

## Roofing Concerns after Hurricanes

Many of our Hamptons homes have suffered varying amounts of roof damage. Even if you have no obvious visible damage, and don't believe that your damage will exceed the deductible, you should have your roof carefully inspected by a qualified roofing inspector. Most of the roofs being replaced, seemed to have only limited damage until this inspection was performed.

There are some issues that affect our roofs that you need to be aware of:

1. **Roof tile slippage**: When the tile is sliding, it means the tile is no longer bonded to the mortar bed which was intended to hold the tile in place. While it is often possible to patch a roof by putting some caulk or other adhesive under the tile, this is no more than a stop-gap repair. Loose tiles are just as damaging to your roof as broken tiles and loose tiles must be considered in evaluating a roof for replacement. There are many reasons for loose tiles, but a primary initiating cause is wind damage such as sustained in storms.
2. **The 25% Rule**: This is a rule in the building code that says that if a "building system" such as the roof, needs repairs which exceed 25% of the cost of a new system, then that system must be brought up to the current code requirements. In the case of our roofs, the current building code requires more extensive nailing of the sheathing to the trusses than was required in 1988-1989 when our homes were built. To bring our roofs "up to code" means that the roof must be stripped down to the sheathing and the sheathing re-nailed to the new code before the new roof is installed. Since our original roofs are estimated to be 20-25 year roofs, and we now are at 18 years on some homes, a "new roof" is the obvious choice.

**AND...** A couple more things.

- If you are going to re-roof, you need to **submit an ACC Re-Roof Application BEFORE** you start the job. Please submit the request BEFORE you do the tear off. Failure to observe this requirement will put you at risk of installing an unacceptable roof and will cause you to incur a \$100 Service Fee for an "after the fact" request.
- A "Re-Roofing Info Pack" can be downloaded from the [www.HamptonsatMaplewood.org](http://www.HamptonsatMaplewood.org) web page. This info pack includes background materials that should help you work with your roofer to get the best job at the best price. It also includes a "Take-Off" document that will make sure that your **roofer knows that you know** the quantity of roof that is required.
- The "Re-Roofing Info Pack" also includes a ACC Re-Roof Request form. You can also request this Re-Roofing Info Pack to be mailed to you from the Bristol Management office.

# **RE-ROOFING INFO PACK**

**ACC REQUEST IS REQUIRED FOR RE-ROOFING:** An ACC Request is to be submitted and approved before re-roofing is started. A special ACC Request form has been developed for re-roofing requests and is attached to this document.

**TILE PROFILE, COLORS AND TEXTURES:** The allowable concrete tile profiles, colors and textures are covered in the ACC Standards document. Please request a copy of this document from the property manager or refer to it on the web site ([www.hamptonstatmaplewood.org](http://www.hamptonstatmaplewood.org))

**ADVISORY SPECIFICATIONS:** The specifications and discussions presented herein are “advisory” and it is up to the owner to determine the specifications to be included in the re-roofing contract. However, it is important that the contract reference a clear set of “specifications” or “scope of work document”. While the building codes provide minimum standards, there is considerable room for ambiguity unless a specific set of specs and scope documents are incorporated in the contract. The following is presented to provide the owner a background for negotiating with roofing contractors and evaluating the estimates/bids received. Reroofing will be one of the largest single maintenance expenses you will experience and care paid to specifications and contract issues is warranted by the risk of getting less than you pay for. Owners should consult their own attorney or other contracting professional if there is any concern as to the adequacy of either the specifications or the agreement or warranty.

**UNDERLAYMENT/MEMBRANE CHOICES:** The traditional specification for concrete tile roofing involves a **two ply membrane system** consisting of: (a) 30# felt, tin tagged to sheathing, followed by (b) 90# bitumen/slate membrane hot mopped to the felt layer. This is the “minimum” specification allowed by code. However, newer roofing systems are available using a “modified membrane” formulation that is significantly more durable than the traditional 90# slate membrane.

