



Sunset Palms Roofing Committee

Sept. 6, 2023, Meeting Minutes

Meeting: Wed. September 6, 2023, 11:00 AM Board Conf. Room

Zoom: <https://us06web.zoom.us/j/81792839082?pwd=Yk50bEQxZmVVMUp4MjBqRFIvOEtFUT09>

Meeting ID: 817 9283 9082 Passcode: 578628 One Tap Mobile: +13052241968

Meeting Notice Date: Fri. Sept. 1, 6:14 PM

Attendance: Greg Jackson, Chair, Jan McCoy, Dave Bell, Dan Noseworthy; Richard Thomas, LCAM, Marilyn Corazza, Supvr.; Additional Attendees: Bill Hickey Unit 06
The meeting was called to order at 11:00 AM by Greg Jackson.

Project: Full tear out and replacement of the clubhouse and the maintenance building roof including the replacement of two A/C units on the clubhouse roof (1 is complete). Total project square footage: mansard shingled area is 6,300 sq ft. and the flat surfaces total 6,500 sq ft. Partial project funding was planned for in our 2023 reserve account (\$71,500.00).

Agenda: Organizational Discussion:

- **Committee:** This was the first meeting of the newly formed Roofing Committee. Greg Jackson is committee chair with Jan McCoy, Dave Bell, and Dan Noseworthy as members along with Richard Thomas LCAM and Marilyn Corazza Supvr.
- **Project Timing:** Work cannot begin before the end of the rainy season. We plan to have key members of the committee in the community when work commences, (arrivals - Nov thru Jan timeframe).
- **Insurability** - It was determined, with the help of Larry Smith, that our insurance carrier does not have specific roof material requirements for insurability of our roof. The insurance industry would honor the lifetime for whatever length of warranty we choose. The insurance policy renewal would be based on inspections, wind mitigation reports, and time. They are aware we are working on replacing our existing roof.
- **Condition:** Our existing roof is a built-up style that was inspected last year. We received feedback it is not leaking but showing wear and due for replacement. Construction was in 2007.
- Our tresses were inspected and are in good shape.
- **Update of new committee** - The history of work to date, project process and pros and cons of built-up vs. TPO roofing was discussed.
- **Contractor Vetting** - The importance of proper vetting of vendors was stressed.
- **A/C** - The A/C vendor will work in tandem with the roofing vendor to remove the existing units, do the necessary curb build up to meet code and place the existing and one new unit on the new curbs.
- **Gutters** - The existing gutters will be removed and reinstalled by a separate vendor.
- **Phase II** - It was suggested that phase II be considered. It would involve checking for existing mold, adding insulation in the attic and replace/upgrade existing ceiling tiles.

Agreements:

- We will include project oversight by a roofing professional and will search out additional resources.
- Vetting will be a key function of the committee.
- Moving forward with a TPO style roof is the preferred option.
- Solicit new bids and/or updated bids.
- Next effort - work on the requirements for a project manager roll, detail bid package content with agreed upon material specifications, scope of work and requirements.

Action Items 09.06.23:

- Richard Thomas
 - Determine who was our original installer.
 - Ask Ron Endicott how much maintenance has been required of our existing roof.
 - Get RPM recommendations for additional roofing project experts.
 - Ask Al Freda, RPM, why his recommended project expert does not have an online presence or is not listed with the Better Business Bureau.
 - Conduct an air quality test in the attic for mold.
 - Forward bids received to date to Bill Hickey.
- Jan McCoy
 - Send out vetting guidelines to the team.
 - Provide TPO (thermoplastic polyolefin) product research and installation process detail.
 - Set agenda item at the next board meeting to add Bill Hickey and Larry Smith to the committee.
- Bill Hickey
 - Vet existing contractors interested in the project.
- Dan Noseworthy
 - Create a preliminary list of requirements for the project manager for review.
- Dave Bell
 - Research energy efficiency program rebate opportunities for A/Cs and roofing choices through providers, state & local government as well as federal programs for next meeting.

Next Meeting:

- Working session is scheduled for Friday, September 15th at 11:00 AM in the Maint. Bldg. Board Conf. Room.
- Agenda - create project scope/milestones for roofing project mgr.

Motion to Adjourn:

- Motion to adjourn was made by Greg Jackson, seconded by Dan Noseworthy. All were in favor. The meeting adjourned at 12:30 PM.