

Roof Replacement Example

The following is a hypothetical example of unit 4 replacing their roof in advance of their neighbors in units 3 and 5.

We have attached all required documents (both Solana and main HOA ARC) for your use as a help and guide to completing the process. While the Solana DRB does not require you to include the main HOA ARC documents for our review we believe you should as we may be able to head off any questions the main HOA may have.

Please review the attached and we hope it helps in your filling out the documents.

The following items: **Ridgerows** and **Shared Surfaces** might be the most confusing so we have added a bit of extra narrative to help your understanding of the issues.

Ridgerows

In the first picture (top aerial view of entire 6 pack) you will understand how unit 4 deals with ridgerows and shared surfaces.

- The ridgerows between units 4 and 5 are straightforward. They run vertical, straight up and straight down the front and back of the building on the property lines.
- The ridgerows between units 3 and 4 are still pretty straight forward but get a bit complicated with the shared surface between the units. The western most ridgerow, on the left, in the front of the unit runs down the property line from ridgecap to valley (ridgerow cut at angle to match valley angle). There is an additional ridgerow that runs up a small section of the front western slope of the roof and then one long one running down the back (east side) of the building.
 - These ridgerows follow the property line of each unit (shared inside wall). It is the ultimate responsibility of unit 4 to insure the ridgelines are installed on the property lines (on the front are normally about 18 inches to left or right of the end of the valley).
- The second picture provides a street view of the ridgerows. Please provide this as well.

Your roofing contractor should also be able to help you with both pictures. The aerial view came from a contractor software called RoofScope, the front view photo came from Google Earth Street View. You can also take a photo from the street and print it. We recommend you have your roofer make the annotations on the photos as to where the ridgerows will be installed, and add clarifying verbiage to the photos as in the attached photo examples.

Shared Surface

This is where it gets a bit more complicated and will require a bit more work by the owners of units 3 and 4.

- In the top aerial picture of the entire building the checkered section of the roof belongs to unit 3 and must be redone with new roof tiles and new top ridgecaps when unit 4 gets their roof installed. This is required by building code since a horizontal ridge cannot be added on the property line to divide the units.
 - If a shared section like this impacts you it is important that you fully understand how to deal with this section of roofing. Generally units 1 through 4 are impacted in a 6-pack,

and units 3 and 4 are impacted in a 4-pack (but there could be exceptions depending on how your building was framed). **The details are explained in sections 8 and 9 of the Ian Roof Replacement & Repair Policy. In your application to the DRB you must explain (per the Ian Roof policy) how this area will be taken care of, paid for, etc.**

- In addition Tim Berry with CMR advised that if unit 3 in our example is still under insurance review, the insurance company of unit 3 (if a CMR roof Tim Berry will help to take care of it) must be contacted and advised that the checkered section owned by unit 3 is going to be replaced. Tim explained that CMR may need to do more documentation on this section of roof and allow the insurance company the opportunity to come out and inspect it. Tim thought a 30 day notice to the insurance company would suffice.

The hypothetical example provided is most likely one of the more complicated ones we may run into. Some will be very easy. As an example if units 5 and 6 are doing theirs together in advance of unit 4 there are no shared surfaces and only a couple of ridgerows going up and down the main roof surfaces, this one is pretty easy.

Please note: Tim Berry of CMR has informed us he hopes to take out ridgerows where possible as he installs roofs adjacent to earlier installed roofs. This would help restore the entire building to its original look and would also save CMR time and money since they would need to remove a ridge cap to install the next adjoining unit but they would not have to reinstall it. They can simply unscrew the underlying metal ridge and marry the new tiles to previously installed newer tiles. If CMR is taking out a previously installed ridge row when later installing your unit, please have CMR note this on the diagrams/photos.

Solana DRB Landscape and Architectural Request Form

The Solana Design Review Board (DRB) shall oversee compliance of resident properties with all the rules set forth in the Herons Glen and Solana Covenants and guidelines.

Approval by the Solana DRB and HG ARC must be obtained for all additions or changes to the architectural design of the building and building accessories including but not limited to driveways, walkways, roofs, windows, etc. (See HG ARC documents for additional details).

Approval by the Solana DRB and HG Grounds Committee must be obtained for removal and/or plantings of all trees and shrubbery, except those that are diseased or dead. (See HG Grounds Committee documents for additional requirements).