One of the reasons to choose the “modified” membrane system is that the first course of tile must be nailed or screwed to the sheathing. These nails/screws penetrate the membrane and the older 90# slate membrane is less tolerant of the inevitable movement of these fasteners caused by thermal expansion and contraction of the tile as well as flexing under storm wind induced loads. This movement tends to “wallow out” the fastener penetrations and eventually causes small leaks that show up as rotting sheathing and/or fascia members. Because it occurs over the soffit, it rarely causes leaks into the interior which are identifiable so they can be fixed.

Some insurance companies also give “credit” for applying an adhesive tape over the plywood sheathing joints. The purpose of this is to reduce major leaks if the roof and membrane are “blown off” by the force of the wind. Of course this assumes that the sheathing will still be intact.

The self adhering/peel and stick membrane is an option that may be considered and which many roofers prefer because it is easier to complete sectional tear off and dry I. This may be beneficial in the case of rain during the process since a section of roof may be dried-in more quickly. It is also beneficial in the case of hurricanes since it provides a sealed membrane over the plywood joints which will be less likely to tear off in a hurricane. Consult with your roofing contractor concerning the type of membrane that is being proposed.

**ROOF PENETRATIONS:** All Hamptons units have an **electrical vent fan** near the peak of the roof in the rear. Many of these fans are inoperable (some have never been hooked up electrically) and need to be replaced as part of the roof job. In most cases it will be beneficial for the owner to purchase a replacement fan at Home Depot [~\$100] or other supplier and to provide this to the roof contractor to be placed in the roof. The additional labor cost to the roofer should be minimal. The roofer can also supply this fan at extra cost. Some owners have substituted a simple roof vent in lieu of the fan.

**Skylights (3):** These bathroom and utility room skylights should be carefully examined to determine the need for replacement. Replacement of these 3 -2' x 4' skylights will cost (total) in the \$1,000 range. If they are replaced, “Dade County Approved” skylights must be used. Note

that the new “double roll” tiles are effectively “thinner” than the old tiles, making it desirable to replace the skylights with units which are “higher” than the original skylights.

Other roof penetrations consist of **plumbing vents, bathroom vents, and the kitchen vent.** They should be replaced by the roofer. Of course the question of “copper or galvanized” metal must be asked and answered. Copper is better, but significantly more expensive. The original material was copper. However, galvanized is allowed by code. You may want to paint these vents prior to installation just to avoid climbing on the roof after the roof job is finished.

**GUTTERS AND ALUMINUM FACIA:** Please note that gutters and aluminum fascia cladding may be required to be removed if rotted fascia is found. As the cladding tends to inhibit drying of the underlying wood components, rot is expected and may be extensive. The Scope of Work requires removal and replacement of gutters and cladding if rot is found, however the aluminum materials may very well be destroyed or damaged during removal and may require replacement.

If replacement of gutters and/or cladding is required, the entire section (corner to corner) must be replaced, and will not match the remaining finishes. Therefore, it may be desirable to hire an aluminum specialty contractor to replace **all** of the gutter/cladding to ensure a match and acceptable appearance throughout the job. The contractor may be hired separately or as a subcontractor to the roofer.

There are ways that a section of fascia may be replaced using pressure treated 2”x4” and cladding the finished fascia with “Hardie” plank, a form of cement board that is totally oblivious to rot and takes and holds paint very well. If this is an issue for you, contact C. Godfrey for the method and a sketch of how it is done.

**SPECIAL ISSUES FOR PATIO STRUCTURES:** Where patio roofs and/or screen enclosures have been attached to or just below the fascia, it may be very difficult or impractical to replace the fascia. In these cases it is recommended that the owner obtain an evaluation of the extent of rot in the fascia to determine if replacement can be avoided. This evaluation can often be done by drilling small holes along the bottom inside edge of the fascia cladding and probing through those holes with an ice-pick. Once the extent of the rot is determined, you may need to get an engineering evaluation to determine if it is safe to proceed without replacing the fascia member.

