

Date: 05/21/2015
To: FILE
From: Connor O'Neill
Project: Weekly Staff Meeting (WSM) (PFCS 00-005)
Regarding: Project Note

Potential requirements by developer's Roofing Consultant and Roofing Contractor:

1. A qualified Roofing Consultant shall perform a complete evaluation of all roofs and deliver a written report to the HOA.
2. The Roofing Consultant shall compose a complete specification for repair that brings the roofs into conformance with all building codes, manufacturer's installation instructions and trade standards (NRCA, WSRCA, RCI) at the time the roof was constructed.
3. The Roofing Consultant shall compose a written maintenance schedule the key roofing elements and components.
4. The Roofing Consultant shall compose a written estimate of the service life of the various roofing elements and components.
5. The Roofing Consultant shall compose an RFP, that includes the specifications, draft contract, blank schedule of values (bid form), and blank progress schedule, in preparation for delivery to Roofing Contractors.
6. The Roofing Consultant shall pre-qualified Roofing Contractors who are willing and interested in performing the work, will offer a warranty upon completion, and prices for the repairs as well as the on-going maintenance specified.
7. Hold Point: An HOA Consultant and HOA Attorney shall peer review the work of the Roofing Consultant before tendering.
8. The Roofing Consultant shall tender for bid to pre-qualified Roofing Contractors, evaluate bids, and make recommendations in writing.
9. Hold Point: An HOA Consultant and HOA Attorney shall peer review the work of the Roofing Consultant before contracting.
10. The Roofing Consultant and HOA Attorney shall coordinate to execute the contract between the HOA and the Roofing Contractor.
11. The Roofing Consultant shall verify the quality of the work during the process of repair and deliver written compliance reports to the HOA.
12. The Roofing Consultant and Roofing Contractor costs shall be borne by the developer but the contracts will be between the consultant and contractor and the HOA (so in the case of negligence, the HOA will have standing).
13. The Roofing Consultant shall compile all materials and deliver a complete, indexed, electronic package that includes all above mentioned deliverables (documents), and a "Project Close Report" to the HOA