



October 10, 2023

Dear Townhome Members of Villages of Prairie Commons,

**RE: Fence staining, Re-Roof & other repairs**

Townhome fence staining will commence **Thursday 10/12**.

Re-Roof repairs are scheduled to commence **Monday, October 16, 2023, between the hours of 7:00a.m.-7:00p.m.**

It is anticipated each building will take 1 ½ to 2 days to complete the roof repairs. Once the roof is completed, the gutter, screen and painter crews will follow & will be completed in the same order as roof repairs.

Please see the map for reference on how re-roof & other repairs will be completed. Note, a copy of the permit will be posted on each building.

**Monday 10/16 – Friday 10/20 (Week 1): Buildings 1, 2, 3 & possibly starting on building 4.**

**Monday 10/23- Friday 10/27 (Week 2): Buildings 4, 5, & 6.**

**\*During Scheduled work timeframe, please ensure to do the following:**

**\*The contractors will require attic access to each unit to turn off/on hot water heaters when roof repairs are being completed on that building. Please ensure someone that resides in the home or persons over the age of 18 are available to allow contractors access.**

**\*For residents who have satellite dishes, the homeowner will be responsible to contact your service provider to re-connect and calibrate the dish when roof is complete.**

**\*Pet(s) and personal item(s) removed and stored securely away including items hanging on interior walls and outside the home. The vendor may require periodic access to homeowners' backyards to clean debris, please ensure gates are unlocked. Do not park in the garage or driveway. Homeowners must park vehicles on the street away from the**



**building when repairs are underway. Note: Contractor will inspect individual attics post re-roof & will communicate with the homeowner to coordinate access.**

**\* The homeowner is responsible for notifying renters/tenants of these re-roof instructions.**

**We have received complaints from the workers that last time crews were onsite some owners/residents were abusing workers for simply doing their job and complaining about water usage. This is not acceptable, please endeavor to ensure this does not happen again.**

Construction crews will clean daily. On the corner of Wharton Lane and Titus Circle in the HOA common area, the contractors will place a dumpster, supply trailer and portable toilets. The vendor is unable to place dumpsters on city streets therefore, this area is the best option for the job.

If you have any questions, please contact Essex Association Management, L.P. via the web submission tool located under the “Contact Us” tab at <https://www.villagesofprairiecommonshoa.com> and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent

On behalf of Villages of Prairie Commons HOA, Inc.

VILLAGES OF  
**PRAIRIE COMMONS**  
Homeowners Association