**EXTRAS:** Almost every unit will have rot repairs and/or fascia replacement. It is up to the owner to determine whether to include a “fixed” amount of this work in the original estimate/bid or to provide for this eventuality in the form of pre-determined unit prices stated in the agreement. It is suggested that owners may wish to request the original estimate be formulated with the following provisions for this eventuality and to reduce the \$\$ surprises at the end of the job.

- Work includes up to 4ea 4’x8’ sheets of plywood sheathing to be installed as required to replace rotten areas of sheathing.
- Work includes up to 40 lineal feet of Southern Yellow Pine dimensional lumber to be installed to replace and/or reinforce roof members affected by rot.

The estimate/bid should also include “unit prices” for the following items:

Plywood (4’ X 8’ 5/8” CDX installed) per sheet \$

Hem fir 2’ X 4’ per 10’ piece installed \$

Fascia replacement per lineal foot \$ \_\_\_\_\_ (includes 2” x 10” #2 YP pressure treated dimensional lumber and pre-painted aluminum cladding)

**PAYMENT SCHEDULE:** A target payment schedule might involve:

- 10% at contract signing
- 30% on completion of tear-off and placement of membrane including drip edge including inspection approvals.
- 30% on stocking of tile material on the roof
- 30% on completion

**BUILDING PERMIT:** The cost of the building permit should be included in the contractor's original estimate/bid. Make sure the estimate/bid states or indicates contractor is responsible for payment of this fee. **Contractor is responsible for obtaining this permit. Owners should not "pull the permit" since this is usually a sign of an improperly licensed and improperly insured contractor over which the owner will have little influence.**

**NOTICE OF COMMENCEMENT:** This form must be prepared and signed by the owner and recorded by the county clerk's office **before the building permit will be issued.** The purpose of this is to assure that all suppliers and sub-contractors on your property will be subject to the contractor's lien law. In practice it means that you will receive a letter from the tile supplier and possibly other suppliers which puts YOU on notice that you must assure that they are paid before (or when) you pay your roofing contractor. You get this assurance by insisting that your roofing contractor furnishes you a "**Release of Lien**" document, signed by an official of the supplier company, at the time you make payments to the contractor. Failure to do this sometimes means that the owner will get stuck paying twice for the job.

**INSURANCE:** Owners are encouraged to obtain a "certificate of insurance" provided to the owner by the contractor's insurance agent. Roofing is among the most dangerous of the construction trades. It is important that your roofer is adequately insured.

**JOB SCHEDULE:** The contractor should provide the following scheduling information.

- DAYS COUNTED FROM CONTRACT SIGNING/DEPOSIT ACCEPTANCE
- DAYS TO BUILDING PERMIT APPLICATION
- DAYS TO START TEAROFF AND MEMBRANE REPLACEMENT
- DAYS TO TILE DELIVERY
- DAYS TO COMPLETE

**ROOF AREA TO BE REPLACED:** Hamptons units all have the same area of roof to be replaced. This is 32 Squares. There is a project take-off estimate enclosed with this package. Examine your estimate/bid carefully to see that it is consistent.

**WARRANTY:** See the warranty before signing contract. 10 yr warranty is objective, 5yrs is typical. But most of the reasons for roof failure during the warranty period are excluded by the warranty language so length of warranty is not a deal breaker.

**Revision 2 Note:** This revision eliminates the peel & stick membrane option which is no longer allowed by the TOJ Bldg Dept.

## Hamptons Roof Take-Off Data

Total area of slab	SqFt		2456
Perimeter of slab	Ft	230	
Width of overhang	Ft	1.5	
Area of overhang	SqFt		345
Total roof coverage	SqFt		2801
Slope factor for 6/12			1.13

<b>Actual Tile Area</b>	<b>SqFt</b>		<b>3165</b>
<b>Chargeable Tile Area</b>	<b>Squares</b>		<b>32</b>

Perimeter of Roof		242	
Add for gable slope		8	
<b>Drip edge and edge tile</b>	<b>Ft</b>		<b>250</b>

