

4. MODEL LETTER NOTIFYING ADJACENT UNIT OWNERS OF PENDING REMODEL PROJECT

Dear Unit Owner:

As per the HOA Rules and Regulations governing owner-initiated construction projects in individual condominium units, the Board is notifying you that it has approved plans to remodel SMC Unit X-Y.

So and So of Express Renovations is the general contractor. Plans include the following: new wood floors, sand-blasting of ceiling beams, new carpet, new kitchen cabinets, new bathroom tile, new lighting, new paint, and the removal and replacement of the existing fireplace.

Construction is expected to begin on **Month day** and to be complete by **Month day**.

Throughout the project the Owner may be contacted at ----- . Owners should contact the Unit Owner or the Property Manager immediately if they become aware of any problem or rule violation that occurs during the course of the construction project.

Sincerely,

SMC Board of Directors