Submit your request form(s) directly to a Solana DRB member or by emailing (email preferred) any and all required forms, design drawings, prints and supporting documents to DRBSolana@gmail.com

Residents Name(s): JOE HOMEOWNER

Address: ANY STREET UNIT 4

Lot Number: 9999

Telephone: 555-555-5555 Email: JOE@.....

Please describe your request and include/attach any additional information (drawings, contractor contracts, photos, etc.) that will help convey what you wish to do. If approved, a copy of the signed document(s) will be sent to you for your submission to the HG HOA.

- REMOVE AND REPLACE ROOF WITH SOLANA APPROVED TILE. SEE ATTACHED CMR QUOTE AND PROVIDED PICTURES, DIAGRAMS
- UNIT (4) WILL BE DONE IN ADVANCE OF UNITS 3 AND 5.
- SHARED SURFACE WITH UNIT 3) WILL BE DONE AS PART OF UNIT 4 REPLACEMENT. PER CMR NO CHARGE TO UNIT 3 FOR SHARED SURFACE.

Approved: _____ Declined: _____ Need More Information: _____

By: _____ Date: _____

Revised 1/18/23

Rev 2/14/23

Herons Glen Homeowners Association, Inc.

Architectural Review Committee Application Form

Application forms and documentation must be submitted before 3:30 pm the TUESDAY prior to the scheduled Tuesday meeting of the ARC Committee. The committee meets the 2nd and 4th Tuesday of each month. No work may be started prior to receiving approval from the ARC Committee. Applications will not be reviewed until all information, documents and signatures required are provided. No approvals will be granted before the application is reviewed at an ARC Committee Meeting.

This application will expire six (6) months after approved date.

Date: 2/11/23 Lot # 9999
Name: JOE HOMEOWNER Phone: 555-555-5555
Address: ANY STREET UNIT 4, North Fort Myers, Florida 33917

This application form does not list all items requiring approval. If a specific form does not apply to the exterior work proposed please use the Other Exterior Work Form.

Please include drawings, site plans, color samples, detailed description, product literature, photos, contracts, proposals, estimates and any other relevant information that will assist the committee in the review of your application. If we are unsure of what you are proposing, it will delay a decision.

Before submitting Application, please review the following:

- Design and Development Guidelines
- Community-Wide Standards for Lighting
- Community-Wide Standards for Mailboxes
- New Construction Standards for Herons Glen
- Landscape Guide for New Construction and/or reconstruction- See Grounds Standards & requirements.
- Policy pertaining to Common Property Modification & Maintenance
- Declaration of Covenants, Conditions and Restrictions for Herons Glen Article XII and XIII

The referenced documents are available at the HOA Office or online at www.heronsglenhoa.org.

Please indicate which form will be attached to this application:

Exterior Paint Form _____ Whole Home Generator Form _____ Lanai Extension Form _____
Pool Installation Form _____ Lanai Enclosure Form _____ Other- Exterior Work Form X
Neighboring/Adjacent Property Owner Acknowledgement Form _____ (Solar on this form)
ROOF

The Neighboring/Adjacent Property Owner Acknowledgement Form must be completed for all work that is done on the side or rear of the property. Homeowners having work done must fill out the form and make reasonable attempts to get this form signed by the adjoining neighbors. This form must be completed and attached to this application.

This application will not be approved until it has been presented and reviewed at a scheduled ARC Committee Meeting. Work is not permitted to start until the ARC Committee has met and approved this application.

Herons Glen Homeowners Association, Inc.

Please refer anything relating to lawns, trees, plants, free-standing flagpoles, curbing, lawn ornaments (including fountains or statues) or other items placed in the grounds of the property to the Grounds Committee.

For any work that is to be done on your house, (unless the work is being done by yourself or with the help of a friend) the following documents must be current and on file at the HOA Office. Please check each box below to confirm that you have verified with the HOA Office the contractor has a current active license, general liability insurance and workers comp certificates on file or that you have provided the appropriate documents if not on file.

☒ A current copy of the contractor's license ☒ Proof of workman's compensation ☒ Proof of general liability insurance

Please have the contractor send a copy of their license, insurance and worker's comp or worker's comp exemption by email to hoaoffice@heronsglenhoa.org or fax it to the HOA Office at 239-731-3339.

Notwithstanding the information maintained on file by the Association, the Owner acknowledges that it is the Owner's responsibility to verify with any contractor it hires that they are properly licensed and insured. Whenever an Owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the Parcel or Unit, whether with or without obtaining the required approval from the ARC, such Owner shall be deemed to have warranted to the Association and its Members that its contractor is properly licensed and fully insured and that the Owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance."

