

Porto Cima Board of Directors Executive Meeting  
December 11, 2019  
9:30 am  
Club @ Porto Cima

Present: Paul Pederson, Fred Miller, Lee Eise Jim Murphy, Lynn Diggs, Bill Manion, President. Todd Nelson

#### FILE COPY ONLY

Meeting to discuss process and procedures regarding notice of roof issues and Board position on such matters.

Homeowner notifies Todd, or he otherwise becomes aware that there is a potential issue with roof. Todd generates a work order and determines the nature of any problem and any likely cause either from weather or other damage. Depending on the apparent cause of the damage a determination is made regarding the submission of a claim to the owner's insurance carrier. No further work is scheduled until the applicability of insurance coverage is ascertained. If damage is confirmed and it is not covered by insurance, the Association policy regarding cost sharing with owners is applied. The Association pays first \$2000. And 50/50 remainder split homeowner and association.

In no event will the Association pay the deductible amount of an owners insurance policy.

The Association will include a provision in the agreements with vendors who have exposure to building roofs that they inform the Association of any obvious potential roof areas needing repair, based on visual observation conducted as they complete their assigned duties (eg. Leaf removal, gutter cleaning etc.)

Any repairs or replacement of roofs on buildings within the Association are required to meet specific technical and esthetic requirements established by the Association from time to time. Any repairs or replacement of Association roofs may be done only by vendors approved by the Association .

Todd suggested, and the Board agreed that Above and Beyond Roofing be engaged on a trial basis to service and repair as required the asphalt roofs in the Villa la Cresta and Las Campanas neighborhoods. Midwest

roofing will continue to service and repair the tile roofs on buildings in the Association for the time being. These policies, adopted December 11, 2019 will be communicated to affected Vendors and others and will be incorporated in the policies of the Association.

Choice made for VLC asphalt shingles Owens “Teak”. Require bid to include proper install of flashing.

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