Tropic Gardens Capital Improvement Project Information Package

(*DRAFT. NOT FOR PUBLIC RELEASE)*

*(Aloha all. This document was prepared by Adam Cormier,* *adamcormier21@hotmail.com**, 808-391-8306. I’m just trying to help. I definitely don’t want to step on toes. I’d like to volunteer to hand deliver something like this door to door ASAP. Feel free to call or text to discuss.*

*I’m confused as to why there hasn’t been more of an effort to get this information out to the community? Work starts in one month and there are probably still people in Phase 1 who have no idea anything is about to happen? Not judging, just confused.*

*This seems like a very important time to be preparing and informing people. This text will be deleted in the final version. Anyone with the link to this google doc can suggest edits.)*

Introduction

Aloha Tropic Gardens Residents.

We are a group of owners and tenants who have formed a new community out-reach committee. We have taken it upon ourselves to prepare and hand-out this information in an attempt to inform all Topic Garden residents about the upcoming work in and around our homes.

As you hopefully know, our community is about to begin an intensive multi-year Capital Improvement Project.

This important work will restore our common-element sewer systems, site-wide drainage, irrigation, landscaping, parking lots, roofing and exterior paint. It will also address unique structural issues in individual units. The project is designed to be completed in four phases. Please see the attached property map to see which phase you are in.

**The civil contractor for Phase 1 is scheduled to mobilize on August 11th and start work on August 14th.**

This information packet is designed to inform you on what is about to happen, what individual residents need to do to prepare and how to stay informed.

This work will be noisy and messy and will bring disruptions to our lives. But we hope that by working together we can get through this as smoothly as possible and finish with a much-improved community.

How to Stay Informed

It is very important that everyone stay as informed as possible through this process. The best way to do that is our new website. Please check it out:

<https://tropicgardens1.hmcmgt.com>

This website has a public facing side for general info and also a private back-end available only to owners. If you are an owner and haven’t done so please register for the website by typing in:

ownerenrollment.hmcmgt.com/

Any technical issues with sign-up can be sent to: websupport@hmcmgt.com

Once owners are registered they will receive automatic updates on the project and anything else regarding our community. Renters and other residents can sign up for a general email list by emailing Nanette David at smgrtropicgardens@hotmail.com.

Please include your name and unit number in the email in case we ever need to contact someone from your unit directly.

Another great way to stay informed and take part in the current debates is to attend the monthly board meetings. The next board meeting is on **July 24th at 6 pm** at Wesley United Church.

What is required of you right now

The most important thing everyone in Phase 1 needs to be doing right now is clearing out their attics (for roof repair and access) and materials from around the exterior of the unit (required for the new drainage skirt, please see more info on the scope below).

**Side Note: This would be a great time for someone to organize a Phase 1 group yard sale!**

Anything on your roof like solar panels or AC equipment will also need to be removed.

Important things to know

As part of Phase 1 parking lot 7 (please see map) will be shut down during work hoursevery weekday.

How to get more involved/help

We are looking for volunteers to help smooth this process. Some of our residents are elderly or disabled and are unable to easily empty their attic or remove items from around the outside of their unit.

As such we have formed a **Kaiaulu Committee** to help those who need a hand and keep everyone as informed as possible. This Community and Out-Reach Committee will be made up of able bodied community members who can help other members of our community empty their attics and/or move objects from around the outside of their property.

This committee will also make an effort to connect community members who have nowhere to go when they are asked to vacate their properties for the day (Please see scope info below). We are hoping to connect residents in different phases who can host each other as needed and then have that hosting reciprocated when their phase begins.

If you are interested in joining this committee, are able to host or help in any other way please email Adam at: adamcormier21@hotmail.com or phone/text 808-391-8306.

If you need assistance emptying your attic / removing outside items or have nowhere to go for the day during the inside work please email our wonderful Resident Manager, Nanette David at smgrtropicgardens@hotmail.com. She will call on the Kaiaulu Committee as needed. (***Does this work for Nanette???)***

Scope of the Project and Schedule

Please find below more information on the specifics of the scope, its various stages and what to expect. This will be a multi-year process with Phase 1 taking approximately eight months.

### Civil scope:

1. Replace all main line sewer from about 5 feet from the building limits to the C&C tie in.
2. Install new drainage infrastructure which includes seepage structures, drain lines and **building perimeter aprons** with channel drains. The aprons will also capture the downspout water.
3. Replacement of site retaining walls
4. New Paving at Parking lots.
5. Install new below grade cut off walls at 4844, 4836. 4838, 4202, and 4840
6. Construction contracts and bonds are in place.
7. This work will be dusty so please be mindful of that and take what you deem to be appropriate precautions.

### Building Scope:

1. Repair Structural Damage to masonry (block), and Wooden Members in the roof, attic and as required in the units.
2. Coat the buildings, which is a 'better' type of paint.
3. Replace the roof and install gutters on all buildings.
4. Windows: The AOAO does not want to have to change windows. ONLY if there is structural damage repairs that require removal of the windows, will they have to be replaced. The AOAO has determined that the "standard window" is to be a jalousie window. The AOAO will make available replacement window pricing to those Unit Owners that are contemplating changing their windows. The Specified Windows are Breezway with Stronghold clips. (**Please note, the topic of windows was a hotly contested one at the most recent town hall. Legal opinions are being gathered and more information will be available soon.)**
5. Construction contracts and bonds are in place

### Landscape Restoration:

1. Install a new irrigation system.
2. Restore planting areas with new shrubs, plants and grassing.

### Schedule:

1. Civil Contractor to mobilize on **August 11** and start work on **August 14.**
2. Work is to start at Buildings 4210 and 4212 and work their way mauka.
3. Building Contractor to mobilize and start work in mid‐ September.
4. The Building Contractor together with the Structural Engineer will be scheduling a summary EXTERIOR investigation of the support beams on the ground floor above windows in late July and early August to check for damaged structural members that may affect the windows. The schedule will be provided prior to their review. **Should a unit owner wish for the team to review other structural items of concern, we will ask that you identify those items on a form attached to the notification which you can return to the Site Manager.**

### Occupancy of your unit during construction:

1. During Civil work: You may be in your unit during construction, however, understand that it will be noisy and dusty.
2. **During working hours, there are to be no resident cars in Parking lot 7**.
3. The civil contractor will be working on the front of your building and at the back, but not at the same time. Please do not come out of your unit on the side they are working.
4. During the civil construction stage, it is recommended that you do not stay in your unit.
5. There is no discussing the project with the workers. The workers are concentrating on their work which involves large equipment and materials and is dangerous if they are distracted. Their insurance requires that they not engage any resident directly. Please contact Nanette David, Site Manager for any coordination issue.

### During Building work:

1. If there is Building work going on for your building, you may not be in your unit during the working day.
2. You may return at the end of the working day, 5:00 pm and must be out of your unit by 8:00 am in the morning.
3. During working hours, there are to be no resident cars in Parking lot 7.
4. As already stated, there is no discussing the project with the workers. The workers are concentrating on their work which involves large equipment and materials and is dangerous if they are distracted. Their insurance requires that they not engage any resident directly. Please contact Nanette David, your Site Manager for any coordination issue. This should not be an issue as you should not be there.

**(below to be deleted)**

**Questions:**

Is the Structural Issue form ready and could it be attached to this package?

Has there been any consideration for where people will store their outside items and/or solar panels?