The committee will not review applications that are submitted without the proper documentation. This is to protect you, your neighbors, and the Association. Please be advised that approval of this proposal in no way obligates Herons Glen and any liability associated with this installation must be borne by the homeowner and contractor.

The name of the contractor that will be doing the work is: CMR

Their telephone number is: TAM BERRY 314-607-0562

Please bring this application and form attachments to the HOA office in the clubhouse or mail to:
Architectural Review Committee, Herons Glen Homeowners Association, 2250 Herons Glen Blvd, N Fort Myers, FL 33917

No work is to be done until you have received an approval letter from the Architectural Review Committee authorizing your request. For any job that requires a building permit, a copy of the building permit and permit drawings, if any, must be on file with the Architectural Review Committee and the original posted on the job before work begins.

In the event of any disapproval, the concerned Owner may appeal to the Board of Directors for a hearing. Such appeal must be made in writing to the Association Board within thirty (30) days. In considering the appeal, the board's decision is not bound by the Design and Development Guidelines, however the decision is bound by the Declaration of Covenants and the HOA Bylaws.

Homeowner is responsible for any movement of utilities, including the CLIS Irrigation pipes, sprinklers or mainlines. All costs for the CLIS Irrigation or other utility work or damages to any kind of utilities will be the Homeowner's responsibility.

If you live in the Fairways, Meadows, or Solana HOA, you must get an authorized signature on this form from a member of your sub association board or their designee.

Please sign application

Signature JOE HOMEOWNER Date 2/11/23

Signature _____ Date _____

When work has been completed, please provide a work completion notice to the HOA Office.

Herons Glen Homeowners Association, Inc.

Exterior Work Form

ARC Application Attachment- Complete and attach to the ARC Application

If you are located in a Sub HOA, please indicate which one:

Fairways _____ Meadows _____ Solana X

Use this form for other jobs or addition(s) that do not have a specific form listed in the ARC Application.

Please give a brief description of what is being requested and attach details, specifications, drawings, brochures, product information and a sketch of the work. Please provide as much information as possible about your project.

Check all that apply

A. *Roof Replacement X

Materials: Concrete Tile _____ SOLANA APPROVED TILE Stone Coated Metal Tile SEE

Type: Double Barrel Tile _____ Single Barrel Tile X ATTACHED

If you are replacing your roof and have gutters you will need to remove the gutters and replace. Please indicate if you are using the existing gutters with no changes or additions. Using existing Gutters _____ If installing new gutters please complete B.

B. Gutters X Downspouts X Type 6" Color WHITE

Drainage plan must be included for downspouts.

Locations of downspouts

REPLACE OLD GUTTERS AND DOWNSPOUTS WITH NEW. SAME EXACT LOCATION, SAME DOWNSPOUT LOCATION.

*At the time this application is submitted you must have sample of roof tile in the color that will be installed on the roof. Do not bring the tile to the HOA Office. Contact the HOA Office for someone to come by and get a picture of the tile and an exterior house picture with the existing tile on the home. The picture will be submitted with your application.

C. Shutters _____ Type _____ Color _____

Locations: _____

D. Windows _____ (front windows must have grids)

Type _____ Color of framing _____

Locations: _____

E. Solar Panels _____ Detailed diagram, number of panels and specific location of panels is required. See Community Standard for Solar Energy Devices.

Solar panels are for: Electric _____ or Water _____

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- F. Replace Front Door _____ (include picture of proposed door and color)
- G. Enclosed Front Entry _____ Color of framing _____ Color of screen _____
- H. Install a Storm Door or Screen Door _____ (include picture of proposed door and color)
- I. Install roll down Garage screen _____ Color of framing _____ Color of screen mesh _____
- J. Replace Garage Door _____ (color of door must be an approved ARC Color and match the exterior walls or trim color.)
- K. Front Yard Light Fixture _____ Model number from ARC approved lighting _____
- L. Front Yard Light Post _____
- M. Mailbox & Post _____ Must be the ARC approved mailboxes & posts.
Single _____ Double _____ must have neighbor sharing mailbox & post sign application and form.
- N. Install Pavers _____ Driveway _____ Walkway _____ (an actual sample of the paver must be submitted with this form.)
- Other Paver locations _____

O. Additional Information for proposed work or type of work not listed on this form:

If you live in the Fairways, Meadows, or Solana HOA, you must get an authorized signature on this form from a member of your sub association board or their designee.

