

OCEANSIDE TERRACE COA, INC.

IMPORTANT MEMO

To: Oceanside Terrace COA, Inc. Owners
From: Oceanside Terrace Board of Directors
Date: April 23, 2018
Re: **INTERIOR AND EXTERIOR INSPECTION**
ALL UNITS - ACCESS REQUIRED

Interior inspections of all units is required, and must be completed before the re-roofing begins in early May. A member of the Board of Directors will provide access to the units and will assist a Company Roof Maintenance representative so that existing interior and exterior property damages are recorded. **They will start the inspections at Building 16, then to Buildings 1 through 10. It is estimated that it will take less than ten minutes per unit.**

Scheduling and coordinating the inspections has been challenging due to the number of people involved. We have stated before, owner cooperation and patience is required.

We need to get this underway immediately, therefore, this memo is to advise owners to make key arrangements for access at this time. Owners or their renters who will not be available during the inspections should leave a key with someone who will be available to access their unit. You can also give your key to a Board member.

This notice is being mailed that will take more time! Therefore, it will be sent via email to owners and then posted on the webpage (www.seabreezecms.com) and also at the mailboxes. **The inspections will start within the next ten days.**

Additional notices on the specific buildings, days/dates, and starting time, will be sent out via email, posted on the doors, as well as at the mailboxes 24 to 48 hours in advance.

If you have additional questions or comments, please send via email only to the Oceanside Terrace Property Manager: courtney@seabreezecms.com.

If access is not made available for units, Company Roof Maintenance, Oceanside Terrace COA, Inc., Board of Directors, and Sea Breeze CMS, Inc. will not be responsible for damages due to the roofing project. Owners are responsible for advising their renters and guests of the same.

Thank you for your cooperation.