



April 6, 2012

**Important notice for owners of condominiums at
Bay Shores Yacht and Tennis Club, Indian Shores, FL**

Dear respective unit owners,

Your Board of Directors has recently approved a substantial roof repair and maintenance project to commence in late April. As you may be aware, the Bay Shores buildings still have the original roof as constructed in the 1970's. Although we believe this roof has several years of useful life remaining, immediate steps to correct maintenance deficiencies must be taken. The Board of Directors and management are now moving forward with plans to preserve the existing roof in hopes of extending its life for another five to seven years.

Many areas of the gravel topped roof have eroded due to high winds, rain and previously unregulated pedestrian and/or service industry technicians, that in the past were given open access to complete air conditioning repairs. The resulting damage from these factors has evolved as extensive UV deterioration to the Coal Tar material which is designed as the weather barrier for the building.

That said, it is now necessary for a large scale maintenance project to restore as much of the Coal Tar functionality as possible, and the application of nearly 10 tons of new gravel to replace what has been washed or blown off the building in past storms.

Additionally, during inspections of the roof, we found that nearly all of the electrical supply lines that feed up from the building to the roof mounted junction boxes (utilized to power the air conditioning condensers) are rotted beyond repair. This presents serious risk of fire, electrical shortage and damage to internal electrical systems. Further, it has been made clear that over the years, independently contracted air conditioning vendors were clearly negligent in the manner in which air conditioning repairs were completed. Exposed wiring, improper connections and insufficient mounting or stabilization of condenser units have likely caused functionality issues for many unit air conditioners.

The upcoming project will also include complete replacement of all electrical wiring from the building to the air conditioning condensers.

Elements of the project:

A project of this magnitude will involve many "moving parts". Roofing vendors, electricians and air conditioning vendors will be on site working together to make this undertaking as efficient and effective as possible. The Association Board of Directors has approved the expenditure of reserve funds for the roof and electrical repairs. However, unit owners individually may have some expense associated with



their individual air conditioning units. As previously mentioned, many of the roof condensers, copper refrigerant lines and low voltage wiring may need upgraded or replaced in order to bring such to code. Additionally, hurricane pads will need to be affixed to all units that do not currently have them. Although the Association has no intention of mandating replacement of individually owned air conditioning systems, issues that involve the safety of the residents and protection of the roof coating must be addressed.

After initial inspections of the roof, it appears that over the years, many of the air conditioner condensers were not installed properly. Many units are not secured to the roof, and are simply floating on the gravel. In high winds, these units can potentially “slide” around and damage the roof surface as well as other owner’s air conditioning units. Further, the wiring has been stretched and or detached, copper tubing is kinked and in some cases, air units have begun sinking in to the coal tar material. Others are mounted to styro foam, wood blocks and other deteriorating materials that have failed to hold the units in place. These units will require upgrades to approved hurricane pads, and replacement of damaged low voltage electrical and coolant lines as needed. This will be an owner expense, and will be assessed on a unit by unit basis.

For those of you that have completed air conditioning replacements in recent years, your exposure in this project should be minimal. However, if it is determined that your coolant lines are insufficiently installed or not up to current code, replacement of these will be necessary.

Every air conditioning condenser on the roof will be inspected. Owners will be provided a report including photos and repairs that are recommended as well as some that may be required to mitigate safety concerns. It is entirely your decision as a unit owner to choose who you would like to have your repairs completed by and the Association and management are in no way mandating the use of any particular vendor. You will however, be offered a substantial discount for service needs as a pre-selected air conditioning vendor will be on-site for inspections at the request of the association.

If you choose to use an outside vendor, we will extend all efforts to accommodate their technician(s) during the project; however, these repairs must be completed at the time of the roof repair project, in coordination with the roofing vendor.

Access and Inspections:

Prior to commencement of the project, additional inspections requiring brief access to 8th floor units (starting on approximately April 11th) will be required. In order to establish a baseline for current conditions of interior ceilings under the roof, the roof vendor will photograph all 8th floor interior ceilings. Tom Davis, the on-site maintenance person, will accompany the roof vendor in this process. The 8th floor units will need to be accessed on April 11th and 12th.



Also prior to commencement of the project, the Air Conditioning vendor, accompanied by Tom Davis, will need access to ALL units beginning on April 11th. (potentially three times over multiple days). The purpose of this exercise is to establish an assessment of existing air conditioner functionality, and functionality after the roof mounted condensers have been disconnected and reconnected as part of the roof repair process.

Please understand that the Association shall bare no costs for current inoperable or underperforming air conditioners, as this is the responsibility of the individual owners. These inspections are REQUIRED to eliminate any potential dispute over whether the air conditioning units were functioning properly prior to this project. The Association will not be liable for the costs of any air conditioner repairs or replacements.

Actual disconnects of roof mounted condenser units is tentatively scheduled to begin on April 23rd. Clusters of approximately 12 units per day will be disconnected. Wiring and tubing will be replaced where they lead in to the roof openings. Pourable sealant will then be installed to seal the roof opening. This sealant will need to “set” or bond overnight, before wiring and tubing can be manipulated for reattachment to the condensers. PLEASE BE ADVISED THAT THE AIR CONDITIONING UNITS WILL BE INOPERABLE FOR A PERIOD OF UP TO 24 HOURS AFTER THEY ARE DISCONNECTED. Please be assured that every effort will be made to minimize air conditioning down time.

In closing, this project is intended for the benefit of all owners of units in the Bay Shores Yacht and Tennis Club. Every effort will be extended to assure this does not greatly inconvenience owners and guests staying on the property. Additionally, we ask that all owners extend the same efforts to assist with making accessibility and testing efficient. Property management staff members will be on site through the entire duration of the project, to assist you with any concerns that arise. If you have any questions or concerns about the roof project at this time, please call us directly and we will be glad to assist you in any way possible. Further communications will be forthcoming pertaining to areas of project concentration as the project commencement draws near.

Warm regards,

Judy Chandler
Director of Resident Services
AMG Tampa Bay
813-316-7886
judyc@amgtb.com