Sub HOA Signature: _____

In addition, include a copy of the Sub HOA's signed form (if applicable) and signature of Sub HOA board member or designee.

Please read and sign the ARC Application and attach this completed form to the application.

Resident Signature: JOE HOMEOWNER

Telephone Number: 555-555-5555

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Solana Roof Tile

Profile - Estate

Color Name - Coconut - with White Antique

Barrel - 1-1/2 barrel Size 16-1/2 x 13.

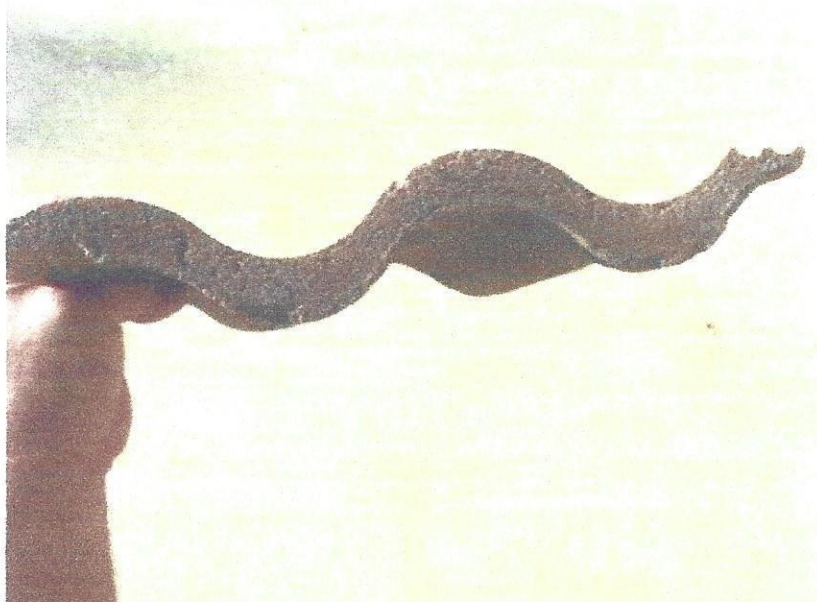
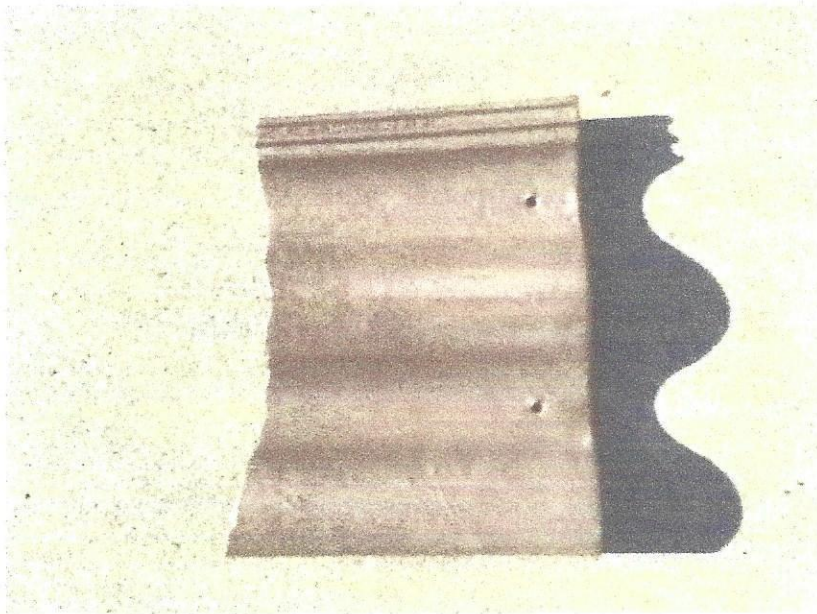
Part #. SKU # - 1GOC50307BU

Color Tan, Multicolor, Brown

Westlake Royal Roofing / Newpoint Concrete Tile

www.westlakeRoyalRoofing.com

Estate Coconut White S-CCNT-BU-Y-SM-15





4555 Radio Rd • Naples, FL 34104
510 Whitney Ave • Ste A8 • Lantana, FL 33462
1201 Hays St • Tallahassee, FL 32301
Office (855) 766-3267 • Fax (855) 376-6326
CCC1327587

