

3/23/04
Orals b

HUNTING POINT ON THE POTOMAC
TERRACE APARTMENT CEILING REPAIR
INFORMATION

March 23, 2004

Starting March 29, 2004 Call 877-INFO WWB (463-6992) for planning and progress updates

Contact Liaisons:

VDOT	Bryan O'Sullivan	(703) 329-0300 ext. 329
Grady Management	Brent Eckard	(703) 567-2828
WWB Project	Alex Lee	(703) 329-0300 ext. 306

or e-mail at leea@wwbgec.com

What is Being Done in each Apartment?

- Repairs must be made to apartment ceilings to maintain safe
- A specialty contractor will inspect all of the apartment ceilings
- The contractor will secure ceilings that are sound
- The contractor will replace ceilings that are not sound
- In order to accomplish the work as efficiently as possible, each apartment resident is being requested to leave the apartment for a six- to eight-day period
- All ceilings will be inspected by professional engineer, specializing in building construction, during the repairs and after the repairs are completed
- After the ceilings in each apartment are repaired, the apartment walls and ceilings affected will be repainted
- After the walls and ceilings are repainted, the hardwood floors, as well as carpeting will be cleaned
- A professional cleaning service will clean each apartment prior to the move in. In addition, their services will be available one time, during a two-week period, after goods are unpacked
- Additional vibration monitors will be placed in the Terrace apartment buildings after the ceilings are repaired

Why is the Work Being Done?

- The repair of the ceilings of individual apartments was not anticipated during the Woodrow Wilson Bridge planning, design or construction, but is now required
 - The apartment ceilings are heavier than ceilings that are built using today's construction methods and are not fastened securely, by current standards
 - The insecurity of the ceiling fasteners has caused partial ceiling failures only in the Terrace complex
 - The pile driving near the Terrace buildings has been delayed
 - The construction Woodrow Wilson Bridge Project in other locations will continue
 - The construction repairs to the apartments must be accomplished in the near term to prevent future collapses

Current Schedule for Repair Activities

***If you have special needs please note in the Questionnaire
And you will be contacted***

- A tentative schedule has been developed detailing anticipated impact periods
- There will be a minimum of two weeks notice given to each tenant in an effort to offer as much advance notice as possible
- The tenants will be requested to move out beginning April 12; Call the 877-INFO WWB for current updates
- The contractor plans to work on several apartments concurrently (possibly one wing at a time) to accomplish the work as quickly as possible
- The contractor will work Monday through Saturday
- A one-day absence, from buildings B and F, will be required from 8 AM to 6 PM on March 31 during a test pile program. Hotel accommodations will be available for March 30 and a late check out on March 31. For those who are usually at home during the day, bus fare into Old Town Alexandria, a movie ticket and a voucher for a lunch at several optional restaurants in Old Town will be available

Activities by a Professional Moving Company

- A professional moving company will be hired which will be licensed, bonded and insured
- There will be a full-time quality assurance coordinator assigned to the packing of goods
- The moving company representative will work with each tenant to assess and document the condition of the materials prior to packing. A disposable camera will be provided to the tenants who will be affected to document the condition of the household goods
- The moving company will provide industry standard packing materials. In case the tenants would like to pack their own household goods, that will be considered and standard marking of boxes will be established
- All of the apartment contents that are packed will be located in temporary storage areas, based on the recommendations made by the moving company experts for the six to eight day period. This storage may be off site in a secured facility and the materials will not be able to be retrieved during this period

Information for Tenants in Preparation for the Ceiling Repairs

- If tenants would like to be on-hand for the packing, a letter may be provided to their employer to assist in excused absence justification, at the request of the Project liaison
- There will be wage compensation for those who would otherwise have to take unpaid time off. Working with the moving coordinator, your time associated with observing the packing (and unpacking) will be documented and compensation will be determined based on your submission of your most recent pay stub and for those that are self-employed will need to submit their most recent tax return. *This information will only be used for this one purpose and will remain completely confidential.*
- If you would like to pack some boxes, please contact Grady Management for packing materials
- Valuables will be the owner's responsibility

Temporary Living Accommodations

- There are three options available for temporary quarters:
 - Hotel accommodations at one of two hotels in downtown Alexandria (pets accommodated in one hotel)
 - Furnished apartment in the Hunting Point Towers
 - Nearby furnished apartment (possible pet accommodating)

