

NOTICE TO RESIDENTS – CARTER LANE IMPROVEMENTS PROJECT

Dear Residents,

- We are writing to inform you that the large-scale improvement project will begin at Carter Lane starting **Monday, March 30**. This work is part of a CDBG-funded project and will include several upgrades to improve your safety, comfort, and the property's overall condition. Work hours will generally be 7:30 AM – 5:00 PM

PROJECT SCHEDULE (APPROXIMATE)

Work will take place in phases:

- **Beginning March 30**
HVAC/Mini-Split System Replacements
 - Replacement of mini-split heating and cooling units in all apartments
 - Work will take place inside individual units
- **Beginning April 6**
Roofing & Venting
 - Repairs and replacement of roofing across buildings
 - For units with 2 doors, you will be notified which doors will not be available during the roofing work. If your unit has one door, the contractor will be available to allow access to and from your apartment as needed.
- **Beginning April 13**
Electrical Work Fire Alarm and Call-for-Aid (CFA) System Upgrades
 - Updates to emergency systems to improve emergency response and resident safety
CCTV Security Cameras
 - a. Installation of cameras in designated exterior and common areas to improve safety

****A weekly schedule will be shared in advance once work begins and initial planning is finalized****

WHAT RESIDENTS SHOULD EXPECT and VIEW CHECKLIST ON BACK PAGE

- **HVAC/Mini-Split** Work will begin on **March 30th** in the vacant unit (Unit #21), followed by the rest of that pod (Units 22, 23, 24). Once that pod is completed, the contractor will begin work on Units 1-4 then continue with apartment pods in numerical order.
- Each mini-split unit will be replaced. Some units have 1, and others have 2, depending on the apartment layout.
- Residents **may remain in their apartments** during most of the work and may have to move into another area while contractors are replacing the mini-split units on the wall.
- Contractors will need **scheduled access to individual units**, and residents will receive **at least 2 days' notice** before entry whenever possible
- **Roofing** work is expected to progress at approximately **one pod per week**
- **HVAC and electrical work** in each unit may take approximately **2 days per system**

TEMPORARY IMPACTS

Residents may experience:

- Temporary interruptions to cooling (**up to approximately 3 days**)
- Minor noise, dust, and odors during construction and occasional need to temporarily move furniture or belongings
- Contractors taking precautions to protect resident property

****Heating will remain available through your baseboard heat if needed. Items must be removed from around the baseboard heat if using****

We appreciate your patience and cooperation as we complete these important improvements. Our goal is to complete the work efficiently while minimizing disruption to your daily life. If you have any questions or concerns, contact the office. Thank you!