

# HIP-Notice



## WINDOW Upgrades Scheduled for Your Unit

Window Installation Date: \_\_\_\_\_

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

Dear 2020 HIP Member:

This is advance notice that Acadia Contractors will be upgrading your unit with the **installation of new WINDOWS**. 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.**

The window installation will take less than one day. Renovations will be performed between the hours of 8:00 am and 5:00 pm (Monday through Friday); setup will 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 furniture is cleared to a distance of three (3) feet from in front of all the windows. Please notify HIP Staff as soon as possible if this preparation is not possible without help. Window coverings (blinds, curtains) must be removed as well as any brackets **against the existing window frame**. Please remove all items from the window sills and remove all window AC units. **Exterior plantings**, furniture, or other items that may be near the windows should be moved or tied back if possible.

***Important HIP Preparation Note: GHI Fee-For-Service (FFS) is offering members a fixed fee of \$80 to remove and reinstall all blinds or curtains at the time of the window upgrades. Please notify the HIP office in advance.***

The installation process will require removal of the existing windows, installation of new windows, and use of caulk and metal coil trim as needed. As with any caulk you may notice a slight odor while it is curing. The interior trim will remain and may require touch-up, generally not provided by HIP contractors. The caulking may be tacky for 2 to 3 days depending on the humidity and should not be disturbed.

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(s)** 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.