



WINDSOR PLACE CONDOMINIUM RE-ROOF PROJECT

Schedule and General Information

July 30, 2018

Dear Owner,

At its last meeting in June of 2018, the Board of Directors selected Latite Roofing, Inc. to complete the community-wide roofing project. The roof project is scheduled to begin on or about **Monday, August 20, 2018, weather permitting**. The entire project is expected to take 14 – 16 weeks, approximately 2-3 days per building. The demolition of the existing roofs and installation of the new roofs will be an inconvenience and we are asking for your cooperation and patience during this time. Please read all the below information concerning the project.

Building’s (Unit’s) interior pre-inspections:

The interior of the building (the units) must be inspected prior to start. The purpose of the inspection is to identify any obvious pre-existing conditions that may create or become a hazard to the occupants or the structure, i.e. missing ceiling tiles, wood rot, electrical, etc. This pre-work inspection will be followed up with a report that will identify any pre-existing damages from previous water intrusion. If the inspection is not completed timely and work commences, all damages discovered later will be assumed to be pre-existing and will be the sole responsibility of the building’s unit owner(s) or tenant. Interior drywall cracks are an unavoidable possibility during the re-roofing process and Latite takes no responsibility.

The schedule will be completed in phases and updated regularly.

Interior pre-work inspection approximate schedule:

Buildings	582 and 404	August 15, 2018	Starting 8:00 a.m. until completion
Buildings	416 and 405	August 22, 2018	Starting 8:00 a.m. until completion
Buildings	554 and 500	August 22, 2018	Starting 8:00 a.m. until completion
Buildings	505 and 517	September 5, 2018	Starting 8:00 a.m. until completion
Buildings	529 and 565	September 12, 2018	Starting 8:00 a.m. until completion
Buildings	555 and 565	September 19, 2018	Starting 8:00 a.m. until completion
Buildings	577 and 589	September 26, 2018	Starting 8:00 a.m. until completion

General Schedule – Tear off:

Construction will begin at the back of the community (Building 582) and move toward Windsor Place and Windsor Square on the following approximate schedule (see attached map for building numbers):

The schedule will be completed in phases and updated regularly.

August 20 to 22, 2018	Building	#582
August 23 to 27, 2018	Building	#404
August 28 to 30, 2018	Building	#416
August 31, 2018	Building	#405
September 3 to 4, 2018	Buildings	#405
September 5 to 7, 2018	Buildings	#554
September 10 to 12, 2018	Buildings	#500
September 13 to 17, 2018	Buildings	#505
September 18 to 20, 2018	Buildings	#517
September 21 to 25, 2018	Buildings	#529
September 25 to 28, 2018	Buildings	#541

Alternative Parking:

During the day, residents will not be able to park their cars in the garages, while the work is underway with the scheduled buildings. Vehicles will need to be moved to any other available parking areas.

Construction storage areas:

The following parking spaces will be used for construction storage:

August 20 to September 7, 2018	4 parking spaces near buildings 405 and 554
September 10 to October 3, 2018	4 parking spaces near the pool house.

Landscaping:

Because of the roofing project, Florida Evergreen Landscape will coordinate the weekly maintenance with Latite Roofing. The roofers will be as careful as they can; however, roofing is a construction project and plants could possibly be damaged.

Communications:

The best way for homeowners and residents to stay informed about the roofing project, and all Windsor Place information and announcements, is to visit to the Windsor Place website at <http://www.windsorplacenaples.com>.

If you have any questions or concerns at this time or during the roofing project, please contact Philippe Gabart at 239.947.4552. Thank you in advance for your anticipated patience and cooperation.

For the Board of Directors.
Philippe Gabart, CAM.



Dear Property Owner/Tenant:

We would like to take this opportunity to once again thank you for choosing Latite as your roofing professional. In order to minimize this temporary inconvenience and maximize safety, there are a few things we must ask of you.

1. It may be necessary for Latite to have access to the building during all phases of the re-roofing process. Latite must have an emergency contact name and phone number in order to reach you in the event it becomes necessary.
2. Latite is to have complete and beneficial use and discretion of all common areas during the re-roofing process. All areas which are taped off on a daily bases are to be considered controlled access zones and no entry of unauthorized personnel or individuals will be permitted unless accompanied by a Latite representative.
3. Latite approaches every job in a professional manner and will make every effort to protect all finished surfaces as reasonably required and consistent with industry standards. Notwithstanding, any surface or item that Latite cannot protect shall be the responsibility of the owner or tenant to protect as they deem fit.
4. Significant vibrations may occur during all phases of the re-roofing process. Therefore we ask that all heavy objects that are wall or ceiling mounted, be temporarily removed or double checked for attachment. Latite will not be responsible for damage due to objects falling or being dislodged during the normal re-roofing process.
5. The interior of the building must be inspected prior to start. The purpose of the inspection is to identify any obvious preexisting conditions that may create or become a hazard to the occupants or the structure, i.e. missing ceiling tiles, wood rot, electrical, etc. This pre-start inspection will be followed up with a report that will identify any pre-existing damages from previous water intrusion. If the inspection is not completed timely and work commences, all damages will be assumed to be preexisting and will be the sole responsibility of the building owner, unit owner or tenant. Interior drywall cracks are an unavoidable possibility during the reroofing process and Latite takes no responsibility.
6. All communications regarding this project is to be between Latite and the contracted party. Tenants or individual unit owners are to refrain from contacting Latite or communicating directly with our field personnel and are to route any questions or concerns through the property owner or property management unless the situation is an emergency which would cause more damage unless attended to immediately.
7. Please keep in mind that the re-roofing process is construction and you can expect a certain amount of debris during the project. A general clean up will take place each day with a thorough cleaning of the grounds on the final day.

Thank you in advance for your cooperation in assisting Latite Roofing in delivering a high quality product. If you have any general questions or concerns regarding this project or feel as though we have not addressed an issue that is important to you, please contact the property owner or management company and they will forward your questions or concerns to our attention if needed. Everyone at Latite Roofing is looking forward to a successful project and appreciates your confidence in our firm.

Sincerely,

Owner/Tenant _____

Latite Roofing & Sheet Metal, LLC

Address/Apr. # _____

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

SITE PLAN/BUILDING ADDRESSES

