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www.VestaPropertyServices.com/sw

July 3, 2018

To: Owners at Windsor Place Condominium

From: Philippe Gabart Property Manager. (CAM)

Re: Keys to your home at Windsor Place

Dear Owner:

As the deadlines for both the roof replacement/repairs project and this year's hurricane season rapidly approaches, a *mandatory* interior inspection of each unit needs to be conducted by the roofing company retained by the Association. You will receive proper notification ahead of time.

I have been asked by your Board of Directors, to write to you about this inspection, and **the imperative need** to have access to your respective home. Most importantly, in case of an emergency, such as a hurricane that would require entry for an inspection, it would be necessary to break the lock at your expense.

You, as Owner, have two options if you are not physically available to allow entry into your unit: (a) give the Association's CAM (Vesta Property Services, Inc.) a key to your unit and the passcode for any security system, or (b) give someone else whom you trust the ability to open the unit for the inspection on the appointed date and time.

During a recent inspection, it was noted that we did not have a key (or the existing one did not work) for your unit. I cannot emphasize how important it is for my office to hold each individual key, and to this end I have been instructed to give you a deadline of **July 31st, 2018** by which time a key must be sent or other instructions given to my office for access to your unit.

If you have any questions all my contact information including our address and telephone numbers are at the header of this page.

Best regards.

Philippe Gabart, CAM

For the Board of Directors
Windsor Place Condominium



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. # _____