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Dear Residents of Windermere Trails Townhomes,

A Pre-con meetings was held on Monday, May 8, 2023 to discuss with the Board of Directors the upcoming projects that will be scheduled within the community in the coming days.

Communication plays a critical role in our efforts to streamline the construction efforts and provided are important information for all. See Below.

HIGHLIGHTS of our PRE-CON meeting:

1. **SHINGLE COLOR:** ONE color has been selected for ALL 18 buildings plus the mailbox kiosk. COLOR: GAF Timberline HDZ Pewter Grey.
2. **DRIP EDGE/MISC:** BLACK drip edge -BLACK off ridge vents and Black Gooseneck vents
3. **STAGING AREA:** *See Map.* Stratus Roofing will block off Wellington Blue Lane (highlighted in yellow on the site map) and use the road for our staging area. There will be a 20' metal connex box, a porta potty, dumpsters, and materials in this area. We will also be parking the lulls overnight in this area. Additionally, on the site map, you will find a red arrow near building 1. where we will stage more dumpsters just off the map in the parallel parking spaces; this will serve the buildings facing Iron Mountain Trail. Once we are done with those 5 buildings, we will only have dumpsters in the staging area.
4. **SEQUENCE BUILDING ORDER:** It has been determined 7 of the buildings (marked with a blue X on the site map) which are in worse condition than the other buildings, therefore these will take priority. The sequence order in which we will be replacing the roofs will be as follows:
 1. Building 1 2. Building 2
 3. Building 4 4. Building 5
 5. Building 7 6. Building 9
 7. Building 13 8. Building 3
 9. Building 6 10. Building 8
 11. Building 10 12. Building 11
 13. Building 12 14. Building 14
 15. Building 15 16. Building 16
 17. Building 17 18. Building 18
1. **MAILBOX ROOF:** We will provide at least 48-72 hours notice to the BOD before starting this roof in order to provide ample notice to residents.
2. **DOOR HANGERS:** Door hangers will be placed on every unit at least 24-48 hours before starting a new building. These hangers will include:
 - Matt Bennett's, the Project Manager, cell phone number for resident to contact for question/concerns while on property
 - Nails: Instructions for potential tire repairs due to roofing nails included on the hanger

3. **RESIDENT COURTYARDS:** Stratus will be provided access to all courtyards of every building during its production for properly cleaning possible roof work, and for gutter work. Once we finish each building's gutters we will no longer need access to the courtyards. We ask that any breakable items be removed or covered that would be susceptible to damage from falling roof debris.
4. **UNIT ACCESS DOCUMENTATION:** Stratus will request access to each unit of each building in order to document any preexisting interior water/ceiling damages. We request access to each building immediately before starting the production on the building.
5. **DAILY TIME START:** Monday thru Friday. Team will arrive at 7 am in the community with actual ROOF production to begin approx. 7:30 am. They will cease work on the roof at approximately 6:30PM with cleanup to follow. They will leave the property at approx. 7 PM each day. We will work Saturday's as necessary with the same timeframes as 8-6pm
6. **COMMENCEMENT DATE:** Our ideal start date to tear off shingles would be MONDAY, MAY 22nd. However, this is dependent on the following:
 1. **PERMITS:** County provides us the necessary permits to begin. We have already submitted the necessary paperwork needed. Thank you for your prompt response to getting this over to us.
 2. **PAYMENTS:** We received the necessary payments as per the contract. I have submitted this to Delroy last week,
 3. **WEATHER:** No active rain exists.
- **MOBILIZATION of EQUIPMENT:** Equipment will be delivered to the designated locations the Wed-Fri BEFORE we begin.

We are exciting to begin the project at Windermere Trails. Please know as we begin production, we welcome your call as the BOD anytime to address questions or concerns. Our contact information is below for you to call us anytime. We believe in full transparency and communication is key to a successful production project so welcome your call anytime.

Matt Bennett: Project Manager: 352.536.0958, mbennett@stratusroofing.com

Respectfully,

Julieta Knapp