

The main building roof membrane is easily damaged and can cause leaks into the unit below, therefore, every home owner who requires access to the roof for any reason emergency or routine, must follow the procedure described below.

- Call the Property Manager (PM) to inform the PM of the need for access and arrange for the homeowner, or their contractor, inspector or other representative to have the PM open the locked access hatch while they are present.
- PM will video the area at that time and open the hatch. Footies will be provided to anyone who goes onto the roof.
- Upon completion of the work, the home owner is responsible for assuring their representative arranges for PM to return to re-inspect the roof and lock the access hatch.

Any damage to the roof by the home owner or his/her contractor, inspector, or other representative is the responsibility of the homeowner. Roof repair costs from any damage noted by the PM will be the responsibility of the home owner.