

**OSPREY RESERVE HOA  
ROOFING MEETING  
MINUTES  
JULY 9, 2024  
12:00 PM MTN**

1. Call to order
  - a. The meeting was called to order at 12:00
2. Roll call
  - a. Meeting attendees included:
    - i. Ben Coopersmith, President
    - ii. Jim Buckley, Roofing Committee
    - iii. Dean Thomsen, Roofing Committee
    - iv. Doug Kuck, Roofing Committee
    - v. Kevin Lovett, SRG
    - vi. Steve Wahl, SRG
3. Background & Actions
  - a. The Roof Committee had previously met on 6/10/24 to discuss roofing proposals generated from a Request for Proposal created for the HOA by Turner Morris following thorough roof inspections of all nine buildings.
  - b. The roofing committee eliminated Turner Morris' bid as too high after the initial bid review.
  - c. Ben Coopersmith asked Steve Wahl to request an additional bid from Academy Roofing since Ben had experience working with Academy Roofing in the past. This bid was received and deemed too expensive.
  - d. The Board narrowed the four initial bids down to two bids: Leo's Roofing and DCPS.
  - e. The roofing committee asked for references for Leo's Roofing and DCPS.
  - f. Ben Coopersmith visited an active job site that Leo's Roofing was working on and an active DCPS job site.
  - g. Jim Buckley created a spreadsheet with each bid's total cost, the existing and forecasted reserve balances and a calculation of the required 2024 and 2025 special assessment that would be required for each bid. This was assuming a two-year project.
4. Roof Committee Discussion
  - a. The roofing committee wants to strive to replace six roofs in 2024 and the remaining three roofs in 2025 if the contractors can get this done. Priority for roof replacements would be based on the age of the buildings.
  - b. Jim Buckley spoke to three of Leo's Roofing references. The first builder has been working with Leo's Roofing for 8-10 years. Most of the projects are smaller commercial buildings. Ben Coopersmith reminded the committee that Leo's Roofing is a smaller roofer than the other companies that the committee got bids from. Jim received positive feedback from all of the contractors who he spoke to about Leo's Roofing.
  - c. Ben Coopersmith visited an active work site of a Leo's Roofing project and a DCPS project. The site of the Leo's Roofing project was about  $\frac{3}{4}$  the size of Osprey Reserve. All work appeared to be going well. There were no red flags. At the DCPS job site, Ben noticed some work that did not seem of high quality. Some of the ice & water shield was wrinkled and metal was being installed over it.
  - d. Ben asked the committee what their concerns were regarding the bids. What did they want to explore more. Did they have bid questions. Doug Kuck had

- concerns about whether they had enough information on the gutters and downspouts. Is it necessary to replace the existing gutters and downspouts?
- e. Ben replied that he has a strong desire to have consistency from home to home. Leo is on the same page and is offering to not charge for gutters and downspouts in part to ensure consistency across all homes. Leo and Ben, both believe it is important to have gutters and heat tape the same in all homes. The HOA has previously put this responsibility on owners resulting in a mix of quality and functionality. The current thought is to not install heat tape and gutters on the metal sections of the roof. This is based on recommendations from all the contractors. If needed, gutters and heat tape could be added to the metal roof sections later. But based on feedback from the contractors, the roofing committee is comfortable experimenting with no gutters and heat tape on the metal roof sections.
  - f. The committee wishes to get a revised bid from Leo's Roofing detailing the rain gutter and heat tape portion of the bid.
  - g. The committee questioned whether heat tape would be required on the north side of entrances facing north. What would be the cost per building for this?
  - h. Should a contingency for entry gutters & heat tape be included in the special assessment?
  - i. A motion was made to select Leo's Roofing as the contractor for the project with all of the proposed options from the RFP.
    - i. The motion was made by Ben Coopersmith
    - ii. The motion was seconded by Dean Thomsen
    - iii. The motion passed unanimously.
  - j. The committee wants Leo's Roofing to revise the bid to reflect:
    - i. No price increase for the 2025 portion of the project
    - ii. Finalize the rain gutter/downspout/heat tape portion of the bid
    - iii. Identify exactly what is included in the gutter/downspout/heat tape bid
    - iv. Provide an explanation and recommendation on front entrance heat tape requirements. This will likely be based on the direction each homes faces.
  - k. The committee reasoned that any risk of using a smaller contractor for this project is offset by a \$150,000 up front savings compared to the larger contractors.
  - l. The committee suggested that the Board of Directors need to modify the existing HOA Rules & Regulations to state that after this initial installation, the owner would be responsible for the electricity costs related to heat tape.
  - m. The committee asked that Leo identify which homes will need power run for the heat tape. Some homes have had heat tape, others have not. The cost of the installation of this power would be borne by the owners.
  - n. A motion was made to require all homes to have an electrical source to support heat tape in order to make all homes consistent.
    - i. The motion was made by Ben Coopersmith
    - ii. The motion was seconded by Dean Thomsen
    - iii. The motion carried unanimously.
  - o. A motion was made to require owners of homes that need to add power to support the planned heat tape will be required to shoulder this cost
    - i. The motion was made by Dean Thomsen.
    - ii. The motion was seconded by Ben Coopersmith
    - iii. The motion as approved unanimously.
  - p. A motion was made by the Roofing Committee to support the need for a roofing Special Assessment of approximately \$4,000 due September 30, 2024 and an additional Special Assessment of approximately \$4,000 due January 31, 2024. The Special Assessment will cover the roofing costs that exceed the existing HOA reserve balances.
    - i. The motion was made by Ben Coopersmith

- ii. The motion was seconded by Dean Thomsen.
  - iii. The motion was approved unanimously.
- q. The roofing committee mentioned that any change of siding related to the roof installation could add cost to the project. This would be a material only cost.
- r. The roofing committee is hoping to start work in August 2024 with work wrapping up for the season in September 2024.
- s. A motion was made to ensure that all systems installed related to this roofing project must be uniform across buildings with a caveat for any differences related to front entry heat tape due to the position of individual homes.
  - i. The motion was made by Ben Coopersmith
  - ii. The motion was seconded by Doug Kuck
  - iii. The motion was approved unanimously.
- t. These committee minutes should be included in the 7/13/24 annual meeting packet for discussion at the annual meeting.

5. Adjournment

- a. The meeting adjourned at 1:11

Dean Thomsen's review of electrical and heat tape for each home.

2902- electrical box front, no heat tape  
 2904 - electrical box front, no heat tape  
 2906 - electrical boxes front and rear, heat tape rear  
 2908- electrical boxes front and rear, heat tape rear  
 2910 - electrical boxes front and rear, heat tape rear  
 2912 - electrical boxes front and rear, heat tape rear  
 2914 - electrical boxes front and rear, heat tape rear  
 2916 - electrical box front and rear with heat tape  
 2918 - electrical box front and rear with heat tape  
 2920 - electrical boxes front and rear, heat tape rear  
 2922 - electrical boxes front and rear, heat tape rear  
 2924 - electrical box front, heat tape from the front to the rear. Also no gutters.  
 2926 - electrical box front, heat tape from the front to the rear  
 2928 - electrical box in the front, no heat tape, no gutters  
 2930 - electrical box in front and rear with heat tape from both  
 2932 - electrical boxes front and rear, heat tape rear  
 2934 - electrical boxes front and rear, heat tape rear  
 2936 - electrical boxes front and rear, heat tape rear