



Parkside Place
Home Owners Association, Inc.

1309 Parkside Place, Indian Harbor Beach, FL. 32937

Roofing Repair/Replacement Procedure

Steps in getting your roof fixed

Follow the steps below in the order indicated.

1. Consult the list of Board-approved roofers – a current copy may be obtained by calling Dependable Property Management at (321) 773-4033.
2. Select 1 or more roofers from the Approved list and contact them to look at your roof and give you a quote. It's always a good idea to ask for and check references as well.
3. If you prefer to use a roofer who is NOT on the approved list, have that roofer contact Dependable Management to get approved. The process is simple and quick.
4. Negotiate with the approved roofer(s) of your choice and arrive at an agreement that satisfies your quality, cost, and schedule concerns.
5. Obtain a copy of the PPHOA Roof Work Notification Form from the roofer, or from Dependable Management.
6. You and your roofer should complete and sign the Roof Work Notification Form. Instructions for completing the form are included on the form itself, and a sample copy of the form is attached.
7. Mail the completed Roof Work Notification Form to Dependable Property Management, or put it in the Parkside Place Association mail box near the Clubhouse. **Your work should not be started until this form is submitted!**
8. Your roofer may now perform the work. Remember you are responsible for satisfying your part of the agreement, including payment, directly with the roofer.
9. The management company will review the Roof Work Notification Form, and retain it with the Association's insurance records to show that our roofs are being properly maintained (which affects our insurance rates). In certain cases, they may contact you for additional information, or if you need to take additional action, or to alert you of special circumstances.

Emergency Action of the Board: The Board may take *emergency* action on your behalf in order to protect your property or others from additional damage (for example, covering a leak following a storm). You will be billed for the cost of any emergency actions taken.