



PHOEBE PARK HOMEOWNER'S ASSOCIATION, INC.

July 31, 2017

Dear Phoebe Park Owners,

On July 13, 2017 the Board of Directors met with the Roof Study Committee and our community association manager to discuss the final conclusions and recommendations of the Committee for the planned community re-roof project.

The committee members presented a comparison of all four (4) quotes received (Acoma Roofing, Quality Roofing, American Roofing and Affordable Roofing). The Committee recommended the association contract with the Affordable Roofing at \$1,021,991.00 as quoted for all 59 duplexes and the pool house.

The roofing material selected is GAF Timberline American Harvest (Cedar Falls) shingle. The project is planned to start in early October 2017 and is expected to end February 2018, weather permitting.

Insurance Companies providing coverage for individual owners will want to receive Wind Mitigation Certificates for improved pricing. The Wind Mitigation Certificates will be ready for distribution after the roofs are completed and can be forwarded to the unit owners by email as the certificates must have color pictures in order to be accepted by most insurance companies.

Please do not request that your roof be replaced first or be moved up the list. The Board will be solely relying on the Contractor to establish the schedule of roofing in accordance with their contract and their company requirements of staging the equipment, man-power, etc. Their materials and supplies will be stored off property.

If the home owner request existing solar tubes to be replaced it will be addressed with each owner by the roofing contractor or a contractor of your own choosing and expense. If you elect to use a contractor of your own then an ARC application will need to be provided for approval prior to installation.

Affordable Roofing will be providing a schedule of work for each home, you will receive detailed instructions regarding specific dates and what to expect. It is expected that each building (2 villa structure) will take two to three days for removal of the existing roof and installation of the new roof.

During that time a dump truck will be placed in your driveway, parking will be disrupted, and there will be construction noise. Unless there are unusual circumstances we do not anticipate that access to your garage or attic will be needed.

Satellite dishes, solar panels or other owner-installed devices on the existing roof will need to be removed. It is your responsibility to remove it or have Affordable Roofing remove it for you. If no longer in use, you may contact Affordable Roofing to dispose of it. If you still use the device, please make arrangements to re-install it at your expense, however it may not be re-installed in such a manner as to penetrate the new roof. If the new roof is penetrated it will potentially void the warranty.

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The Board encourages you to investigate with your installer other methods of installation such as poles or brackets that will not penetrate the roof surface. If you do plan to install a satellite dish, please submit a new ARC request form indicating the manner and desired placement of your requested re-installation. **Re-installations by any manner that penetrates the new roof will not be approved.**

If there are tenants or guests residing in the unit, it is your responsibility to keep them apprised of the re-roof project, especially the satellite dish issues and to forward all pertinent information to them as soon as possible. The unit owners are responsible for the actions of their tenants or guests.

The Board of Directors wish to applaud the efforts of the Roof Study Committee and recognize each one for their contribution to the community:

Todd Ziegler - Howard Hanson - Adrian Montanaro - Bob Ormsby

Both the Board of Directors and the Roof Study Committee members encourage your attendance at the August 16, 2017 Board of Directors meeting at 6:30 PM at the Osprey Club FishHawk for more details. We look forward to seeing you there!

Very truly yours,

The Phoebe Park Homeowners Association, Inc.
Board of Directors