AGREEMENT

Name: <u>JOE HOMEOWNER</u>	Insurance Co:	Date: <u>11/07/2022</u>
Address: <u>PAY STREET #4</u>	Mortgage Co:	Account #:
City, State, Zip Code: <u>North Fort Myers FL 33917</u>	Adjuster:	Claim #:
Customer Ref: <u>Home</u> <u>Work</u>	Representative Name: <u>KERIN STRATMAN</u>	Cell #: <u>314-666-5368</u>
Customer Email:	Representative Email: <u>kstratman@cmrconstruction.com</u>	

MATERIAL & SPECIFICATIONS

ROOF

- Per Insurance Scope ☐
- ☐ Tear off ☐ Yes ☐ No 2 # layers roofing
- ☐ Install Underlayment ☐ 30lb ☐ Synthetic ☐ Self-Adhered
- ☐ Install Westlake Royal Tile Brand Charges _____
- ☐ Color: _____ Year: Lifetime
- ☐ Color: _____ #02s: _____
- ☐ Install new Drip Edge: 3 x 3 Color: White
- ☐ Install Lead Joints: 1 5" 2 2" 3 3" 4 4" 5 5"
- ☐ Scaffolding: 1 2" 10 10" ☐ CRVs: 2 4" 5 5"
- ☐ Vents: _____ Color: Painted
- ☐ Valley: ☐ Open ☐ Closed Type: Metal with Valley
- ☐ Ridge: Metal ridge niter Ridgeventil: Y N LF
- ☐ Roof Pitch: 6 / 12 pitches: 1
- ☐ Open Ceilings: ☐ Yes ☐ No Vaulted Ceilings: ☐ Yes ☐ No
- ☐ Redeck: ☐ Yes ☐ No Endstop Color: White

UNIT PRICE ITEMS (Replaced as needed at additional cost)

- ☐ Remove & Replace Plywood Decking @ \$35.00 / sheet
- ☐ Remove & Replace 1x Decking @ \$12.00 / LF
- ☐ Remove & Replace 1x Fascia @ \$15.00 / LF (Painting Additional)
- ☐ Remove & Replace 2x Fascia @ \$18.00 / LF (Painting Additional)
- ☐ Remove & Replace Duo Fascia @ \$10.00 / LF (Painting Additional)
- ☐ Remove & Replace Aluminum Fascia Wrap @ \$10.00 / LF
- ☐ Remove & Replace Thru Wall Flashing Inc Stucco @ \$25.00 / LF
- ☐ Install Kick Out Flashing @ \$125.00 each
- ☐ Install Hurricane Strapping per Code: BID ITEM
- ☐ Solar Panel Removal: Re-installation by Others: BID ITEM
- ☐ Time & Material Rate for work not listed in Scope of Work: \$55.00/hr

WARRANTY

- ☐ Steep Slope 2 yr Workmanship Warranty
- ☐ Low Slope 5 yr Workmanship Warranty
- ☐ Gutters 2 yr Workmanship Warranty

ADDITIONAL SPECIFICATIONS

- ☐ Placement of Materials: driveway
- ☐ Emergency Repair: _____
- ☐ Existing Interior Damage: ☐ Yes ☐ No
- ☐ Roll yard and Driveway with magnetic nail sweeper
- ☐ Clean up and haul away work debris

SPECIAL INSTRUCTIONS

GUTTERS & DOWNSPOUTS

- Per Insurance Scope ☐
- ☐ Remove & Replace _____ LF 5" Gutters _____ LF 2x3 Downspouts
- ☐ Remove & Replace _____ LF 6" Gutters _____ LF 3x4 Downspouts
- ☐ Remove & Replace _____ LF 7" Gutters _____ LF 3x4 Downspouts
- ☐ Color: _____ Install Leaf Screens: ☐ Yes ☐ No

PAYMENT SCHEDULE

Agreement Amount	\$ _____ or B.O.B.
Roofing	\$ <u>43,000.00</u>
Gutters	\$ <u>525.00</u>
Other	\$ _____
Supplements	\$ _____
Overhead and Profit	\$ _____
Final Agreement Amount	\$ <u>44,025.00</u>

Subject to Insurance Approval: If this box is checked, this Agreement is subject to the Terms and Conditions on the attached "Supplements" Conditions to Agreement for Insurance Claim Related Work. _____ Initials

By signing this Agreement, it is understood and agreed that CMR and/or CMR's insurer will be held harmless for alleged or actual damages or claims as a result of mold, algae or fungus. It is understood that CMR and its insurers will exclude all coverage, including defense, damages related to bodily injury, property damage and clean-up caused directly or indirectly or in whole or in part for any action brought by mold, including fungus and mildew regardless of the cost, event, material, product or workmanship that may have contributed concurrently or in any sequence to the injury or damage that occurs.

