

Record of Email Discussion 12/1/25 – 12/12/25:

Gutter & Downspout Cleaning

Date Range: December 1, 2025 - December

12/1/2025 - BoD 1 requested HOA Services obtain bids from Bros, Pyramid, and any other reliable contractors to clean the gutters in the HOA.

12/2/2025 - BoD 2 requested financial information to confirm that funds were available for the project.

12/3/2025 - HOA Services stated that funds were available as gutter cleaning was budgeted. HOA Services reported that Pyramid provided a bid of **\$4,500** and that they would reach out to Bros and Curbside for additional bids.

12/9/2025 - HOA Services followed up stating they had contacted the vendors but had not yet received additional bids. HOA Services then forwarded a bid from **Bros** for gutter and downspout cleaning in the amount of **\$5,500**.

12/9/2025 - BoD 1 voted **not** to move forward with Bros.

12/10/2025 - BoD 2 also voted **not** to move forward with Bros.

12/12/2025 - BoD 1 stated that the Board would wait until Wednesday (12/17) to receive all bids and make a final decision.

The Board also noted they do **not** want to wait longer due to potential inclement weather that could further delay the project.

Additionally, the Board emphasized the need for sufficient time to notify homeowners once a vendor is selected.

12/15/2025: HOA Services reported that they had reached out to Curbside but had not received a response. If no response is received by 12/17, HOA Services will proceed with Pyramid and notify homeowners of the scheduled gutter cleaning.

12/15/2025: BoD 1 requested that the notice to homeowners include an option for residents to opt out of gutter cleaning. The opt-out procedure should require homeowners to:

- Notify HOA Services as soon as possible of their intent to opt out.
- Complete their own gutter cleaning within a specified timeframe.
- Provide photographic evidence that the gutters have been cleaned to the same standard as the HOA contractor.

BoD 1 noted that failure to provide timely photographic evidence will result in a safety violation, as clogged gutters can cause roof damage and mold issues.

BoD 1 requested that HOA Services alert the Board when the gutter cleaning is scheduled with the contractor, so that a notice may be written and added to the Community Boards.

12/15/2025: HOA Services confirmed they will proceed as outlined above.

12/28/25, 1:32 PM: BoD Member 1 followed up with HOA Services to confirm that the contract with Pyramid had been finalized and to obtain the project start date.

12/28/25, 3:56 PM: HOA Services responded that the contractor began the gutter and downspout cleaning earlier than scheduled, had already completed several buildings, and would return the following week to complete the remaining roofs.

1/1/26, 4:21 PM: BoD Member 1 requested that HOA Services email a notice to homeowners advising that gutter and downspout cleaning was underway, that vendors would be accessing roofs and ladders, that the work involves common elements requiring no owner permission, and that residents must not interfere with vendors due to safety and enforcement concerns.

Summary:

The Board discussed obtaining bids for gutter and downspout cleaning. Pyramid submitted a bid of \$4,500, and Bros submitted \$5,500. Both Board members declined Bros' bid. HOA Services attempted to obtain a third bid from Curbside but received no response. The Board agreed to proceed with Pyramid if no other bids are received by 12/17.

Considerations

- Gutter and downspout cleaning is a budgeted, routine maintenance item necessary to protect common elements and prevent damage.
- The Board sought multiple bids to ensure reasonable pricing, but limited vendor responsiveness required proceeding to avoid delays.
- Timing was a key factor, as weather conditions and contractor availability could further postpone the work.