

**Oceanside Terrace Condominium Association, Inc.**

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

[www.seabreezecms.com](http://www.seabreezecms.com)

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May 15, 2018

**RE: IMPORTANT ROOF PROJECT UPDATES**

Dear Oceanside Terrace Owners:

The roof work is scheduled to start May 16, 2018, weather and conditions permitting. Tear off will begin with Building 16, Building 1 and Building 2. The owners of these buildings have already been notified. The work will move to Building 3 through 10, and progress to building 20 and the pool.

Owners need to prepare accordingly. Now is the time to move/secure all courtyard/ patio/lanai personal items. Owners are responsible for the removal or moving of personal items including but not limited to tables, chairs, plants, decorative items, wall decorations/pictures etc. in all courtyards, lanais, and patios. Any plant material interfering with the roof will be cut back or removed \* If you have a pool or spa, Campany Roof will place a tarp over it while under construction.

Owners should also secure all interior items, including but not limited to pictures, paintings, and items on shelves. The demolition of the old roofs and installation of the new roofs may knock items off the walls, and shelves.\*

**Owners are responsible for advising their renters, rental agents, and guests of the same.**

The working days approved for Campany Roof are Monday through Saturday from 7:30 AM until 6:00 PM, weather, and conditions permitting.

There will be two portable toilets for the crew, initially starting at the far end of the parking area between Building 7 and Building 8. The area will also be used throughout the project for extra materials and equipment. As the project expands, one portable will move to the end of the parking area between Buildings 13 and 14. There will be plenty of parking at this time of the year. There may be some inconveniences; patience and cooperation will be required. **Owners are responsible for advising their renters, rental agents and guests of the same.**

Campany Roof will have a person beneath active work areas so if any resident wishes to enter or leave their unit, they can notify the Campany Roof crew member who will stop the crew long enough to allow safe ingress or egress. **Owners are responsible for advising their renters, rental agents, and guests of the same.**

As one building nears completion, notices will be posted several days in advance on each door of the next building that the roof project will be there next. **Owners are responsible for advising their renters, rental agents, and guests of the same.**

Once in full production, the roofing project is scheduled to be completed within sixty (60) working days, Monday through Saturday, weather, and conditions permitting.

**OWNER RESPONSIBILITY:** There are specific components that will be an owner's responsibility to pay for. The Oceanside Terrace Board of Directors has mandated that the specific additional cost will be applied to the owner's account.

- Gutters: Campany Roof will attempt to reuse gutters and downspouts. If the gutters cannot be salvaged, the replacement will include 7" gutters at \$9.00 per linear foot of gutters and will be charged back to the individual unit owner. The approved gutter color is white.
- Fascias: Campany Roof will take photos and record each unit requiring rotted fascia replacement. The cost for a 1x6 is \$4.50 per linear foot and a 1x3 is \$2.50 per linear foot. The cost will be charged back to the individual unit owners' account.
- Lanai Screens: Campany Roof will do their best to support and replace screens but since each unit that has a lanai was done individually, and with a new type of roof being put on, the owners of such units will be informed of any changes they may need to make. For example, a metal roof will require steel screws for the lanais and older lanais may need additional repairs. The costs will be at the owner's expense and responsibility to arrange for repairs/replacement; it is not part of the roofing project.

Special request / special orders:

- Skylights: Each unit will receive one 2' x 2' skylight. For additional 2'X2" skylights (\$250.00 each), different size skylights, contact Campany Roof directly
- Vents - special orders - contact Campany Roof directly

**CAMPANY ROOF DIVISION**

**Office: 561-863-6550**

**Fax: 561-863-1772**

**Steve Goode: [steve.goode@crmr.com](mailto:steve.goode@crmr.com)**

Please remember to advise your tenants, real estate agents, and whoever watches over your unit in your absence of these activities. If you do not have an individual or absentee owner service company to watch your unit in your absence, it is recommended that you do so.

The roofing project, once it begins, will go fast. Campany Roof will have full crews and defined systems for roofing. Full cooperation and patience will be required of all owners.

Once construction has started, owners are to forward any questions and or concerns they have via email to [courtney@seabreezecms.com](mailto:courtney@seabreezecms.com) at Seabreeze Community Management Services. Please refrain from questions or discussions with the working crews. Board members Patti Murdoch and Sherry Raber will also assist with questions and answers when they are available.

*\*The Oceanside Terrace Condominium Association, Inc., the Board of Directors, Management Company, Contractors are not responsible for any damages or loss of personal items interior or exterior furnishings, plants, etc.*

Thank you for your cooperation and patience.

Oceanside Terrace COA, Inc.  
Board of Directors