

CLARK TERRACE HOMEOWNERS ASSOCIATION

Roof Access Procedures

“Be kind to your Duro-Last Roof”

1. The Homeowner signing out the access key for has agreed to the terms of these rules and is liable for damages proven to be the direct result of the Homeowner access, Homeowner’s contractor and other unmonitored access during roof access periods agreed to by the Homeowner.
2. The Duro-Last membrane is **SLIPPERY WHEN WET**, walk with caution. Limited **EMERGENCY** access during periods of restricted visibility and high moisture will be allowed with proper safety equipment.
3. Use the provided safety strips along the center of the roof when possible. Homeowners and contractors are not permitted to be working within 3 ft of any section of the roof not protected by railing without proper fall protection..
4. The Homeowner agrees to **NOT** share the key with other Homeowners, keep the key for more than 24 hours or duplicate the roof access key.
5. The Homeowner is responsible for familiarizing any contractor using the roof access key of the safety and use precautions associated with Duro-Last membranes. (The Roof Access Procedure should be countersigned by contractors)
6. Typical damage to the Duro-Last roofing system is not limited to:
 - 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 the clearing of debris. (Use only wooden or plastic shovel or pusher to remove debris. Do not use metal removal equipment.)
7. Check footwear for sharp objects and/or protruding nails. High heels, golf shoes and athletic cleats are forbidden on the roof at any time.
8. Damages noted on the **SIGN-OFF** form will be reviewed by the HOA Board at the first scheduled board meeting. The roofing contractor will be contacted to provide a quote to determine the amount of the damages to be charged to the Association Member responsible for the damages. Protect your investment!
9. A \$100.00 deposit will be required prior to receiving the roof access key. Return of the deposit will be contingent on no damage noted on the **SIGN-OFF** form.

PRE-INSPECTION	SIGN-OFF
Deposit received YES / NO Date of PRE-INSPECTION:	Check # 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:

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Roof Access Safety and Use Guidelines

“Be kind to your Duro-Last Roof”

The Clark Terrace HOA is required to provide a procedures for all roof access due to safety, liability and warranty issues. These Roof Access Procedures apply to all Clark Terrace Homeowners,(owners, renters, property managers and guests of residents), all contractors working for the Clark Terrace HOA and residents, and contractors maintaining equipment on Clark Terrace roofs..

1. If working within 3 feet of a roof edge without a handrail 10 ft high, you must be tied off with a safety line and harness. You are responsible for your own safety equipment.
2. Never work with your back to the edge of a roof.
3. Never walk backwards on a roof.
4. Stay on walkways when they are available. Where walkways are not available use EXTREME CAUTION..
5. When equipment is to be moved across the roof, protection for the membrane surface must be provided.
6. If heavy objects have to be set on roof; e.g., air conditioning units, protection for the membrane surface must be provided.
7. If using open flame or welding, refer to the City of Long Beach and CAL OSHA Hot Work permit requirements. If using solvents, paints, or any odorous substance, notify the HOA Board member prior to commencing work, twenty-four (24) hours in advance or before proceeding.
8. If you inadvertently drop something or step on a blister, please mark location and notify the HOA Board member.
9. Check footwear for sharp objects and/or protruding nails. High heels, golf shoes and athletic cleats are forbidden on the roof at any time.
10. Access to the roof shall be between 08:00 and 17:00, a HOA Board member is to be informed when work on the roof has concluded.
11. Emergency access to the roof outside of 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 the most dire of emergencies.