



Roof Repair Project Phase 2

April 18, 2012

Dear Bay Shores Yacht and Tennis Club owners,

This is very important information, please read this packet in its entirety.

As most of you are now aware, phase 1 (the prep phase) of the roof repair project was completed during the week of April 9-14. All penthouse units were inspected for pre-project condition and 110 out of 112 units had Air Conditioning inspections completed.

Included with this communication, you will find an inspection report from Hale's Air Conditioning about YOUR specific air conditioner. While I'm pleased to report that many of the air units are functioning, there are several that are not and many appear to be on their "last legs". Every air conditioning condenser was tested for amperage and coolant pressure, as indicated on the report. A photograph of YOUR air condenser is also included.

Every a/c system was given a rating of good, fair or poor. In addition, as we have previously communicated, most a/c condensers are not secured appropriately to sustain high winds, thus causing damage to the roof and other condensers as they move around. The "owner checklist" included with this communication will indicate what steps are required for your unit to be made compliant with the initiatives of the roof repair project. Please review the checklist thoroughly.

Additionally, the report will offer options available to you from Hale' should you elect to upgrade your system—that option is totally up to you, as well as the vendor you choose. However, should you choose a different vendor, we will require proof of licensure and insurance in advance of their work commencement. Please know that Hale's has secured reduced pricing for this project from TRANE Air Conditioning Company, as we have early indications that several owners intend to upgrade.

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During this project, we will be systematically detaching and reattaching every a/c condenser on the roof to rebuild the “pitch pans” where the copper tubing and electrical lines go down in to the building. “Pods” of a/c condensers will be detached based on a work schedule (subject to change with weather) that will be provided to you. Please know that we will extend every effort to minimize a/c down time, and it should not exceed 24 hours. No units will be detached on a Friday, Saturday or Sunday.

Open communication is the key to making this project a success. Below you will find our contact information . Please do not hesitate to call us at any time with questions you may have about the roof project.

We are asking all residents to REPLY as soon as possible confirming that they have received this communication. We need to be absolutely certain we have reached every owner.

Time is of the essence. We are expecting arrival of the crane and other large vehicles on Monday April 23rd. Additional information will be forthcoming.

Respectfully,

Judy Chandler, Director of Resident Services
AMG Tampa Bay
813-316-7886
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Jay Fink, Director of Operations
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OWNER CHECKLIST

This form MUST be completed and signed by a unit owner or authorized agent.

- Preliminary inspection by Hale's Air Conditioning (mandatory)
\$45.00 per unit/being paid by the Association.

- Disconnect/Reconnect (mandatory) replaces low voltage thermostat wire and copper tubing feeding from the roof to your unit. Being performed by Hale's Air Conditioning.
\$340.00 per unit/owner expense—being invoiced to you by the Association.

- 30"x 30" by 4" tall Hurricane Pad installation. (to better secure the unit for high wind exposure...mandatory if not currently installed)
Being performed by Hale's Air Conditioning. Note: some units have pads under them, however, they are too small and are not distributing the condenser weight evenly. Units are sinking in to the roof and also sliding around causing damage.
\$130.00 per unit/owner expense—being invoiced to you by the Association..

- High voltage electrical wiring replacement (mandatory to meet code and for preparation of total roof replacement in 5-7 years). Being performed by EHS Electric.
\$250.00 per unit/being paid by the association.

- Air Conditioning Replacement (optional). Please check box if you are planning to have this done with Hale's. per their estimate. Please refer to and complete the Replacement order form. (owner expense)—being invoiced directly by Hale's.

- Air Conditioning Replacement (optional). Please check box if you are planning to have this done with a vendor other than Hales. (owner expense)

- No air conditioning replacement at this time.

Unit # _____ Signature _____ Date _____

**Please fax or scan and email these forms to Judy
at amg property management a.s.a.p.**

3602 Henderson Blvd., Tampa, FL 33609 / phone: 813-442-4506 fax: 888-874-6525

www.amgtb.com