

# CAPRIANA CONDOMINIUM UNIT OWNERS ASSOCIATION

## Roof Access Policy

In order to assure that the **Firestone 30 Year Warranty** on the roof remains intact, the Capriana Board of Directors adopts the following policy for access to the roof by any individual unit owner or vendor. Access to the roof is limited to routine or emergency repairs only. Please notify the maintenance superintendent or CAM prior to the arrival of all vendors. Please specify who is going to perform the repairs. Please have all vendors provide licensing and insurance documents either prior to arrival or at the time of arrival. There will be no exceptions to the roof access policy.

- 1) The hours of access (except for emergency repairs) shall be between the hours of 7:30 A.M. and 3:30 P.M. on Monday through Friday.
- 2) All individuals or vendors shall be accompanied by either the maintenance superintendent, the CAM, a Board Member or designee.
- 3) Everyone accessing the roof will be required to sign a login & log-out sheet. These logs will be maintained by the maintenance superintendent.
- 4) A photo of the area where the repairs are to be made will be taken as evidence of the condition of the roof prior to commencement of the repairs.
- 5) A photo of the area where the repairs have been completed will be taken to assure that no damage has occurred to the roof during the repairs.
- 6) All foot traffic, repairs and placement of materials shall be limited to the walk pads installed on the roof deck. Use of non toxic products are encouraged (Simply Green).
- 7) Access to the roof for emergency repair requests, which do not fall within normal hours, shall be granted at the discretion of the CAM or Board members. Availability of personnel to accompany such individuals or vendors will determine accessibility. Every effort will be made to accommodate all emergency repairs.
- 8) When the repairs are completed, all debris and materials shall be removed from the roof by the individual or vendor and disposed of in an appropriate manner. The association maintenance personnel is **not** responsible for clean up.
- 9) All damage to the roof which occurs during repairs shall be the financial responsibility of both the unit owner requesting such repairs **and** the vendor performing the repairs.