IN WITNESS WHEREOF Buyer shall acknowledge receipt of a completed copy of this Agreement on the day and year written below. I / WE have read, understand and accept the terms included on the front and back of this Agreement.

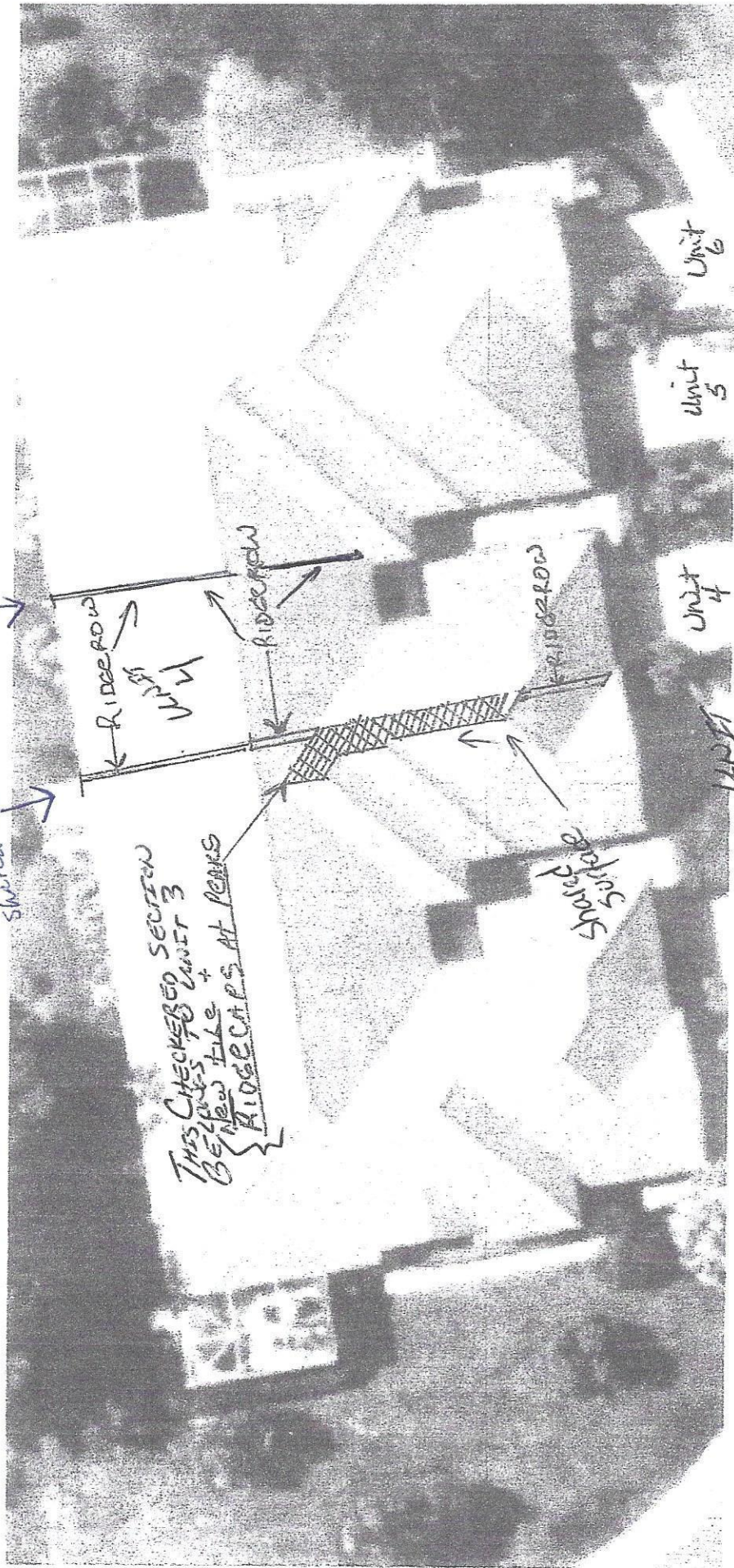
Approved by Customer on date 11/07/2022 Customer Signature _____

