



Preparing for Your Roof Replacement

Thank you for your cooperation as we complete the roof replacement project at Nona Terrace. Our goal is to complete the work safely, efficiently, and with as little disruption as possible. Please review the information below before work begins on your building.

Daily Project Schedule

- Roofing work will begin each day between **6:00 AM and 7:00 AM**.
- Work is expected to take approximately **2–3 days per building**, weather permitting.
- Your building will remain an active construction zone until it has passed the final inspection.
- The Nona Terrace security gates will remain **open from 6:00 AM to 8:00 PM** on all active workdays.

Parking Restrictions

Parking will not be permitted in front of or behind any building while roofing work is underway.

Residents must remove all vehicles before work begins each morning and park in designated areas outside of the active construction zone.

Parking restrictions will remain in effect until:

- Roofing is complete
- Final cleanup has been performed
- The building has passed its final inspection

Vehicles left within the work zone may delay the project and may need to be relocated at the owner's expense. Tow trucks will be onsite and if you're vehicle is moved CMS will bill the owner.

Before Work Begins

Please help us prepare your building by completing the following:

- Remove patio furniture, decorations, potted plants, grills, and other personal belongings around your unit.

- Remove window screens if possible.
- Remove or protect landscape lighting and fragile outdoor items.
- Remove rain gauges, cameras, or other devices attached to the roof, fascia, or gutters.
- Secure or remove valuable wall hangings, mirrors, shelves, and fragile items inside your home, as construction vibrations may cause them to fall.

Construction Activity

During construction you can expect:

- Continuous construction noise throughout the day.
- Roofing debris may temporarily fall around the building.
- Please wear closed-toe shoes when walking near construction areas.
- Keep children and pets away from active work zones at all times.
- Only authorized personnel are permitted inside the construction zone.

Our crews will thoroughly clean the area each day and perform a final magnetic sweep after the project is complete. Roofing projects involve the removal of thousands of nails, and while every effort is made to remove them, please remain cautious around landscaped areas until work has been completed.

Solar Panels

If your home has solar panels, they **must be detached before roofing work can begin.**

Homeowners are responsible for arranging and paying for the detach and reset.

You may:

- Coordinate directly with your solar contractor, or
- Request an estimate from Certified Best Roofing to perform the detach and reset.

Roofing cannot begin on units with solar panels until they have been properly removed.

Important Attic Improvements

Please notify **Robert Strembicki at Community Management Specialists (CMS)** before your scheduled roofing date if your home has had any of the following completed:

- Complete ductwork replacement
- Complete home re-plumbing

- Complete electrical rewiring or panel replacement

This information allows Certified Best Roofing to coordinate an attic inspection prior to construction and helps prevent damage to recently completed improvements.

Power & Water Usage

During construction, our crews may temporarily use exterior electrical outlets and water connections while performing roofing work. This usage is minimal and necessary to operate roofing equipment and power tools.

Reporting Property Concerns

If you believe your property has been damaged during construction or you have a project-related concern, please report it within **24 hours** by visiting www.nonaterracerroofing.com.

Navigate to:

Important Documents → Incident Report

Please complete the Incident Report form and attach photographs of the concern. Once submitted, the report will be automatically forwarded to **Robert Strembicki at Community Management Specialists (CMS)** for review and coordination with Certified Best Roofing.

Communication

To ensure all residents receive timely and consistent information, **all project-related communication must be directed through the Community Manager.**

Robert Strembicki

Community Management Specialists (CMS)

 robert@cmsorlando.com

 407-359-7202 ext. 112

Robert will coordinate directly with Certified Best Roofing regarding scheduling, homeowner notifications, incident reports, inspections, and project questions.

Thank you for your patience and cooperation as we complete this important improvement to your community. Our team is committed to delivering a safe, organized, and high-quality roof replacement for every homeowner at Nona Terrace.