

— HOA & CONDO BOARDS · PRINTABLE CHECKLIST

# HOA ANNUAL ROOF WALK CHECKLIST

Walk the community from the ground with a map. Leave anything on the roof to a qualified contractor.

## Before the walk

- ☐ Print a site map with every building numbered
- ☐ Pull owner leak reports and work orders from the last year
- ☐ Note each building's roof age and last replacement

## At each building

- ☐ Missing, curled or lifted shingles
- ☐ Moss, algae or granule loss
- ☐ Gutters and downspouts attached and flowing
- ☐ Stains on fascia, soffit or siding
- ☐ Trees touching the roof

## Common areas

- ☐ Clubhouse and pool building roofs
- ☐ Carports and garages
- ☐ Flat roof sections and their drains

- ☐ Mailbox and entry canopies

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## **After the walk**

- ☐ Rank buildings: repair now, plan soon, monitor
- ☐ Compare the list with the reserve study
- ☐ Decide which items need a contractor inspection
- ☐ Report findings to owners in plain language

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