- Grady Management will work directly with the tenants to locate accommodations
- Tenants may choose a pet kennel and be compensated if they do not choose a pet-friendly setting
- A rental waiver will be provided for days of lost occupancy (pro-rated on actual day basis)
- Meals and incidental expenses will be compensated at a Federally approved rate of \$51 per day per person listed on the lease
- Mailboxes will be accessible, although we encourage you to stay clear of the area during the construction

Information for Tenants When It is Time to Return to the Apartment

- You will be contacted by Grady Management's Liaison for a tentative date two days before the move in.
- If tenants would like to be on-hand for the unpacking, a letter may be provided to their employer to assist in excused absence justification, at the request of the Project liaison
- The professional moving company will unpack, re-shelve items and hang items on the walls. They will remove all packing materials
- A full-time quality coordinator will assist tenants during their return and assist in documenting any damage of goods

Call 877- INFO WWB if you are not able to contact the contact liaisons by telephone, please visit the www.wilsonbridge.com website/"Contact Us" form



AS OF: MARCH 23, 2004

The Terrace at Hunting Point

Projected tentative schedule for apartment repairs

- 1 day move out
- 3 day repair
- 1 day clean
- 1 day move in

<p>1. Apartment F = 16 total apartments Western Unit = 4 units</p> <p>Monday 12-Apr move out tenants Tue - Thurs. 13-Apr to 15-Apr repair apartment Friday 16-Apr final cleaning, clean carpet or hardwood floor Saturday 17-Apr move in tenants</p> <p>Northern Unit = 5 units</p> <p>Thursday 15-Apr move out tenants Fri - Mon 16-Apr to 19-Apr repair apartment Tuesday 20-Apr final cleaning, clean carpet or hardwood floor Wednesday 21-Apr move in tenants</p> <p>Eastern Unit = 7 units</p> <p>Monday 19-Apr move out tenants Tue - Thurs. 20-Apr to 22-Apr repair apartment Friday 23-Apr final cleaning, clean carpet or hardwood floor Saturday 24-Apr move in tenants</p>	<p>2. Apartment B = 19 total apartments Southern Unit = 8 units</p> <p>Thursday 22-Apr move out tenants Fri - Mon 23-Apr to 26-Apr repair apartment Tuesday 27-Apr final cleaning, clean carpet or hardwood floor Wednesday 28-Apr move in tenants</p> <p>Western Unit = 4 units</p> <p>Monday 26-Apr move out tenants Tue - Thurs. 27-Apr to 29-Apr repair apartment Friday 30-Apr final cleaning, clean carpet or hardwood floor Saturday 1-May move in tenants</p> <p>Northern Unit = 7 units</p> <p>Thursday 29-Apr move out tenants Fri - Mon 30-Apr to 3-May repair apartment Tuesday 4-May final cleaning, clean carpet or hardwood floor Wednesday 5-May move in tenants</p>
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3. Apartment G = 24 total apartments

Western Unit = 10 units

Monday 3-May move out tenants
Tue - Thurs. 4-May to 6-May repair apartment
Friday 7-May final cleaning, clean carpet or hardwood floor
Saturday 8-May move in tenants

Southern Unit = 6 units

Thursday 6-May move out tenants
Fri - Mon 7-May to 10-May repair apartment
Tuesday 11-May final cleaning, clean carpet or hardwood floor
Wednesday 12-May move in tenants

Eastern Unit = 8 units

Monday 10-May move out tenants
Tue - Thurs. 11-May to 13-May repair apartment
Friday 14-May final cleaning, clean carpet or hardwood floor
Saturday 15-May move in tenants

4. Apartment A = 21 units

Southern Unit = 8 units

Thursday 13-May move out tenants
Fri - Mon 14-May to 17-May repair apartment
Tuesday 18-May final cleaning, clean carpet or hardwood floor
Wednesday 19-May move in tenants

Western Unit = 4 units

Monday 17-May move out tenants
Tue - Thurs. 18-May to 20-May repair apartment
Friday 21-May final cleaning, clean carpet or hardwood floor
Saturday 22-May move in tenants

Northern Unit = 9 units

Thursday 20-May move out tenants
Fri - Mon 21-May to 24-May repair apartment
Tuesday 25-May final cleaning, clean carpet or hardwood floor
Wednesday 26-May move in tenants

