

Record of Email Discussion 5/9/25:

Roofing Project – 563 EGH

HOA Meeting Minutes

Date Range Covered: May 9–15, 2025

Agenda Item: Roofing Project – 563 EGH

Project Commencement:

- **5/9/25** – Roofing supplies were delivered and staged at the site.
- **5/12/25** – Project officially began with the removal of existing shingles.

Unexpected Conditions & Additional Quote:

- **5/13/25 – 2:13 PM** – The Board was presented with an additional quote from Bros Roofing due to unforeseen work that could not be identified until after shingle removal. The proposed additional work included:
 - Decking replacement
 - Stucco removal (to allow for step flashing installation)
 - **Total cost: \$18,595**

Board Response & Review:

- **5/13/25 – 2:28 PM** – BoD Member 1 suggested a meeting with Bros Roofing to review the significant additional costs.
- **5/13/25 – 2:32 PM** – HOA Services recommended including a general contractor in the meeting to help evaluate the scope and validity of the new quote.
- **5/13/25 – 6:06 PM** – BoD Member 2 expressed support for a meeting with Bros Roofing and a general contractor.

Site Meeting & Updated Scope:

- **5/14/25 – 2:00 PM** – BoD Member 1 met with the lead roofing supervisor from Bros Roofing to review the additional quote.
 - It was determined that the original quote was based on a miscommunication. Bros Roofing confirmed a revised and more accurate quote would be sent.
 - During the meeting, it was clarified that some of the necessary repairs—such as decking replacement and flashing—would be included in the revised Bros Roofing quote.
 - Other items fall outside of Bros Roofing’s scope and will need to be addressed separately by a different contractor at a later time.

Revised Quote & Board Approval:

- **5/15/25 – 4:46 PM** – A revised quote was submitted by Bros Roofing for the additional repairs within their scope, including decking replacement, stucco removal, and fascia installation, totaling **\$4,500**.
- **5/15/25 – 5:01 PM** – BoD Member 1 approved the revised quote.
- **5/15/25 – 5:08 PM** – BoD Member 2 requested clarification to confirm that the revised quote applied to the entire building.
- **5/15/25 – 5:16 PM** – HOA Services confirmed that the quote covered all additional repairs required for the full building.
- **5/15/25 – 6:06 PM** – BoD Member 2 stated their approval. With two Board members in agreement, a simple majority was reached, and the decision to proceed with the revised quote was finalized.

Conclusion:

The Board approved the updated quote of \$4,500 for the additional roofing-related repairs at 563 EGH. Additional items outside of Bros Roofing’s scope will be addressed separately at a later time by another contractor.