



June 28, 2022

**For all Residents of 255 Glenlake Avenue  
Updated Balcony Waterproofing Project Schedule**

Dear Valued Residents,

***Further to our notice on June 16<sup>th</sup>, we have delayed the start of the balcony waterproofing project at your building until August 2<sup>nd</sup> or shortly thereafter.***

255 Glenlake Avenue was built almost 60 years ago and like many of the modernizations, renovations and ongoing repairs completed since Minto acquired the High Park portfolio in 1999, the balcony waterproofing project is an important part of building maintenance to ensure the safety and security of you, our valued residents. Major repairs of this nature are completed to ensure the structural integrity of the building and your homes. Starting when weather is most favourable is essential for the application of the waterproofing compound and drying process.

This work will commence on the north side of the building. Refer to the notes below for suite numbers affected in this phase. The work performed will ensure the structural component / surface of the balcony is protected from moisture damage in future as well as address any deteriorated balcony finish. The concrete walls will not be painted as part of this scope of work. Phase 1 schedule details can be found [herein attached](#).

The north side of the project is expected to take approximately 12 weeks to complete. As it is weather dependent, including favourable outdoor temperatures, it is not known at this time if work on the south elevation can begin this year. In the event work can begin on the south side of the building this year, the corner units ending in **02, 03, 12 and 13** will be the ones most likely effected. As the work progresses on the north side, we will continue to work closely with our vendor and keep residents informed and as up to date as possible.

North Facing Units (Apartments ending in 04, 05, 06, 07, 08, 09, 10, 11)

South Facing Units (Apartments ending in 01, 02, 03, 12, 13, 14, 15).

Our vendor will gain access to all balconies from swing stages which are platforms suspended by pullies from the roof, very similar to what window washers use, which is why, to protect our residents, access to balconies must be blocked from the exterior for safety purposes. No entry into suites will be needed. For your privacy, we recommend window treatments be left in the closed position during work hours and bedroom windows remain closed to minimize dust migration.

Balconies cannot be opened when a swing stage is operating immediately outside the suite or in proximity (i.e., the suite/floor directly beside or below). When we have an estimated re-opening date confirmed, we will advise those residents specifically.

**Hours of Operation**

Working hours are 8:00 a.m. to 6:00 p.m., Monday to Friday. Crew members may arrive on-site as early as 7:00am. Noisy work is only permitted from 9:00 a.m. to 5:00 p.m. There will be no Saturday work unless previously communicated to residents.

### **Resident Preparation**

Residents will be required to remove ALL personal items from the balcony including any temporary flooring put in place before **August 8<sup>th</sup>, 2022**. If you need additional storage, we have arranged a secured storage area on the property, only accessible by our Minto High Park Team. Residents should contact our Resident Service Centre before July 31<sup>st</sup> to arrange a specific time on one of the following dates when our team will pick up your items and place them in storage. Please note these pick-up times are on a *first come, first serve basis* and residents should book early to avoid disappointment.

**Storage Day 1** - August 3<sup>rd</sup>

**Storage Day 2** – August 4<sup>th</sup>

**Storage Day 3** – August 7<sup>th</sup>  
(if necessary)

### **How does this affect me?**

Workers will be on the balcony at different intervals that cannot be predicted based on the nature of this project. Construction noise, dust from sanding, and waterproofing solvent odours are by-products of this work. Residents who are at home during the workday may be able to hear crew members speaking as they will be directly outside unit windows.

While we have attempted to provide as much information as possible, we appreciate residents may have further, specific questions. To further accommodate those, a Town Hall Meeting will be held the week of July 11<sup>th</sup> (in person) and again the week of July 25<sup>th</sup> (virtually), dependant of vendor availability. A notice with the dates and times will be sent to all residents in advance of these meetings. Please send an email to [HPVatyourservice@minto.com](mailto:HPVatyourservice@minto.com) to confirm which week you would like to be invited to and any questions you would like to have addressed at the townhall.

Thank you in advance for your cooperation and understanding of the importance of this work.

Sincerely,  
Minto Apartment Limited Partnership  
on behalf of the Registered Owners

Karen Jones  
Property Manager

