

**STRATHMORE GATE EAST AT LAKE ST. GEORGE HOMEOWNERS'  
ASSOCIATION, INC.**

**ROOF ISSUES/REPLACEMENT GUIDELINES**

1. Unit owners are responsible for any roof repairs for their unit and require approval from the Association to complete any roof repairs or replacement. The Architectural Control Form is required to request approval.
2. If a leak is suspected, unit owners need to contact a reputable roofer (Licensed in Pinellas County and properly insured) to determine the cause of the leak and suggest a resolution. The Association may send a different vendor to review the issue and solution for a second opinion.
3. Since the Association is responsible for replacing shingles when required, it is the responsibility of the unit owner to have the cost of shingles in the estimate listed as a separate line item when submitting the Architectural Control Form.
4. The unit owner will be reimbursed for the shingle expense only if the Association has approved the repair.
5. It is recommended that unit owners contact their Homeowners Insurance Company to determine if there is a viable insurance claim to assist with the cost if a full replacement is necessary.
6. Once the Association has approved the Architectural Control Form request, the homeowner may proceed with necessary repairs or replacement.
7. It is the unit owner's responsibility for any repair or replacement requested that the roof systems, vents, and shingles are the same as the ones replaced to keep continuity within our community as stated in our documents.
8. As stated in Article XIII, Section 2 of our documents, "If a roof extends over two or more lots, and a portion of one owner's roof requires replacement or repair, then the entire roof may be replaced or repaired if necessary in order to maintain an attractive, uniform roof appearance."
9. Unit owners may not affect repairs before approval from the Association to immediate repair an active leak and may not replace their roof unless the roof has reached the end of the expected useful life as determined by a licensed contractor, or except as may be required as a solution to a leak or maintenance problem. (See item 2 above).
10. In the event damage to roof shingles is caused by the negligence or willful conduct of an owner or such owner's family members, guests, agents, or invitees, then the cost of repair and replacement of the shingles shall be borne by the owner. In the event the owner fails to reimburse the Association for any such expense, the Association may collect the expense in the same manner as a regular assessment.