<b>Approx Lineal Ft Ridge</b>	<b>Ft</b>		<b>190</b>
(Lin Ft ridge tile reqd)			

<b>Approx Lineal Ft Valley</b>	<b>Ft</b>		<b>40</b>
(Lin Ft valley flashing reqd)			

<b>Approx Facia Length</b>	<b>Ft</b>		<b>250</b>
----------------------------	-----------	--	------------

<b>Approx Soffit Area</b>	<b>SqFt</b>		<b>375</b>
---------------------------	-------------	--	------------

<b>Approx Gutter Length</b>	<b>Ft</b>		<b>250</b>
-----------------------------	-----------	--	------------

<b>Approx Downspout Length</b> (6@10')	<b>Ft</b>		<b>60</b>
---	-----------	--	-----------

**Above data provided for homeowner guidance  
Roofing contractor responsible for actual estimates**

## CONTRACT AGREEMENT CHECK LIST

- Date of signing/deposit acceptance stated in document
- Proposed job schedule per “Notes To Owner”
- Provision for delays outside the control of the contractor.
- “Time is of the essence” clause in the contract. This clause provides a basis for termination of the contract for gross abuse of the contract schedule. (Contractor may not accept this. It protects the owner and can be a real problem for a contractor when job problems occur.)
- Scope of work/specification document identified. Usually the contractor will try to use their estimate/bid form for this element. This is typically not detailed enough to represent an enforceable specification. Should include reference to providing clean-up, protection for landscaping, ancillary structures, etc.
- Area to be re-roofed. Anything over 32 squares is “gravy” to the contractor.
- Total Base Payment
- Unit prices for rot repair items
- Target Payment Schedule: Initial Contract, TearOff & Membrane, Tile Stocked, Final (10%, 30%, 30%, 30% is target)
- **WARRANTY:** See the warranty before signing contract. 10 yr warranty is objective, 5yrs is typical. A longer warranty does not really cost the contractor anything unless there is defective work. But most of the reasons for roof failure during the warranty period are excluded by the warranty language so length of warranty is not a deal breaker.

## SCOPE OF WORK

### Work on each residence shall be performed as follows:

1. Remove existing tile, flashings and underlayment to wood deck - cut back stucco or siding 12" to allow new wall flashing installation.
2. Replace rotted or damaged sheathing, repair fascia and minor truss damage.
3. Renail sheathing to conform to current building code requirements for wind speed zone.
4. Install minimum ASTM 30# <\*> felt nailed to deck using 5/8" steel tin tags and ring shank large head electrogalvanized roofing nails minimum 1". Lap ends a minimum of 6" and headlaps a minimum of 2".
5. Install 10' lengths of copper 3" X 3" drip edge in a bed of roof mastic, lapping joints a minimum of 4" and placing roof cement between laps. Nail 4" o.c. using copper ring shank nails, minimum 1". Ensure corners have a minimum 2' leg each side.
6. Install copper base flashing extending 5" up vertical surfaces and 4" on deck. Set in roof mastic, lapping joints a minimum of 6" and placing roof cement between laps. Nail 4" o.c. using copper ring shank nails, minimum 1".
7. Install copper valleys and crickets, ensuring edges extend a minimum of 18" up sloped surfaces, and all edges are stripped with roof cement and membrane at least 6" wide. Place roof cement between all laps.
8. Install underlayment (#90 or modified membrane)<\*> shingle fashion, starting at eave edge and working up slope. Ensure complete coverage with hot type IV asphalt with no voids or skips prior to placing sheet. End laps shall be a minimum of 8" and headlaps a minimum of 4". Ensure weave pattern at valleys. Sheets shall be headnailed 6" o.c. using ring shank cap head nails or ring shank nails and tin tags.
9. Install lead flashings, copper goosenecks and other roof appurtenances, nailing flanges 4" o.c. with ring shank nails compatible with the metal used, and strip in with two plies of roof cement and membrane. Install metal eave closures set in roof mastic and nailed per manufacturer's requirements. Ensure nails are driven parallel to fascia surface and are not visible from the ground.
10. Install cement tile in foam set application according to current codes and manufacturer's requirements for applicable wind zone. Ensure adequate foam for proper adhesion and attach hip and ridge fixtures with foam as well.
11. Point up hip and ridge using mortar colored to match tile.
12. Should fascia require replacement, carefully remove and replace gutter and aluminum cladding to match existing. Lumber shall be min. #2 Southern Yellow Pine treated with Cuprinol or similar preservative.
13. Site shall be left in a broom clean condition. Contractor shall replace or repair finishes, sidewalks, driveways, irrigation systems, vehicles or residence exteriors damaged or defaced as a result of this Work.

