

## **The Project Begins!**

### **Start Date – November 5, 2012**

On behalf of your Board of Directors and the whole project team, Stonemark Construction Management is pleased to announce that the Leak Remediation Project is about to begin! This is the first in a series of newsletters and notices we will release in coordination with your Board to provide residents with up-to-date status reports, schedules, project details and how the work will affect you.

**Status.** Bidding has been completed and the project is proceeding on budget. We are in the process of finalizing agreements with all contractors for an intended start date of November 5th in the first cluster. The UCSB Building Permit is ready for issuance. Stonemark will be mobilizing a job office on site shortly.

---

**Schedule.** We are pleased to report that the roofing and related high work is being scheduled to move more quickly than the balance of the project work. Construction at the roof level is not as disruptive to regular use of your homes as the balance of the work, and pushing ahead with this scope will get a significant portion of the work performed early, as well as more homes protected against weather. This also means that for some homes there could be two construction periods that will not overlap.

Please see the attached [Preliminary Project Schedule: October 22, 2012](#) for our best estimation at this time on the overall project schedule. At this time we are still discussing the schedule with the contractors and materials suppliers. Once work begins and we build the “assembly line”, in about a month, we will issue an updated and fine-tuned version of the overall schedule. Expect regular updates for:

- Project Schedule (attached) - updated monthly
- Cluster notice of start of work - 2 weeks prior
- Door Knockers - 3 days prior to start of work for your home

Prior to work beginning on your cluster, a meeting will be held with homeowners in that cluster to answer specific questions.

**The meeting for  
Cluster G, Units 911 to 919  
will be Thursday, November 1st at 5:00 pm  
at the home of Teo and Dorothy Gonzalez (912)**

Also please note that we will need access to homes for Clusters G & F the week of October 29<sup>th</sup> to measure for windows and doors. Homeowners will be contacted directly about this.

We appreciate your patience - as construction activity ramps up we will be better able to advise all homeowners.

### **Your Responsibilities: Be Ready for Work to Begin at Your Home**

1. Please attend the cluster meeting prior to work starting on your home. If you cannot make the meeting, please give a neighbor your questions and ask them to take notes for you.
2. Have all items removed from your courtyard, patios and second story deck. This includes all wall-mounted décor, potted plants and items attached to trellises. The Board is working on creating a secure space to store these items. You do not need to move any items from your attic unless we notify you at a later date, but know that the roofing work may create sawdust and a little debris.
3. If you need help with large items, we can arrange for laborers to assist. As this work is being performed on an hourly basis and paid for out of project funds, we hope that requests will be limited. In effect, all homeowners are sharing in these costs and we'd like to maintain enough contingency funds for repairing unexpected water damage, termite tenting etc.
4. You are responsible to ensure that access to your home is provided as needed. If you will not be there, you must make alternate arrangements, preferably by providing keys to a neighbor. Access could be as often as daily while the doors & windows are being worked on. Note also the roofing contractor will need access to attics from the interior on certain days.
5. Garages. The contractor will need access and sufficient work space in your garage to install the new deck drains and piping. You need not remove all items from the garage. This will be further explained at the cluster meetings.
6. Better Safe than Sorry. Remove items from the interior walls and shelving where demolition will occur as the activity may cause them to fall and break.
7. Play it Smart- safely store away valuables and fragile items. Cover items near work areas to protect them from dust.

### **Safety/ Security**

- a. Safety is everyone's #1 concern. While the workers will do everything they can to keep the work areas safe, please watch your children & pets and keep them away from these areas and off scaffolding.
- b. Be mindful of construction traffic. There will be a lot of construction activity and vehicles, including delivery trucks, dump trucks to remove roof debris, trash bins, etc.
- c. Please keep away from the project Site Office, materials staging areas and worker facilities located at various places throughout the site and nearby property previously occupied by Devereux.
- d. Do not use the project dumpsters for personal use.
- e. Neighborhood watch. Please report any suspicious after-hours activity to the police. While all materials & tools will be secured at night, alert residents are the best theft deterrent.
- f. The doors & windows cannot be removed and replaced the same day, but no home will be left open or exposed overnight. The contractors will install plywood with plastic lining over the openings, securely screwed onto the interior of the opening for security. This temporary protection may need to be removed and reinstalled periodically until the work is completed.

- g. Keep all windows & doors closed during work hours to keep dust & debris out of your home as much as possible.
- h. All homeowners will receive the new keys to their replaced doors once new hardware has been installed.

### **What Can You Expect?**

- Work hours will be 7:30am to 5pm, Monday to Friday.
- For your safety, access to portions of your home and exterior areas may be restricted at times. For instance, it is likely that the work in the entry courtyards will be performed in one phase and the back patios in another. When the courtyard and patio work is proceeding, you will be informed when you will need to use other means of access.
- Expect noise and dust – especially during demolition.
- Stucco will be chipped out in numerous locations to install new flashing and replace components. This work is unfortunately very loud and cannot be mitigated.
- Downtime of about a week for satellite TV during roofing work.
- You will be notified a day in advance when parking will be prohibited in your garage or carport to facilitate required work. The expectation is that at least one of these parking spaces will be available at any given time.
- Contractors will need access to each home prior to their construction start date to measure for windows and doors. This may involve removal of interior trim, but is not dusty. You will be contacted when it is time for your home, and we will provide more information on this in future newsletters.

Because Stonemark specializes in assisting homeowner associations with major projects, we know how disruptive they can be. Do let us know if you have special needs, questions or concerns. If possible, address your questions at the cluster meeting to save time – it is very likely others will benefit from the answer to your questions. To reach Stonemark's Project Manager, Bob Landegger, e-mail him at [bob@stonemarkcm.com](mailto:bob@stonemarkcm.com). As Bob will be busy with the start of construction, you may also email Jacklyn Wolf at [jacklyn@stonemarkcm.com](mailto:jacklyn@stonemarkcm.com) for general inquiries. In case of *emergency*, Bob can be contacted on his cell: (805) 705-3107.

**Thank you in advance for your patience and cooperation during construction.**

**The finished project will be well worth it!**

Attachments: General Overview of the Project Scope  
Preliminary Project Schedule: October 22, 2012

## General Overview of the Project

### What Is Included:

1. **New Roofs:** Tile & membrane roofs will be replaced in their entirety and the existing roof tiles replaced with new tiles for every home. All skylights will be replaced. Solar panels for hot water heating will be removed, and reinstalled into new frames. New roof drains will be installed, and all existing drain lines will be tested for integrity. Roof drains will terminate at their existing locations. New flashing & coping will be included.
2. **Decking:** All 2nd floor deck trellises will be removed. Decks will be stripped & re-sloped to a new drain location, and new plywood, deck waterproofing and transition flashings installed. Access into the garages will be required to install the new drains.
3. **Doors & Windows:**
  - Metal window repairs will include drilling out larger weep holes and sealing with caulking at sill track corners.
  - All homes will receive new deck doors.
  - All Juliette doors will be replaced with a new window and related flashing (unless you have specifically chosen to replace them with doors, in which case the railing will be replaced as well).
  - First floor, wood fixed windows and doors will be replaced with new fiberglass units according to the plan you have chosen.
4. **Courtyards:** A 12" to 18" wide section of concrete and tile finish adjacent to the base of all exterior walls will be removed for improvements to waterproofing.
5. **Patios:** depending on existing drainage conditions, 12" of concrete adjacent to walls may be removed and replaced after flashing is installed.
6. **Stucco:**
  - Scaffolding will be erected and all buildings pressure-washed and prepared (not sand-blasted).
  - Stucco demolition at replaced components and numerous other locations to install new flashing.
  - Stucco waterproofing product and finish system will be applied. This work includes repair of stucco at base of wall adjacent to courtyards and patios as well as installation of new door pan flashing. All penetrations and door and window frames will be sealed.
7. **Exterior lights** will be reinstalled or in some instances replaced. (Homeowners can supply approved lights for replacement. See information from your Board.)
8. **Landscaping** will be cut back from the buildings to allow space for the scaffolding and work to be performed. This damaged landscaping will be repaired.

### What Is NOT Included:

- Interior repairs, painting or cleaning after the work has been performed. However, documented damage caused by construction will be repaired.
- Re-installation of blind/ shutter/ window systems that were on the original doors & windows. No screen doors will be replaced.
- While the project will reinstall existing satellite dishes, homeowners are responsible for contacting their service providers to ensure final re-positioning.
- Security systems that are disrupted or damaged during construction. We suggest homeowners contact your security providers to arrange for accommodation during construction.



## West Campus Point HOA Exterior Renovations Project

### Preliminary Project Schedule: October 22, 2012

Note: This is a tentative schedule, subject to change. Actual start & completion dates may be earlier or later than noted. At this point we are still working on scheduling details with all contractors and determining delivery dates for materials, so please treat this schedule as provisional. We intend to keep all residents informed. We will update this general schedule monthly, provide two week notice for start dates per cluster, and provide "door-knocker" notices three days prior to the start date for your home.

Cluster / Units	Roofing		Main Work	
	Start	Finish	Start	Finish
Units 911-919	Nov 5	Dec 7	Nov 5	Feb 1*
Units 901-909	Nov 26	Dec 21	Jan 7	Mar 19
Units 921-928	Dec 17*	Jan 18	Feb 21	Apr 28
Units 931-938	Jan 14	Feb 22	Apr 2	Jun 12
Units 941-947	Feb 11	Mar 22	May 10	July 17
Units 951-957	Mar 7	Apr 5	June 17	Aug 18
Units 961-968	Apr 1	May 3	July 23	Sep 28
Units 971-979	Apr 29	June 5	Aug 20	Nov 4

\* Holiday Schedule: No work the week between Christmas and New Years Day