



Date: January 23, 2018
To: Contractors and Sub-Contractors
From: Mark Altier, General Manager
Subject: CONSTRUCTION SCHEDULE FOR PRESIDENT'S WEEK &
SPRING BREAK / EASTER

President's Week and Spring Break / Easter holidays are soon approaching. This memo is to provide you with the work restriction dates during those periods.

According to the Rules for Homeowner Improvements and Contractors, there can be quiet work only with prior permission from me during the following:

- **President's Week, Monday, February 19 through Friday, February 23, 2018.**
- **Spring Break Monday, March 26 through Friday, March 30, 2018**
- **Easter Weekend Friday, March 30 through Sunday, April 1, 2018**

QUIET WORK ONLY: Except in an emergency, there will be no construction noise, deliveries, water/electrical shutdowns, use of elevators for hauling materials, and no hallway runners are permitted during this time. Contractors in violation of these rules will be asked to leave property.

2018 SCHEDULE WILL BE AS FOLLOWS:

- February 19 - 23 President's Week Quiet Work (with prior approval)
- March 26 - March 30 Quiet Work (with prior approval)
- March 30 Good Friday No Work
- April 2, 2018 Return to normal work

If there are any questions, please contact me at 667-1400, extension 420.