**Note: Galvanized metal is allowed by code and is lower cost than copper. The original roofs used copper flashing. In the final analysis, it is a cost tradeoff, but copper will definitely last longer than the roof itself. Galvanized metal may or may not last that long.**

## SUMMARY OF WORK

### 1.01 Work Covered by Scope (Scope of Work Document is part of this specification.)

A. Work covers all designated areas of steep slope roofing, alterations and repairs, including removal of existing tile roofing, underlayments, flashings and debris, and installation of new underlayments, flashings and concrete tile, for the residence located in the subdivision known as the Hamptons, Jupiter, Florida.

B. Work includes removal of roofing at all cricket areas, and replacement with modified bitumen membrane. Replacement of all plumbing vent and ventilation components on the roof with equivalent quality components.

### 1.02 Work Sequence

A. Perform reroofing work of existing building in stages to accommodate Occupant's use of building.

B. Coordinate Work to provide for public and Owner's convenience.

C. Document in writing and notify owner of all repairs required to sheathing, trusses, fascia or other substrate. No additional payments shall be made for repairs not substantiated and noticed to owner.

### 1.03 Contractor Use of Premises

A. Confine operations at site to areas permitted by Owner, law, ordinances and permits

B. Do not unreasonably encumber the site with materials or equipment.

C. Do not load structure with weight that will endanger structure.

D. Assume full responsibility for protection and safekeeping of products stored on premises.

E. Limit use of site for Work and storage as follows:

1. Restrict parking to the designated staging areas.

2. Maintain Owner access to existing buildings, parking, drives, and walks.

3. Restrict construction personnel from access to other areas of site except as required to perform new and replacement work.

### 1.04 Owner Occupancy: Owner will occupy premises during entire period of construction. Cooperate with Owner's Representative to facilitate Owner usage and minimize conflict.

Following is an excerpt from the “ACC Standards”. This standards document is subject to periodic revisions. Please refer to the current issue of the ACC Standards document for the current list of approved colors and profiles.

**RE-ROOFING: ACC Request is required.** Request is to indicate material, profile/style, color, and manufacturer. Material, profile, textures and colors have been reviewed and presented as “Archetype Standards” in Appendix 1. All re-roof requests will be submitted to the ACC (or designated ACC representative) to determine if the products meet the intent of the standards. Approved ACC requests will be returned to the Property Manager for distribution to the requestor/owner. When new manufacturers, profiles, styles and colors are approved by the ACC, they will be incorporated into this list of Archetype Standards.

To assist owners in this major maintenance effort, the ACC has engaged a roofing consultant to prepare “model” specifications. Owners are encouraged to obtain these documents by requesting hard copies from the Property Manager, or by downloading and printing from the HOA web site at [www.hamptonatmaplewood.org](http://www.hamptonatmaplewood.org) . These specifications, check lists and warranty language are advisory. Owners should consult their own attorney or other contracting professional if there is any concern as to the adequacy of either the specifications or the agreement or warranty. Note that a special Re-Roof Request variation of the ACC Request form is included in this package.

