

## 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

#### **Rule: Tile Sample Submission**

#### **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](mailto:myrna.martinez@fsresidentia.com)

##### **4. Tile Sample and Documents (*submit the following for association records*)**

- A sample tile must be submitted and acknowledged before installation. Photos will not be accepted.
- Copy of 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.
- 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.**

<b>Owner's Name</b>		<b>Telephone #</b>	
<b>Unit Address</b>			
<b>Email</b>			
<b>Company Name</b>		<b>On-site Supervisor Name</b>	
<b>Company Telephone #</b>		<b>Permit #</b>	
<b>Start Date</b>		<b>Expected Completion Date</b>	
hereby submit this Roof Work Notification to proceed with the specified modifications, alterations, or additions as lined 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,			
<b>Resident Signature</b>		<b>Date</b>	
<b>Contractor's Signature</b>		<b>Date</b>	

**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:** \_\_\_\_\_