Approved by Customer on date 11/07/2022 Customer Signature _____

Approved by CMR on date 11/07/2022 CMR Sales Rep Signature _____

E/

on property FOR
LINE except
surface
LINE



THIS CHECKED SECTION
BELONGS TO UNIT 3
RIDGE CAPS AT PERKS

Skipped

Unit 6

Unit 5

Unit 4

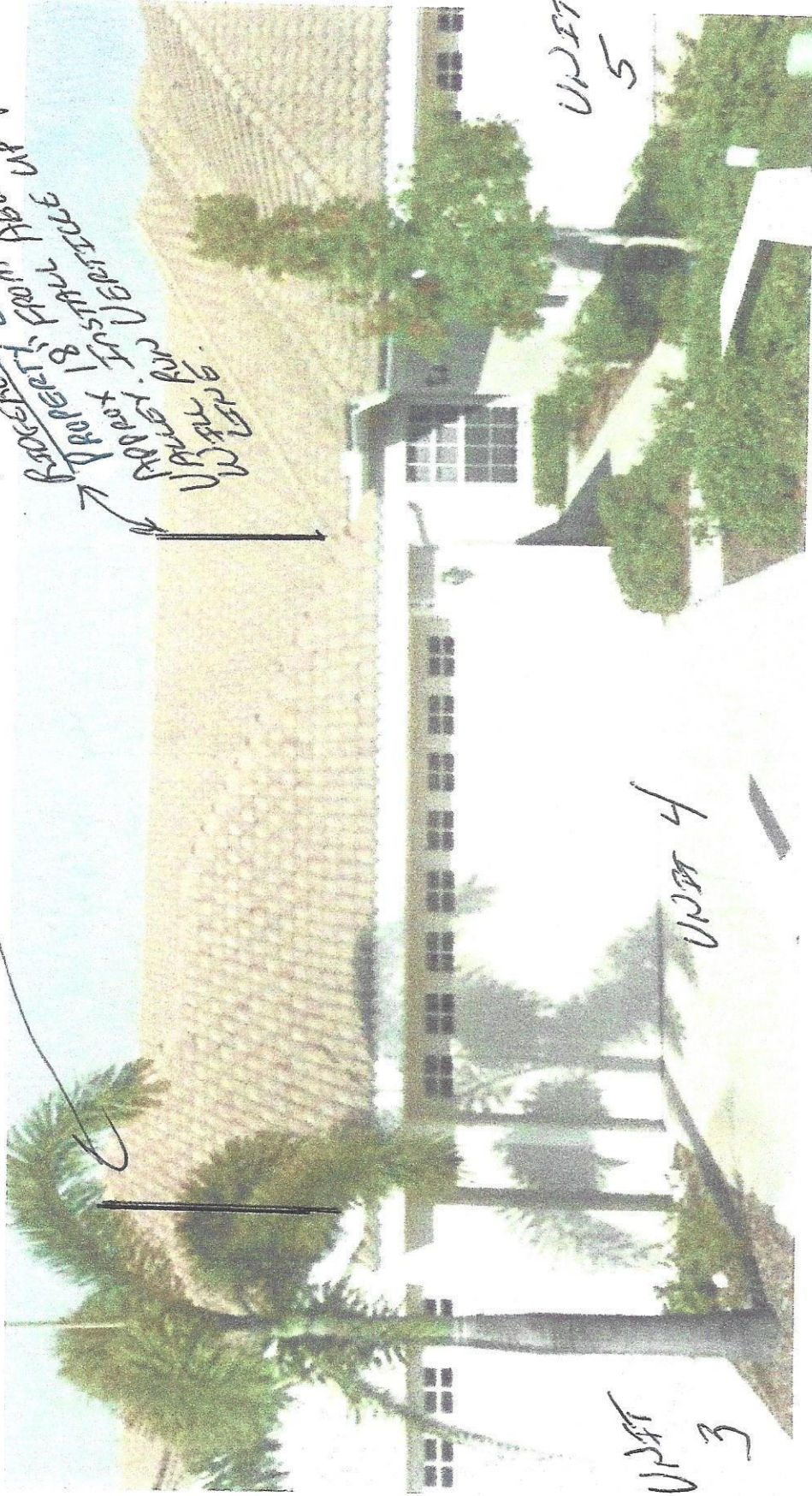
Unit 3

3621 RVE Alee Loop

W/

E

ROCKWOOD: ON E. END OF VALLEY.
PROPERTY LINE FROM ABOVE PROPERTY
VALLEY 18 FEET
VALLEY 18 FEET
VALLEY 18 FEET



N

FRONT VIEW

POSITIONS OF RIDGE ROWS IN PICTURE ARE APPROXIMATE. EACH HOMEOWNER IS RESPONSIBLE TO ASSURE CORRECT LOCATION OF RIDGE ROWS ON PROPERTY LINE (AND NOT AT END OF DRAINAGE VALLEY)

W

Herons Glen Homeowners Association, Inc.

