

Baywinds Roofing Project Guide for Homeowners

A simple overview of how Baywinds ensures quality and consistency during roof replacements.

1. Why Baywinds Has Roofing Rules

Baywinds requires certain roofing standards so that:

- Homes look consistent
- Property values stay strong
- Roofs last longer and are installed correctly
- Contractors follow safe, professional practices

These rules protect *your home* and the *appearance of the entire community*.

2. What Homeowners Need to Know

If you're planning a roof replacement:

✓ You must use an accredited roofing contractor

These roofers have been verified by the Baywinds ACC for:

- Licensing & insurance
- Quality of work
- Understanding community rules

✓ Your roofer must get approval before starting your project

This includes:

- Submitting the tile manufacturer, color, and code
- Getting ACC approval

✓ No roof work may begin until the ACC has approved all the details

This includes **tile delivery**, which will be inspected to ensure accuracy.

3. What Happens During Tile Delivery

Before the contractor loads **the tiles onto your roof**:

- The ACC inspects them
- The ACC confirms they match the approved color and type and signs page 4 (Roof Application)
- Only then can installation begin

This protects you from receiving the wrong materials.

4. Inspections You Can Expect

Once a building permit is issued by the City, and the permit is posted in front of your home;

There are several inspections by the city building inspector

Checks workmanship, safety, and compliance during the installation of the tiles;

A Final Inspection is conducted and signed off by the building inspector

Ensures your roof was installed correctly and your property is in good condition.

5. If the Contractor Brings the Wrong Tiles

Homeowners are **never** responsible if the contractor delivers or installs incorrect materials.

The contractor must:

- Remove the incorrect tiles
- Install the correct ones
- Pay for all labor and materials

No cost ever passes to you or the HOA.

6. Cleanliness & Courtesy

During the project, contractors must:

- Keep the job site clean
- Protect landscaping
- Avoid blocking driveways
- Manage noise
- Act professionally

If you have concerns, you may contact the ACC.

7. What Homeowners Are Responsible For

You need to:

- Select an **accredited** roofer
 - Ensure the roofer submits the required forms
 - Allow inspectors access to your property
 - Communicate any issues promptly with your Cove ACC representative and/or Cove president
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8. Who to Contact for Help

Baywinds Master ACC contact information

Email: MasterACC@baywinds.com

Phone: 561 818-4450

We're here to support you through the entire roofing process.

NOTE: If you are considering a roof replacement, the Master ACC strongly advises you to register for one of the monthly Roof Replacement Seminars.

The next Roof Replacement Seminar is scheduled for Tuesday, March 17th.