

— HOA & CONDO BOARDS · PRINTABLE CHECKLIST

CONDO ROOF REPLACEMENT PROJECT CHECKLIST

Share it with the board and manager at the start of the project so every step has an owner.

Governing documents

- ☐ Confirm who is responsible for roofs under the declaration and bylaws
- ☐ Check what approvals owners must give for a special assessment
- ☐ Confirm insurance requirements for contractors

Funding

- ☐ Compare the plan with the reserve study
- ☐ Decide phasing by building and year
- ☐ Decide between reserves, special assessment or financing
- ☐ Tell owners the funding plan before bids go out

Bids

- ☐ One written scope for all bidders
- ☐ One site visit and one deadline
- ☐ Same materials and colors for every building

☐ Check license, insurance and references

Owner communication

☐ Schedule notice by building

☐ Parking, pets and vehicle protection

☐ How owners report damage or concerns

☐ Final walk-through and warranty documents shared

General planning checklist, not professional advice. Follow your local code, your product instructions and your contractor's written contract.