



Casa De Oaks Homeowners Association

c/o Concord Consulting & Association Services

888 W. Ventura Blvd. Camarillo, CA 93010

(O) 805-445-1040 / (F) 805-445-1737 / Email: laurels@conconrdconsulting.net

Month Day, 2020

Resident / Owner Name

Street Address

Thousand Oaks, CA 91362

RE: Deck Repair by Sun Wave Surfacing

The Board of Directors of Casa De Oaks HOA has retained the services of Sun Wave Surfacing to repair and/or resurface/reseal the decks in the Community. While this will be a large, community-wide project in Spring 2020, your deck was identified as needing immediate attention.

Your deck is currently scheduled for a start date of _____ and work is anticipated to take a minimum of 5 days. If damage is found in the deck after opening, it may require more extensive reconstruction work and you will be notified accordingly.

Your cooperation is needed in abiding by scheduled times when your deck project will take place!

- Please make sure **all items are removed from your deck prior to start date noted above.** If items are left on your deck Sun Wave will not be able to start project and **there will be a \$400 "delay" fee.**
- For 3 days prior and 7 days after your deck is completed, you may store items in your carport. Please return them promptly after that time.
- ***There will be certain hours on certain days you will not have access to your unit, as outlined on the reverse side of this page.***
- With certain applications **there will be an odor** that will be present **for a period of approximately 4 hours.** It is suggested to **keep all windows closed during this period.**
- **A/C units will be disconnected and removed from decks prior to your decking project. This may also affect your heat if it's from the same source.** Please note: The HOA has arranged, at its sole cost and expense, for the A/C condenser removal to be performed by a separate vendor not affiliated with Sun Wave Surfacing. If you would like the A/C company to disconnect and remove your condenser, management must receive your signed release **at least five (5) days prior to the start date noted above** for the work to your deck. A copy of the release is enclosed. If you do not timely return the release (via email, fax or in person to Concord) or decline to sign it, you will be responsible for contracting with and paying for your own vendor to disconnect and remove the condenser (prior to your start date) and reinstall it seven (7) days after the deck work is completed.

There will be a Project Manager, Darkoski Construction, who will be overseeing and monitoring progress on behalf of the association. **Please notify Concord Consulting IMMEDIATELY if there is a valid reason that you cannot participate in this deck repair on the scheduled date at 805-445-1040 or laurels@conconrdconsulting.net.**

Return Release To:

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The deck resurfacing project is planned to go as follows:

DAY	WORK DESCRIPTION	RESIDENT ACTION & ACCESS LIMITS
1	Profile deck in accordance to waterproofing system specs. Note: Sun Wave uses HEPA-Vacs to cut down on dust, grinding machines are loud. In some instances, saws will be used to remove areas of plywood as well as chipping machines to remove stucco.	Ensure all items are removed from your deck by the day before. Be cautious while walking on your deck when construction is taking place. PLEASE CLOSE ALL WINDOWS.
2	Apply diamond lathe where needed and install Polyurea primer with silica broadcast.	Resident must be out of unit by 9 am. Deck will be closed until 1 pm. Note: Primer has a strong odor so continue to keep windows closed.
3	Install first layer polyurethane waterproofing and silica broadcast	Resident must be out of unit by 9 am. Deck is closed until 2 pm.
4	Second layer polyurethane waterproofing and silica broadcast	Resident must be out of unit by 9am. Deck is closed until 2 pm.
5	Color coat top coat 2 coats	Resident must be out of unit by 9 am. Deck is closed until 3 pm.
6	While decks may appear "done" they do need 7 days to dry completely	7 days after the completion of work, you may return items to your deck.

Deck Resurfacing is complete after five (5) consecutive work days, unless there are complications or more damage to the deck than anticipated.

Please understand **this schedule may change slightly due to unforeseen circumstances**, such as wet weather, finding major dry rot, or slower material dry time, etc. We'll work to keep our website up to date (casadeoaks.org/projects).

Thank you for your understanding & cooperation in helping us make your home a better place to live.

Sincerely,

Shane at Sunwave &
The Board of Directors, Casa De Oaks HOA

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