# Memo

|  |  |
| --- | --- |
| To: | ALL HOMEOWNERS |
| From: | RIVER PLACE BOARD OF DIRECTORS |
| DATE: | FEBRUARY 8, 2023 |
| Re: | CONSTRUCTION IN CONDOS |

Please keep in mind that before you begin any construction in your unit you are required to contact maintenance before beginning. Instructions are listed below,

1. Call Alan Sayer @ 865-924-2526. Provide him with contractor name and contact information.
2. Instruct workers are not to use carts in our basements belonging to the HOA.
3. Ask workers are not to park in unauthorized areas and to keep vehicles off the sidewalks.
4. Instruct workers are to respect all homeowners. No one deserves to be cursed, ignored, or treated badly.
5. Saws on balconies require a shield to prevent sawdust from going to surrounding units.
6. Saws on bottom floors need to stay off sidewalks and out of flower beds.
7. Respect all landscaping.
8. Elevator pads are available to prevent damage when transporting construction supplies.
9. Construction does not start before 9:00am and promptly ends at 5:00pm.
10. Workers need to clean up after each day!