**Appendix 1  
02/21/2005**

**Archetype Products: Concrete Roof Tile**

<b>Manufacturer</b>	<b>Manufacturer Profile Name</b>	<b>Acceptable Colors***</b>
Entegra*	Estate S (double roll tile)  Skandia (13” flat tile)**  Bermuda (9” flat tile)**	NTGR, ATGR, BURL, BUTT, CACL, CARM, CDTN, COPR, DCTA, DSTN, EMLD, LTBR, METR, MOSS, SAND, SIBR, SMOK, SPCL, TANN, TECL, PBLE, PUTY, RUST, SLAT, TAUP, LIGN, GUNT;
Hansen*	Palema (double roll tile) Nordic (13” flat tile)	
Monier*	Vanguard Roll (double roll tile)	

\* General Note: This document uses Entegra products and color codes as an archetype specification. Products of other manufacturers (Hansen, Monier) that are substantially equivalent in profile, colors or texture may be approved.

\*\* Flat Tile Note: Many flat tile styles involve surface texture effects to simulate shake or slate shingles. These textured tiles are generally acceptable under this specification.

\*\*\* These colors are often accompanied by “antiquing” effects of various colors (usually black or white) which are acceptable.

Hamptons owners wishing to see a range of potential styles and colors, should visit the Maplewood HOA located adjacent to Hamptons Phase 3 at Toney Penna and Pinetree Trail. Most (but not all) of the styles and colors now being used in that subdivision could reasonably be expected to be approved. Where the ACC does not approve a specific tile style or color, the ACC will seek to meet with the affected owner to arrive at an acceptable resolution to the request.

Appendix 2 ACC REROOF Request Form

<b>REROOF REQUEST</b>			<b>THE HAMPTONS AT MAPLEWOOD ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FOR ALTERATION OR MAINTENANCE</b>			<b>REROOF REQUEST</b>				
<b>To be completed by Homeowner:</b>										
Date Originated:			Date Received: by HOA			Received for HOA By:				
Homeowner Name:						Telephone#:				
Unit Address:						Lot#		Existing Unit Exterior Color		
Proposed REROOF AS FOLLOWS: (Circle): CONCRETE TILE    OTHER: _____										
Tile Mfg: INTEGRA    MONIER    HANSON    Profile Name: _____										
COLOR Name(s) & Number(s) _____ Blend? YES    NO										
Membrane Type: [30#/90# Mop Down]    [30#Modified]    [Peel&Stick]    Other: _____										
Submit sample of tile profile and color with request										
Construction, installation, alterations and colors shall be in strict accordance with the approved drawings and notes on the drawings. Approval of this request is contingent upon your (owner's) acceptance of total responsibility for the repair of any and all damage which may occur to existing landscaping, irrigation systems, drainage, concrete drives and walks, fences, walls, electrical and electronic lines or equipment and any external portion of your/any residence in the process, or as a result of said alteration or maintenance. Remedial work, if required, shall be completed within 10 days of inspection and notification to the owner of any remedial requirements. Further, you will remedy in a timely manner and to the sole satisfaction of the Association, all grievances which may be forthcoming as a result of this work. Commencement of the alteration or maintenance constitutes acceptance of these conditions.										
Contractor Name/Address/Telephone:						Contractor License#				
Proposed Start Date:						Expected Completion Date:				
It is the owner's responsibility to notify the Association of completion of the above work so that ACC inspection may be scheduled. The ACC requires three sets of drawings. For physical alteration such as additions, patios, pools, etc. each set shall contain a survey/plot plan, drawings, and sketches of the proposed improvement. One set stays in your folder at the Association. The TOJ requires two sets for your contractor to apply for your building permit and the Association will note approval on two sets and return to you for TOJ permit application.										
<b>I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES</b>										
Homeowner Signature:				Date:		Contractor Signature:				Date:
<b>TO BE COMPLETED BY THE ACC</b>										
Approved:		Denied:		Signature:				Date:		
[ ] Major Addition Supplement is applicable to this request: (Must be executed by owner/contractor prior to approval)										
Approval Comments/										
Date Inspection Request Received:			Inspection Date:			Inspected By:				
Inspection Results & Remedial Action Required:										

ACC Rqst Form Rev: 08/2008