



Sunset Palms Roofing Committee

October 30, 2023, Meeting Minutes

Meeting: Monday, October 30, 2023, 10:00 AM, Board Conf. Room

Meeting Notice Date: Meeting notice was posted Friday, October 27, 6:15 PM

Call to Order: The meeting was called to order by Greg Jackson at 10:10 AM

Roll Call:

Committee Chair: Greg Jackson

Committee Members:

Jan McCoy

Dave Bell absent

Dan Noseworthy

Bill Hickey absent

Larry Smith, absent for cause

Richard Thomas

Marilyn Corazza

Additional Attendees: none

Discussion

Inspections:

- Committee will want to receive a schedule of inspections as part of the agreement with the contractor.
- Committee members will also inspect the work at various phases to ensure the project is progressing and being accomplished as it should be.
- Timing of inspections and meetings with the contractor: at start of project, after tear-out, after repairs are made, after curbs are completed and at end of project.

Motion: Greg Jackson made the motion to move forward with the project without hiring an outside consultant to oversee the project. Motion was seconded by Jan McCoy. Motion carried.

- The group agreed not to include ConstructoMax in next round of bids based on vetting results from Bill Hickey.
- The group will include National Roofing in the next RFQ instead, based on a previous recommendation of Larry Smith.
- RFQ will be for the TPO roofing style, 80 mil gauge thickness. Dan shared discussions with two civil engineers who recommend this roofing type.

Motion: Jan McCoy made a motion to proceed with TPO roofing for replacement of our existing built-up style roof on the clubhouse and maintenance building. Motion was seconded by Greg Jackson. Motion carried.

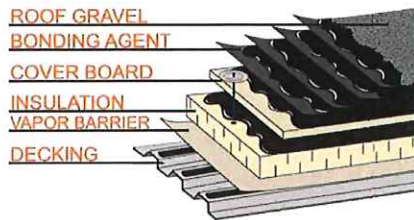
RFQ Criteria:

- RFQ criteria should include what: project requirements, who: information about the company, how: process & materials, when and pricing.
- RFQ's will go out to Arrays, American Roofing and National Roofing.
- ACTION: Dan Noseworthy will put together a preliminary RFQ based on agreed upon criteria to include (but not limited to the below):
 - A/C unit installation bids may need refreshed pricing (replacement of one unit on the clubhouse, removal and reset of remaining units while all up to code with new curbing).
 - Complete tear-off of existing roof
 - Removal and replacement of gutters (perhaps a different contractor)
 - Replace bad wood (cost will be in addition to quote based on requirements after tear out)
 - Include service walkways around A/C units
 - Use of Poly ISO tapered insulation (4") thickness – ask for recommended approach to what thickness should be. Addition of 1" of insulation board = additional R value of 6.
 - Mansur asphalt shingles
 - Work must comply with building codes; permits must be obtained and final inspections achieved.
 - Include point of inspection schedule
 - Warranties and more will be determined based on receipt of previous bids and Dan's expertise.
- Evaluation of submissions: will look at proposed timing, vetting of contractors, check references.
- Dan Noseworthy suggested using a weighted system for comparison of submissions.
- ACTION: Dan Noseworthy will create a draft of selection criteria with assigned values for use for review of submissions.

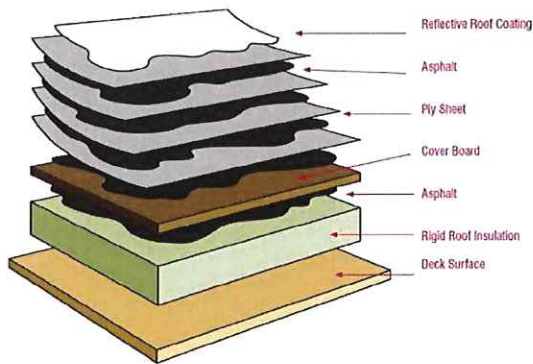
Next meeting: Unless otherwise determined via email this week, the next meeting is scheduled for Friday, November 10, 2023 at 10:00 AM.

Motion to Adjourn: Greg Jackson made a motion to adjourn the meeting; seconded by Dan Noseworthy. Motion passed unanimously. The meeting was adjourned at 10:40 PM.

Built-up Roof – Existing structure is basically an asphalt lasagna. This image shows mechanical attachment of screws over cover board. Hot, susceptible to bubbling once granules wear off, difficult to find leaks if there are any.



Built-up Roof with white reflective coating to compete with energy cost reduction benefits of TPO.



TPO Roofing – Quicker, cheaper & easier to install, offers rebates & significant energy savings. Must install catwalks to avoid puncture. If there is damage, it is easy to locate and patch. Can lay 4" of insulation to achieve high R value insulation rating.

