To: All Unit Owners & Residents of Harbor Walk II Condominium Association

From: Jenn Copeland – Association Manager

Date: August 23, 2019

Subject: Notice of Community Sidewalk & Driveway Concrete Repairs

Dear Residents,

The Board of Directors for Harbor Walk II has contracted with Concrete Jack to complete numerous repairs to the common area sidewalks and shared driveways in the community. This project is scheduled to begin on **Tuesday, September 3, 2019** and planned to complete by **Monday, September 9, 2019**, weather permitting. The crews will be on site from 8:00AM to 5:00PM each weekday. Management will be marking with an orange paint by Friday, August 30, 2019 the areas where the repairs will be made. Please take note of these markings to see if your vehicle will need to be moved during the hours the crews will be working.

**Important points:**

* **The crew will need clear access to the work areas.**
* **Caution tape attached to stakes will be put up where new concrete is installed. Please do not disturb the fresh concrete.**
* **Freshly poured concrete can be walked on after 24 hours and driven on one week after the job is complete.**
* **Parking spaces adjacent to work areas should be left vacant for truck/crew access and to prevent any accidental damage to vehicles during the repair process. All vehicles must be moved at least 10 feet from each work area.**
* **Concrete Jack, the Association and Management is not responsible for damage to any vehicles or personal items not moved per the request prior to mobilization for the project. If vehicles prevent continuous work by Concrete Jack, remobilization may be charged for the project.**

For the parking spaces that need to be left vacant during this project, please ensure that you park your vehicle in the clubhouse parking lot or on the streets during the working hours or curing timeframe for the driveways listed below. Harbor Walk I is allowing the clubhouse parking lot to be utilized for extended parking during this project. *(They do have a clubhouse reservation on Saturday, September 7th at which time the parking lot will be needed. They ask that you please be mindful on this day.)* **Any vehicle that remains in a parking space or driveway that must be vacant for the crews to complete their work is subject to tow or relocation at the expense of the vehicle owner.**

Shared Driveways to be repaired:

4001 & 4011 Harbor Walk Ave 8331 Highland Street 8161 Highland Street 8343 Highland Street

There are some locations where a sidewalk will be re-poured, and residents will need to walk through grass or mulch to get in/out of the home during the concrete curing time. Please bear with us as we work to improve the community.

Thank you in advance for your cooperation. We apologize for any inconvenience this project may cause and look forward to the finished repairs. Another notice will be posted on each resident door as the project approaches with any additional information we may need to provide. If you have any questions or comments, please contact me at (757) 995-1391 or email me at jrcopeland@unitedpropertyassociates.com and I will be happy to assist you.

Sincerely,



Jennifer Copeland

Association Manager, CMCA

Harbor Walk II Condominium Association