



1340 Sheafe Avenue  
Palm Bay, FL 32905  
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April 24th, 2017

## **RE: Roof Replacement**

Dear Homeowners and Residents:

It is getting closer!!

The Board of Directors has approved the Roofing Contract and our Manager and the Roofing Contractor will begin to schedule the buildings.

The roofs will be done in three phases; the first phase consisting of 18 buildings deemed to be in the most need of replacement during the inspections. (Please see attached Phase list.) The other two phases will follow. *Please note, that the Board is not setting definite time lines for Phases two or three, but will do all it can to move forward as Reserves allows for each Phase to be completed as quickly as we can.*

We also face other issues that must be assessed and addressed with each building. Some items must be completed prior to the roof replacement and some during the replacement. As most are aware, much of the fascia requires replacement. Our staff is diligently working on these areas as they can.

## **Fascia:**

### First Story

- Before beginning the roofs, our Staff will begin replacing the fascia that is necessary for the roofs to be done. Work on the first story of each building will begin immediately without notice. Only areas to which staff has access to will begin on units as each building is scheduled.
- During this time, units with locked gates or any obstructions to the first story fascia will receive 14-day notice. At this time, it will be the owners' responsibility to ensure access to the patio areas and all obstacles are removed. This includes satellite dishes, security cameras, screened in patios or any other obstacle.
  - If obstacles are not removed and it results in staff or the contractor removing any item to continue progress the association will charge any additional cost incurred due to resident's failure to remove items which is likely to run up to \$300.00.
  - We will not replace any item nor be responsible for damage to the items to the Owner or any tenant and Resolution 32 will fall into place regarding putting back on a unit.

### Second Story Fascia

- As staff completes a sub-phase (approximately 4 buildings) scheduled by the manager, the manager will then schedule for second story fascia not easily accessible to be completed by staff.

- A minimum of 14-day notices will be sent to the owners (and residents) to gain any access need or to have any obstacle removed.
- The same terms will apply regarding staff/vendor removing an item and Resolution #32 must be followed for replacing any item after the roof and fascia is complete.

The Manager will schedule accordingly for the sub phases in cooperation with the Roofing Contractor, Maintenance Staff and any other Vendor required.

## Satellite Dish and Antenna Replacement:

Many of our residents have Satellite Dishes and Antennas, and by FCC regulations, we cannot deny these items, but we can create rules regarding the placement. Moving forward, we will enforce these items not be placed on any part of the building we maintain, (stucco, wood or roofs). It is suggested you ask your provider to place these items in the landscaping.

If they cannot receive the proper signal from a ground location, then it will be your responsibility as an owner to complete an ARR Form (available online and can ONLY be submitted by the owner) and submit the form for approval prior to installation. With your ARR Form submission, please include proof by the Company's representative the signal cannot be received, a drawing of the location and the method of how it'll be installed. (Resolution #32 – Approved 4/19/2017)

The BOD will review the request at the next monthly meeting and notify individuals in accordance with the Florida Statutes the approval or denial of the request and any requirements set forth, along with any stipulations that the Board deems necessary for future maintenance of the area.

*(Owners, we have found many of these are placed by tenants without knowledge, so we strongly suggest wording is placed in future leases as well as routine inspections of your well-maintained property to insure the safety and compliance of your investment.)*

The overall project of the new roofs will take some time, so it is with hopes by the Board of Directors and our Manager that everyone can be understanding and patient while we move forward with the many improvements to your homes, especially with consideration to other work order requests. We will triage all requests as they come in to the level of severity of the request.

This letter is being sent to both owners and residents, but please keep in mind that the owners are fully responsible for item removal and access to units, so please contact with your tenants and ensure they are most cooperative.

Sincerely,



Albert Roberts, President



Courtney Gabbert, L-CAM

Enc:

Phase List  
Resolution #32



# Roof Phases Project

## Phase 1

1000  
1011  
1020  
1030  
1400  
1411  
1431  
1491  
1001  
1021  
1421  
1441  
1470  
1471  
1010  
1031  
1401  
1490

## Phase 2

1040  
1451  
1460  
1461

## Phase 3

1480  
1481  
1450  
1440

Clubhouse

**Oakwood Villas Property Owners Association, Inc.**

1430 Sheafe Ave. NE  
Palm Bay, Fl. 32905  
321-724-2673

April 19<sup>th</sup>, 2017

**RESOLUTION #32**

**Satellite Dishes / Antennas/Security Cameras/Any other Mounted Item to Unit**

**BE IT RESOLVED:**

1. Any placement of receivers (Satellite Dishes, Antennas, Security Cameras) or any other device must be placed in the yard area of the unit on a pole, with all lines being buried at a minimum of six (6) inches deep as to not hinder any area of the unit the Association is responsible for, (i.e.: Stucco, Roof, wood on the exterior of the unit.
  - a. If an adequate signal for any telecommunication device is not available by this placement, the **OWNER** only, may request by an ARR Form for placement in another position providing the ARR form is attached with:
    - i. Documentation by the service provider that the landscaped area is not suitable to receive the signal.
    - ii. Drawing of the area showing where the device will be placed.
    - iii. Description of the process and materials used to place device.
    - iv. A written statement from the OWNER acknowledging they will be responsible for any damage caused by the installation of the device that is not performed by the BOD, agents, employees or preferred vendors of the Association and will be responsible for the Association's roofing vendor to replace and repair the area of installation after removal.
  - b. Owners are responsible for any damage caused by the owner or tenant for all devices, regardless of its approved or unapproved placement.
  - c. The Association will have any unapproved item on the roof removed immediately after a 14 day notice demanding removal is sent via US Mail for the removal by the Association's roofing vendor and to repair the area properly and maintain warranty for the roof area billable to the owner.
  - d. Any other mounted item to the outside of a unit must be ARR Approved.
    - i. Drawing of the area showing where the device will be placed.
    - ii. Description of the process and materials used to place device.
    - iii. A written statement from the OWNER acknowledging they will be responsible for any damage caused by the installation of or caused by any device that is not performed by the BOD, agents, employees or preferred vendors of the Association.
    - iv. Owners are responsible for any damage by a tenant or owner for placements of items regardless of its approved or unapproved placement.
2. The partial amendment to Article VII of the Covenants and Restrictions adopted on January 16, 2002, in addition to Resolution 22 remains true:
  - a. Damage by the installation of or caused by Satellite Antennas or installed Sky Lights or any other modifications to a roof which was not performed by the Board, its agents, or employees or contractors.

ADOPTED by the Board of Directors this 19<sup>th</sup> day of APRIL, 2017.

  
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