

## CLARK TERRACE HOMEOWNER ASSOCIATION

### Roof Access and Key Policy

*The Clark Terrace Homeowners Association is required to provide procedures for all roof access due to safety, liability and warranty issues. The Roof Access procedures apply to all Clark Terrace Homeowners: Owners, Renters, Management Company, all contractors working on Clark Terrace HOA and contractors maintaining equipment on the roofs.*

1. Access to roof is limited to authorized person/s, air conditioning service provider, the boiler company and authorized homeowner.
2. Homeowners may request access to roof when a service provider hired by the owner will work on the air conditioning unit.
3. Homeowners must call CAMC Services for roof key release and a \$100.00 deposit is needed. Homeowner has the possession of roof key for 24 hours.
4. Homeowners cannot share the use of the roof key with another homeowner.

### Roof Key Sign Off

**Roof key Sign Off is required prior to issuance of roof key. Either a Board Member or the Management Company can sign in behalf of the Association.**

Due to the nature of material used for the new roof at 1655 and 1645 – Duro Last Roof; Roof surface is very slippery when wet.

1. **Foot wear** – foot wear with sharp objects and/or protruding nails, high heels, golf shoes and athletic cleats cannot be worn on the roof at any time.
2. **Typical damage to the Duro Last roofing system:**
  - Penetrations into the membrane from careless contractors
  - Broken glass, metal bottles, stray nails/screws and other debris
  - Careless use of flammables and chemicals (cigarettes, gasoline, solvents, etc)
  - Improper tools used for cleaning of debris. (Use only wooden or plastic shovel or pusher to remove debris. Do not use metal removal equipment.
3. **Safety** - If working within 3 feet of the roof edge without a handrail of 10 ft high, you must be tied off with a safety harness and line. You are responsible for your own safety.

**Stay on walkways when available. Where walkways are not available, use EXTREME CAUTION.**

**Never walk backwards on the roof.**

**Never work on your back to the edge of the roof.**

4. **Roof Surface:** When equipment is to be moved across the roof, protect the roof surface

If heavy objects have to be set on roof, e.g. air conditioning units, protection for the membrane surface must be provided.

If you inadvertently drop something or step on a blister, please mark the location and notify the Management Company: CAMC Services at 562 424-4026.

5. Use of flame or welding equipment, refer to the City of Long Beach and CAL OSHA Hot Work permit requirements.

If you will be using solvents, paints or any odorous substance, notify the Management Company: CAMC Services at 562 424-4026 prior to commencing work. This requires 48 hours notification.

**Roof Access is between 8:00 AM and 5:00 PM. Please notify a HOA Board member when work is concluded.**

**Emergency access to roof outside the normal “contractor” will be permitted on a very limited basis. Access to the roof during periods of heavy precipitation, wind or limited visibility will be only during most dire of emergencies.**

**Roof Access Sign Off Form**

Pre Inspection	Sign Off
Deposit Received            yes/no	Check #
Date of Inspection:	Date of Sign-Off
Exceptions Noted prior to roof access:	Damage noted after roof access:
Homeowner Signature:	Homeowner Signature:
Board Member Signature:	Board Member Signature:
Management Company Representative:	Management Company Representative: