



**C.I. SERVICES, INC. / CIS ROOFING, INC.**

Your Resource for Roofing & Waterproofing Solutions

Commercial · Industrial · Residential

## **NOTIFICATION TO OWNERS OF PENDING RE-ROOF PROJECT**

Dear Homeowners,

On **Monday, 4-27-09**, C.I. Services, Inc. will be starting a complete re-roof project on Building 1645. We will be removing the existing roof system and installing a new Duro-Last single-ply roof system. Estimated time working on this building is approximately 15 working days. Once completed we will then move to the 1655 Building and perform the same work. We will notify you of those exact dates as we get closer to the actual start date.

The reason for this work is to correct the failing roof system and known leak problems associated with the existing roof system. As part of this work we will also be examining and correcting any damaged or rotted roof decking that is found once the existing roof system has been removed.

**PLEASE NOTE:** This work will create noise, dust and dirt at balcony areas and possibly on the lower grounds as we work. All removed material will be carefully controlled during take-off, but the dirt and dust produced can become airborne and drift onto balconies of other units. This will be unavoidable, but we will do our best to keep all work areas neat and clean. It will also be noisy during the tear-off portions of the work, and may cause noticeable vibrations at the wall and ceiling level of your unit. This will be most noticeable at the top floor units.

To prepare your home for the potential noise, dust, and vibration created during this project, we suggest you do the following:

- 1) Close all windows and doors during construction work if you are concerned.
- 2) Close all outside vents during construction work.
- 3) Stay away from the construction work areas for your personal safety and to reduce any concerns for the workers who must be constantly vigilant for any people in the area during the actual work.
- 4) Please keep your pets away from the balcony doors as this will help keep them calmer during the construction. This will be a bit noisy as the work involves hammering, walking, drilling and wood removal at the roof deck levels.
- 5) Avoid walking or standing below work areas – especially during the tear-off work. We will have these areas designated with caution tape and construction cones. These are being put there for your safety. Please pay attention to those areas and avoid them as much as possible. We would like this to be a VERY safe project.
- 6) If there are any questions, issues or concerns, please contact your Property Management Company – **Bali Management** – Debbie Schneider at (310) 373-8600 x 108. They will immediately notify us of your concerns.

Thank you for helping us to make this project a complete success!

Bill Baley  
**C.I. Services, Inc.**

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