please notify HIP Staff if anyone in your household is feeling unwell with symptoms of coronavirus or have been in close contact with someone who has symptoms within past two weeks.**

Door installations may take as much as a full 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.

HIP Staff will open and lock your residence if you are not present. For all homes, we ask that items be cleared to a distance of three (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. These new door locks will all be keyed the same.** Contact the HIP office with any questions.

***Important HIP Preparation Note:***

***If you are not home when the new doors are installed, please contact the HIP office ahead of the installation date to make arrangements for the transfer of 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**, a separate schedule will be set to install the existing storm door.
- **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, 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](mailto:HIP@ghi.coop) or 301-474-4161, option 6.