

SunVast Properties, Inc.

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April 24, 2018

Re: Roof Replacement Notice

EXPECTED STARTING DATE

Dear Homeowners of Melwood Oaks Association, Inc.

The Melwood Oaks Homeowner's Association, Inc. has awarded contract to replace the roof which may have caused the water leaking into your unit. This project will be undertaken by Charles Roy Roofing on following date. As you may be aware, due to the age of the building more problems could be discovered when we open the wall and ceiling. **IT IS YOUR RESPONSIBILITY TO LET YOUR RENTERS KNOW ABOUT THIS PROJECT.**

Bldg w/ Unit #s	EXPECTED Start Date	Finish Date	Special Notes
3835, 3831, 3823	April 27, 2018	Est. 14 business days	Weather Permitting

***** 3827 is not included in roof replacement.**

Also, please keep in mind that the Association is only responsible to replace the shingles, under Declaration Article III, Section 1. Maintenance. If the Association or contractors hired by the Association need to remove any other exterior portion (such as gutter, skylight or soffit etc) of any dwelling, it will be your responsibility to repair such damages. If necessary, duly authorized contractors or employees shall have the right to enter upon any Lot at reasonable hours. **Also, the Association may use your driveway to put the dumpster if needed and once the construction started, please DO NOT PARK YOUR CAR ON DRIVE WAY**

In order to avoid or minimize damages that may be incurred, **we recommend you to remove any interior structures and decoration from your unit. Please make sure your lanai and driveway are clear.** It is also good idea to review your insurance policy as well.

Also any tree in your front yard over growing over the roof can cause safety issue for roofers. Please have this trimmed immediately.

Thank you in advance for your cooperation in this matter and your prompt attention is appreciated.

If you have any questions or concerns please feel free to contact James Ro, Sunvast Management at: 941-378-0260.

Thanks for the opportunity to be of service.

James Ro, CAM