



ROOF / SHINGLE REPAIR / REPLACEMENT REQUEST

Homeowner's Name: _____

Property Address: _____

Telephone Number: _____

Email Address: _____

Please circle the Roof Shingle that you have chosen:

GAF Three Tab Marquis Weather Max in Weathered Gray

GAF Timberline HD in Weathered Wood

Homeowner's Signature: _____

Date of Request: _____

BELOW FOR OFFICE USE ONLY

Approval Date: _____

Disapproval Date: _____

Additional Information needed for approval _____

Reason(s) for Disapproval: _____

REQUIREMENTS FOR ROOF / SHINGLE REPAIR AND/OR REPLACEMENT

- 1 The Roof/Shingle Repair/Replacement request must be completed in its entirety and sent to the property manager.
2. Approval will NOT be granted unless the following is provided:
 - A copy of the contract between the homeowner and contractor showing the scope of work.
(price can be whited/blacked out)
 - A picture of the shingle showing the name and color
 - A copy of a VALID/UPDATED CERTIFICATE of INSURANCE
 - A copy of an agreement holding harmless Glen Eagles Association
- 3 Once approval has been given, a building permit is required and must be obtained PRIOR to any work beginning and must be placed in a lower, front window
- 4 Once approval has been provided and a permit obtained, the Association must be notified of the start date and intended completion date.
- 5 The Association will inspect the area prior to it beginning, while the work is being done, and upon completion of the work. If there are any costs associated with the inspection process, they will be assessed to the homeowner.
- 6 If, at any time, the work is not in conformity with the original requirements, agreements, and approval, the work will be halted immediately.
- 7 The work may resume once proof is submitted that conformity to the original contract and approval is to occur.
- 8 Under no circumstances may any work be done without a signed written approval from the Association.
- 9 Verbal agreements are not acceptable agreements, regardless of who provides them.

Adopted 10/18/10
Revised 2/18

Hold Harmless

I, _____,
(contractor/company)

agree to hold harmless Glen Eagles at VBHOA harmless for any issues/problems related to the

(description of work scheduled between homeowner and contractor/company)

to be done at _____
(address where work to be done)

Homeowner Signature

Contractor Signature