



# *Chateau Dijon*

TOWNHOMES OWNERS ASSOCIATION  
7711 BROADWAY, SUITE 22B • SAN ANTONIO, TX 78209

## **Contractor / Vendor Reminders**

- **Vendors and contractors must sign in at the office each day upon arrival at the property.**
- **Do not use any elevators for material deliveries or move-in/move-outs.**
- **Workers at the 7709 building need to park trucks behind the building along the chain-link fence and use the stairs. Do not use the elevators nor go through the lobbies.**
- **The 7709 north stairwell may be propped open during moves or material deliveries, but any shim must be removed as soon as the delivery/move is completed.**
- **Work hours are Monday-Friday 8 am to 6 pm and Saturday 9 am to 4 pm. No work on Sunday or holidays, except for emergencies.**
- **Workers on the roof must be accompanied by a maintenance staff member to monitor.**
- **No items should be dragged on common area carpets or walkways. Use appropriate dollies or hand trucks.**
- **Any damage caused to the common area will be charged to the respective unit homeowner.**
- **KEEP FRONT DOORS CLOSED AT ALL TIMES WHEN WORKING! Excessive dust will trigger and clog up Fire Sensors in the hallways.**
- **Water Shut Off: Every other Wednesday from 10am-2pm Note: Please notify the office if you are having work done in advance, also if more time is needed on a given day.**
- **You will need to get a gate code from your homeowner.**
- **If you see any suspicious activity, please call 911 or 210-824-6308.**