

Deerbrook Townhome Condominium Association

P.O. Box 7045 Snowmass Village, Colorado 81615

EXTERIOR RENOVATION & HVAC UPGRADE Individual Unit Preparations

As everyone knows, the upcoming exterior renovation is a complete replacement of the entire shell of the buildings: roof, windows, exterior doors, sliding glass doors, siding, decks, patios, and skylights. Some stone veneer will be removed and replaced, new veneer will be added in a few locations. The existing fiberglass walking surface of the elevated walkways and stairs will be removed and replaced with concrete containing hydronic snow-melting.

The work will be noisy, dusty, and dirty. A majority of the work will create significant vibration and shock to the roof, walls, ceilings, and floors—everything in the building is tied together. For example, the structural members that support the living room decks run back under the living room floor; the jackhammers being used during demolition will cause vibration to the living room and dining room floors, and the adjacent walls. By the time the exterior work is completed, there will be nail pops in the gypsum board on the ceiling and walls, maybe even a few small cracks, too. The contractor will repair these as part of the final punch list.

What the general contractor, Janckila Construction, Inc. (JCI) will do to prepare each unit:

- Take photographs and videos to document the existing conditions and provide a visible reference point. They will probably spend close to two hours in each unit doing this.
- Put down floor protection from the entry doors—front and rear—to the areas directly in front of all windows and sliding glass doors. This will include the stairs. Different protection materials will be used for wood floors and tile, and for carpet.
- Put down floor protection to cover an area about 8'-10' in front of the windows and sliding glass doors.
- Erect Zip-Walls to isolate the work area by each window grouping and sliding glass door, to minimize dust intrusion.
- Install corner protection at appropriate locations at door jambs and walls. Although the vast majority of work in removing and replacing windows and doors will happen from the outside, there will be some work on the interior side such as removing and replacing trim, and a small amount of traffic through the unit, mostly to open the work area and then secure it at the end of the day. The plan is that any window or door removed during the workday will have a new window or door in place and secure. By the end of the day. There will be no insecure openings overnight.

What you need to do to prepare your unit:

General

- NB: No work is planned for the garages this year, so you can use our garage to store items and/or your car. If you need to have use of your vehicle during the construction period, it is important that you find somewhere to park your vehicle other than in your garage or a parking space at Deerbrook. Once the construction starts, there will be no access to the garages. No vehicles may be left in any of the surface parking spots. If any vehicles are left in the parking spaces, they will be towed and stored at the vehicle owner's expense.
- If you need assistance with any of the preparation, Willow Creek is able to provide that assistance. We have protected many townhomes and residences during construction periods. If you choose to move items to an off-site location, we have had good experiences with Double Diamond, Columbine, and Olde Towne movers.

- Take photographs. Take photographs. Take photographs. There is no such thing as too many photographs. These will help ensure that things get put back properly, create an inventory, and document condition.
- Take photographs of everything in its normal location. Take photographs of each room from different angles, and take closer photographs of items on nightstands, desks, counters, tables, etc. Photographs of each individual item is not necessary as long as the photographs taken show location, condition, etc.
- There will be a multitude of workers around the exterior of the building and more than just two or three inside units even though interior work is limited. We all want to trust people and see the good in humanity, but you should remove any temptation for one of them to show the darker side of his/her humanity. Remove and safely store anything of high value. The contractor will minimize the number of workers inside a unit and work to ensure that no one goes outside of the designated work areas around windows and exterior doors.

Interior

- Move furniture away from the work areas in front of each window grouping and sliding glass door as noted above.
- Move furniture away from high traffic areas. For example, many units have some sort of table, sideboard or buffet along the railing next to stairs.
- Take down window treatments. You will be responsible for reinstalling them after the work is completed. Because each unit is different, this is not part of JCI's scope of work.
- Take down and store securely anything on the walls you believe may fall due to the normal course of the project.
- Remove and securely store any expensive or irreplaceable items.
- Cover everything with plastic drop cloths. For furniture, the drop cloths should reach to the floor. It is a good idea to tuck a corner of plastic under each leg.

Exterior

- Remove and store all furniture, grills, heaters, and firewood from all decks—master bedroom, upstairs guest bedroom, living room—and hot tub patio.
- Remove all items that may be mounted to the exterior of your unit—ski racks, signs, outdoor thermometers, old skis, towel racks.

HVAC

- If you are planning to upgrade your HVAC system during the exterior renovation, please, contact John Howard directly regarding what additional preparations need to be made. The necessary preparations will depend on the HVAC option chosen.
- If you are planning to install in-floor radiant heating with air conditioning and humidification, it will be best to have a moving company pack, remove, and store everything from the unit.
- If you are planning in a fully-ducted heating/cooling/humidification system, the extent to which items should be removed will depend on the final design.

As always, if you have any questions or concerns, please, contact John Howard directly at (970) 379-0170 or johnhoward@willowcreekms.com