Architectural Review Committee

Neighboring/Adjacent Property Owner Acknowledgement Form

This form must be completed for all work that is done on the side or rear of the property. Homeowners having work done must fill out this form and make reasonable attempts to get this form signed by the adjoining neighbors.

Applicant's Information and description of work to be done

Name: JOE HOMEOWNER

Address: ANY STREET #4

Home Phone: 555-555-5555

Cellphone: _____

Email Address: JOE @ XXX . . .

Describe work to be done: REPLACE ROOF ON MY UNIT (#4). INSTALL, WHERE NECESSARY, RIDGE-ROWS BETWEEN UNITS 3 AND 4. NEW TILE AND RIDGE-CAP ON TOP OF SHARED SURFACE. SEE DIAGRAM AND PICTURE. CMR WILL NOT CHARGE FOR ADDITIONAL WORK TO COMPLETE SHARED SURFACE.

Date work will be started if ARC Application is approved: APPROX JUNE 2023

Please list address/locations of properties not owned by you where access will be needed:

ANY STREET UNIT 3. ROOFER WALL ACCESS UNIT 3 (ROOF) TO DO WORK.

I/We assume all responsibilities for any damages to the adjacent properties and/or HOA common property that is caused by the construction or improvement work at my property and will make timely repairs and restoration will be made.

Signature(s) required: JOE HOMEOWNER

All homeowners having work done on their property and the adjacent homeowners are responsible to determine their own property lines. The Herons Glen HOA and ARC Committee does not determine or verify an owner's property line and is not responsible for any encroachments by an adjacent property owner.

Neighboring/Adjacent Property Owner Acknowledgement

My signature on this form concerning my neighbor's improvements indicates that I have seen the plans for the proposed improvements, or I have a reasonable understanding of what kind of improvement will be done on my neighbor's property. Adjacent Property Owners signature or refusal to sign this form does not and will not indicate approval or disapproval of the ARC Application submitted by the homeowner. If you have questions or concerns about the proposed project or would like to see the application and plans as submitted please contact the HOA Office.

Name: SALLY SMITH

Address: ANY STREET UNIT 3

I give permission to use my property, if necessary, to gain access for the construction or improvement work limited to and as described above on the homeowner's property: _____ (initial if permitting access).

Signature: SALLY SMITH

Date: 2/10/23

REV 2/14/23

Hérons Glen Homeowners Association, Inc.

Architectural Review Committee

Neighboring/Adjacent Property Owner Acknowledgement Form

This form must be completed for all work that is done on the side or rear of the property. Homeowners having work done must fill out this form and make reasonable attempts to get this form signed by the adjoining neighbors.

Applicant's Information and description of work to be done

Name: JOE HOMEOWNER
Address: ANY STREET #4
Home Phone: 555-555-5555 Cellphone: _____
Email Address: JOE@XXXXXX

Describe work to be done:

REPLACE ROOF ON MY UNIT (#4), RIDGE ROW (WHERE NECESSARY)
WILL BE INSTALLED BETWEEN UNIT 4 AND UNIT 5.

Date work will be started if ARC Application is approved: APPROX JUNE 2023

Please list address/locations of properties not owned by you where access will be needed:

ANY STREET UNIT(5). ROOFER WILL NEED TO ACCESS ROOF ON UNIT(5).

I/We assume all responsibilities for any damages to the adjacent properties and/or HOA common property that is caused by the construction or improvement work at my property and will make timely repairs and restoration will be made.

Signature(s) required: JOE HOMEOWNER

All homeowners having work done on their property and the adjacent homeowners are responsible to determine their own property lines. The Herons Glen HOA and ARC Committee does not determine or verify an owner's property line and is not responsible for any encroachments by an adjacent property owner.

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Name: JANE DOE Address: ANY STREET UNIT 5

I give permission to use my property, if necessary, to gain access for the construction or improvement work limited to and as described above on the homeowner's property: _____ (initial if permitting access).

Signature: JANE DOE Date: 2/1/23

REV 2/14/23