



**December 27, 2024**

**Dear M Building Property Owner,**

**We are writing to notify you of an upcoming construction project at the M Building in Harbor Island Beach House. This project is scheduled to begin on January 6, 2025; completion of the project could go as far out as May of 2025, depending on circumstances. The work will include significant activity at the rear of the building, which may impact your property and rental plans.**

**Project Details**

- **Scope of Work:** Replacement of the rear (ocean-facing) balconies, rear windows, rear doors, and rear siding, along with related construction activities.
- **Start Date:** January 6, 2025
- **Estimated Completion** possible through May, 2025
- **Impact:**
  - Increased noise levels and visible construction work throughout the duration of the project.
  - Restricted access to the rear of the building, with window and door locations temporarily covered, blocking views and access.
  - Balconies will be removed during the demolition phase, which begins in the first week of construction.

**Owner Responsibilities**

**To prepare for construction, we kindly request your cooperation in ensuring the following tasks are completed by January 9, 2025:**

1. **Furniture and Items on Balconies:** All furniture, personal items, artwork, and belongings must be removed from balconies before demolition begins.



## **2. Interior Adjustments:**

- Remove all items from walls impacted by the renovation, including window treatments, blinds, pictures, TVs, and furniture.
  - Move furniture and belongings at least five (5) feet away from the impacted walls.
- 3. Protective Measures:** Cover furniture and belongings to protect them from construction debris and dust.
- 4. Take a photo of the cleared interior wall(s) and email it to [office@cramanagement.com](mailto:office@cramanagement.com) .** Make sure to indicate your unit number in the subject line of the email. These photos will be placed in the construction file and used as a comparison after the project is completed.

Please note that it is the owner's responsibility to ensure these preparations are completed prior to the start of the project.

### **Impact on Rentals**

Due to the scope of this work, we anticipate significant disruptions, including noise, limited access, and construction personnel presence. These factors will likely affect the quality of any rental experience and create potential safety concerns for renters and guests. This letter serves as formal documentation for any rental platforms or agencies requiring verification to cancel reservations or temporarily block rentals during this period.

If additional information is needed for documentation purposes, or if you have any questions or concerns, please contact Coastal Resort Association Management at [office@cramanagement.com](mailto:office@cramanagement.com).

We appreciate your cooperation and understanding as we undertake this necessary project to improve the property.

Sincerely,

The Board of Directors

Harbor Island Beach House and Ocean Villas