

## ROOFING MEETING

April 14, 2003

8:30am-10:30am

**PRESENT:** Bill Waters, President; Jane Morrissey, Director/Clerk; Paul Seguin, Maintenance Manager; John Norton, Roofer; Bruce Armer, Construction Consultant.

**PURPOSE OF MEETING:** To establish the procedures for roof work

### THE PROFESSIONAL TEAM:

**Bruce Armer:** Will serve as a consultant to the Board, and to the roofer directly. In that role he will assess and advise. He will be paid on a percentage basis (3 1/2-7%), based on conditions, as outlined previously to the Board, at the completion of each job.

**John Norton:** Roofer who may be working alone or with others. He was hired last fall by the Board.

**Paul Seguin:** Maintenance manager... Will serve as liaison between the roofer and the Board. He will advise re inside conditions and when necessary, view the interiors of units with the roofer. He will help in prioritizing the order in which roof repair will be accomplished. Paul became our Maintenance Manager on April 1<sup>st</sup>.

**COSTS OF REPAIR:** At this time, the cost cannot be estimated. There are several areas of problems and it is the opinion of the professional team that once each of those areas is addressed for the first time, they will be in a position to judge the costs. The problem areas are common to all buildings. They believe they have pretty much figured out what the causes are in 3 of the areas and will address each of them in the buildings/units where the worst problems exist. Meanwhile, Paul will look at the interior manifestation of the water entry in units that seem to have had different problems, in an attempt to identify what caused the leakage..

**PRIORITY ORDER THUS FAR:** 1. Complete back of Building #3

2. Sunroom Unit #4

3. Front lower roof and ridge vents of Units #10 and #11, Building #3

4. Back of Unit #1, Building #1

Items 2-4 are 3 already identified problem areas and are all leaking when it rains..