



October 06, 2021

**NOTICE TO ALL CURRENT AND POTENTIAL RESIDENTS OF
WYNFORD TOWER**

35 WYNFORD HEIGHTS CRESCENT

WINDOW AND BALCONY DOOR REPLACEMENT - UPDATE

Dear Residents:

Further to our notice of July 30, 2021, the window and balcony door replacement program will be proceeding as follows:

Starting the week of November 08, 2021, the **window and balcony door replacement** program will **commence** on the **South side of the building** (weather permitting). Work will start on the top floor and work its way down to the bottom floor. Each **unit** will **receive a Notice of Entry** at least **24 hours in advance** once the exact schedule has been finalized.

Working hours will be Monday to Friday, 8:00 AM to 6:00 PM. If work is not completed by 5:00PM, the contractor may remain in your suite until complete. If required, Saturday work will take place in the common areas (i.e., exterior caulking and flashing work). However, no units or balconies will be accessed.

The window replacement will require the contractor to enter each unit to remove the existing windows and balcony door (if required) and replace with new. They should be able to complete this work in a single day; however, return visits will be required to do plaster repairs, paint touch ups, caulking, and deal with deficiencies. **Tenants are asked to remove items from balconies and exterior walls.** **During the work, there will likely be noise, vibration, and dust.**

Attached you will find an Instructions called "**Things You Need to Know**", outlining **what you need to do to prepare**. If the contractor needs to be canceled and re-scheduled because of your suite not being ready, you may be subject to re-mobilization charges which can range between \$500 and \$1,000. per occurrence.

For safety reasons, **residents are asked to leave their unit** while the **removal and installation of the windows is underway.**

Thank you for the patience and cooperation. We all look forward to enjoying the new windows and balcony door when they are complete.

Sincerely

WYNFORD TOWER