

ROOF WORK NOTIFICATION

This form's specific use is for a unit roof replacement and not repairs.

ROOF TILE STYLE AND COLOR REQUIREMENT

BORAL aka WESTLAKE GALENA TERRACOTTA COLOR CEMENT TILE

Roof & A/C Work Notification Guidelines

1. Submit Early

- The completed form should be submitted at least 15 business days in advance to allow for processing before work begins.
- The owner must provide the contractor with the Roof Work Notification form.

3. How to Submit

- Email the completed form to manager Myrna Martinez myrna.martinez@fsresidentia.com

4. Documents (*submit the following for association records*)

- Contractor's License
- Copy of Permit
- Copy of Workman Comp
- Certificate of Insurance (COI) must be issued as follows

FirstService Residential
c/o Dadeland Walk Association, Inc.
5200 Waterford District Drive, suite 1000
Miami, FL 33126.

5. Important Deadlines

- Work should be completed within 30 days from the start date.

6. Work Schedule Restrictions

- **No work permitted on Sundays or during the following holidays:**
 - New Year's Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- **Permitted work hours:** Monday – Saturday, 7:30 AM – 7:00 PM

Worksite Rules & Responsibilities

1. General Compliance

- **Contractors are prohibited from accessing a neighbor's roof to reach the work area. If access is necessary, the unit owner must notify the neighboring property owner in advance**
- The Owner and Contractor must ensure all workers follow community rules and regulations.
- Community guards are authorized to enforce Association rules.
- Any vendor engaging in disruptive, threatening, or unlawful behavior will be required to leave immediately. The Association reserves the right to contact law enforcement and file a report if necessary. Vendors who are instructed not to return will be considered trespassing if they do and may be subject to arrest.

2. Parking & Noise

- Workers must park in designated homeowner or guest parking spaces. Do not block roads.
- Loud music and radio are not allowed.

3. Site Cleanliness & Safety

- The worksite must be cleaned daily—remove all debris and residue.
- Ladders must not be left standing upright after work hours.

DADELAND WALK ASSOCIATION, INC.

- Materials and tools must be removed, stored, and secured after work.

4. Painting & Property Maintenance

- The Owner is responsible for any necessary touch-up painting, including the flashings, upon completion of the work.
- Painting supply is available from management with a minimum of a 48-hour advance request.

5. Damage & Reporting

- Any damage caused by the Contractor's equipment is the Owner's responsibility.
- Report any issues or damages to the management company immediately.

6. Special Conditions

- Before a Hurricane Warning, all loose items, tiles, and tools must be removed and stored.
- Parking areas, sidewalks, and surrounding areas must be pressure cleaned to remove construction residue.
- **TAR PITS MUST NOT BE LEFT ON THE PREMISES OVER WEEKENDS OR HOLIDAYS.**

Owner's Name		Telephone #	
Unit Address			
Email			
Company Name		On-site Supervisor Name	
Company Telephone #		Permit #	
Start Date		Expected Completion Date	
<p>by submit this Roof Work Notification to proceed with the specified modifications, alterations, or additions as ined above and/or in any attached documentation, if applicable. The Contractor and Owner acknowledge and e to comply with all rules, regulations, and modification requirements established by Dadeland Walk Association,</p>			
Resident Signature		Date	
Contractor's Signature		Date	

For Office Use Only

- ☐ **All required documents received** and recorded.
- ☐ **Work acknowledged** and may proceed in compliance with community guidelines.
- ☐ **Owner notified of acknowledgment.**
- ☐ **Security notified**

Reviewed by: _____ **Date:** _____