

HIGHVIEW ESTATES CONDOMINIUM ASSOCIATION

ROOFING STATUS UPDATE MEETING

Thursday November 9, 2017

Attending Board members, Frank Segerstrom, Alice Heinbuch, Mark Petrowski, Jeff Titcomb, Peggy Powell.

Guest-Justin Spinks, To Serve Contracting, roofing contractor.

Reason for meeting was to discuss the request from Justin, for a second installment of \$400,000.00 to be paid. Jeff Titcomb researched appropriate payment schedule for tradesmen and stated it is customary for a first payment to be made when contract is signed, the second payment when work begins and ✓final payment when all work is completed. Our contract did not have a start date indicated therefore To Serve has received only one payment from us. After discussion among present board members it was agreed to make a second payment of \$400,000.00. The roofing process should be complete by next week, weather permitting. Excess material on Highpoint and Balsam will be picked up next week.

Justin also indicated all damaged siding has been marked for replacement and has assured us the new siding will match. The siding and gutters are not weather dependent and can be done over the winter. According to Justin the gutters will be 6 inch and hinged at the center driveway downspout. It was suggested Velcro strips be used to hold downspouts up during snowplowing instead of bungee cords.

Roofs with heat tapes on roofs and in gutters will be put back. Justin is also looking into the costs of replacing or rescreening the patio screen doors.

Justin also stated if there is an increase in the price of materials than originally on our contract, the insurance company will cover.

Justin will also inspect outside air conditioning units and if the fins need combing he will do that.

Decks will be taken care of in the Spring by To Serve.

November 13 & 14 A/c Units combed

November 14 Stumps Removed