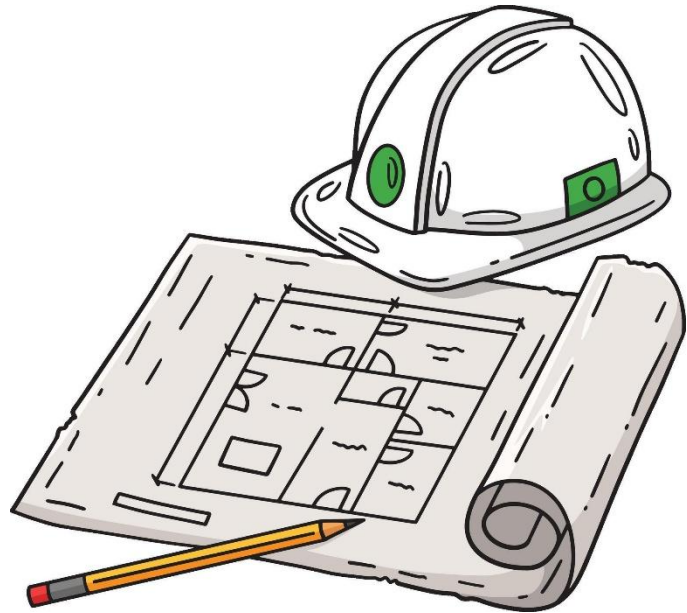


Jordan Tower I Renovation Project

Resident Packet #3 – Planning for Relocation

What's in this Packet?

- Building & Grounds
- Relocation Planning
- Unit Preparation
- HRA Informational Meetings



For this project to go as quickly and smoothly as possible, it is very important that you cooperate with the HRA staff and contractors.

Please follow the guidelines and instructions provided.

Building and Grounds Preparation

As we work on the plans for this project, there will be disruptions to the building and grounds. Staff will inform residents which areas will be affected and when the disruptions will occur.

Jordan Tower I Parking Lot

One of the first disruptions of this renovation will be parking. The Jordan Towers I parking lot will be unavailable during construction. HRA staff are working on alternative parking options for tenants who currently have a spot in this lot. We will be in contact with all tenants currently parking in the J1 lot soon to discuss these options. When construction is complete, tenants will resume the parking agreements they already had with the HRA.

Common Areas

Construction will begin on the first floor of Jordan Tower I. Scheduled and leisure activities that typically occur on the first floor will need to be relocated. Access to mailboxes, elevators, and stairwells will remain available throughout the construction project. However, the rest of the first floor will be unavailable. The J1 Service Coordinator and Volunteer offices will be relocated to the ground floor of Jordan Tower II. Adequate signage and notifications will be provided to ensure the safety of those in the building.

To make effective use of the limited available construction space, all items currently kept in the public areas and lobbies of Jordan Tower I will need to be moved, either stored elsewhere or disposed of. The contractor will use these spaces for staging and storing items.

Laundry

During much of the construction, laundry access at Jordan Tower I will be limited. Tenants are encouraged to seek help from friends and family with laundry needs. J1 tenants may use the laundry facilities in Jordan Tower II. There are also several laundromats in Red Wing available for public use.

Relocation Planning

For the unit relocation, the HRA and the contractor will finalize the schedule and duration of each unit's out-of-service period. This information will be shared with residents as soon as the details are confirmed.

Daytime Disruptions

There will be periodic daytime water disruptions in JI at the start of construction. Residents will receive notice before these disruptions. Residents may want to plan to be elsewhere during these outages. One area that will be available is the Jordan Tower II common areas. A SEMCAC meal will be available to affected residents on those days. Residents must sign up at least 24 hours before the meal date.

Unit Relocation

Rent will still be due for the unit as per the lease agreement. The resident's address will not change. Mailbox access will remain available for your permanent unit. The unit must be prepared and ready by the date assigned. Diagrams will be provided to show how the unit must be prepared for construction. The HRA will offer up to 15 boxes for each resident for storage and/or the move. More information will be sent to residents about the boxes.

There will be two temporary relocation options available to residents.

❖ HRA Supplied Unit

- The HRA will pay a mover to move approved items from the permanent unit to the temporary unit and then return them once construction on the permanent unit is completed. Resident will sign an HRA-Supplied Unit Agreement.
- Some approved items that may be moved are:
 - Bed
 - Television and small stand
 - Couch/recliner
 - Microwave
 - Table and chair
 - 5 boxes

❖ Self- Relocation

- Resident declines to relocate to an HRA-supplied temporary unit and signs the Self-Relocation Agreement.
- The resident is solely responsible for securing, paying for, and maintaining their temporary housing during the construction period on their unit.
- Residents who choose to self-relocate will receive a relocation voucher. This voucher covers rent owed on their HRA unit and other relocation expenses. This is the only reimbursement for residents choosing to self-relocate.

Preparing the Unit

Tenants will need to remove all items from the bathroom, kitchen, and hallway closets. Protective plastic will be taped around the living room, and bedrooms will remain closed. All personal belongings will need to be moved into the bedroom and living room when preparing the unit for renovation. Power will be turned off in the unit during renovation. All perishable food will need to be removed from the unit.

As staff works through the planning details, we will share the following information:

- A diagram and checklist showing where items need to be in the unit during construction.
- A checklist to assist residents in identifying which items should be prepared to take with them
- Pre-construction walk-throughs with staff and the contractor will occur 3 weeks, 2 weeks, and one week prior to the start of construction to ensure that you and your unit are ready for the construction. A notice will be posted on your door.

Upcoming HRA and Resident Meetings

We will begin hosting meetings to communicate information in person to Jordan Tower tenants. The first meeting will be on August 12th at 3pm in the J2 Sailstad room.

We encourage residents to submit all renovation-related questions to the Question Boxes in J1 Café and the HRA front office. Based on the meeting and submitted questions, we will update the FAQ sheet.

Thanks for helping us maintain open, supportive communication. As we near the start of construction, we will provide frequent updates as staff finalizes the details.