5. Apartment H = 26 total apartments

Western Unit = 10 units

Monday 24-May move out tenants
Tue - Thurs. 25-May to 27-May repair apartment
Friday 28-May final cleaning, clean carpet or hardwood floor
Saturday 29-May move in tenants

Northern Unit = 6 units

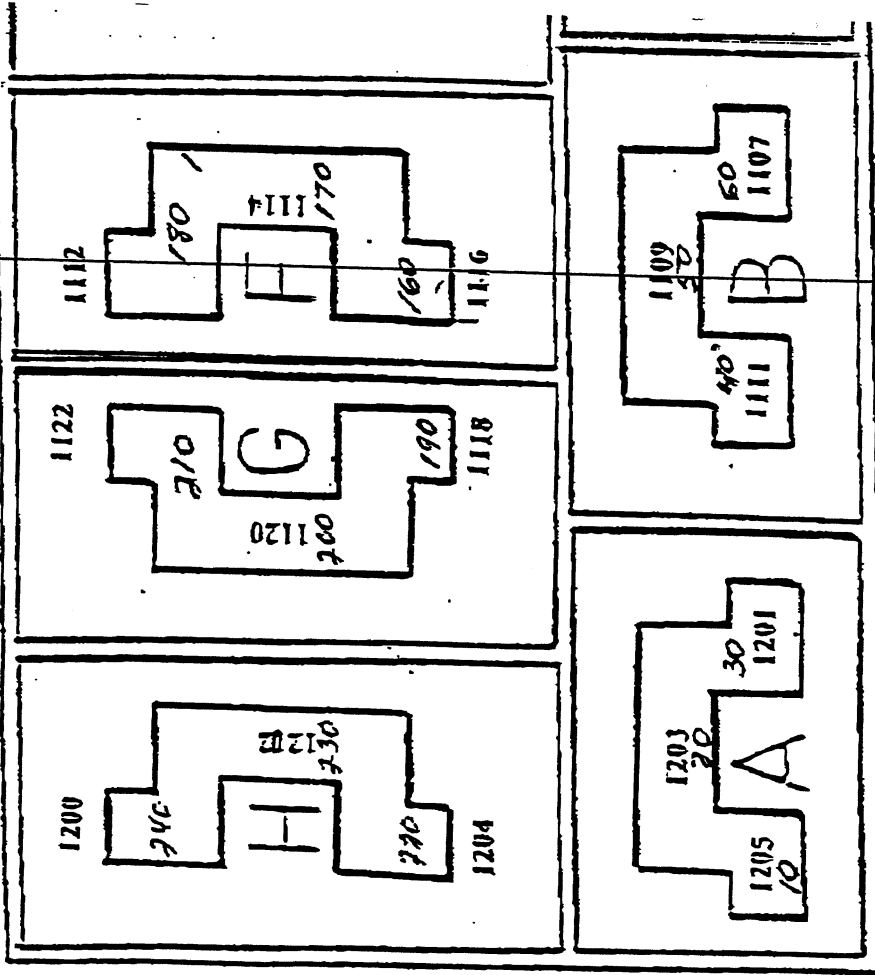
Thursday 27-May move out tenants
Fri - Mon 28-May to 31-May repair apartment
Tuesday 1-Jun final cleaning, clean carpet or hardwood floor
Wednesday 2-Jun move in tenants

Eastern Unit = 10 units

Monday 31-May move out tenants
Tue - Thurs. 1-Jun to 3-Jun repair apartment
Friday 4-Jun final cleaning, clean carpet or hardwood floor
Saturday 5-Jun move in tenants

Hunting Point on the Potomac Terrace Apartments

South Alfred St.



South Alfred St.

South Washington S



Hunting Point Terrace Questionnaire

March 23, 2004

Needs Assessment

Name: _____

Address: _____

Phone: Home _____

Work _____

Cell _____

E-mail: _____

Where would you like to live (during the repairs)? *Please circle one*

Hotel

Pet Accommodated

Non-pet accommodated

Furnished Hunting Tower Apartment (pet accommodating)

Nearby Furnished Apartment

Do you have any special needs?

Handicapped

Yes

No

Pet accommodations

Yes

No

Other:

***Please drop off questionnaire at the Grady Management Office
by close of business Friday March 26, 2004***