

— HOA & CONDO BOARDS · PRINTABLE CHECKLIST

HOA AND CONDO ROOF PLANNING CHECKLIST

Bring it to the next board meeting and assign an owner to each line.

Responsibility

- ☐ Confirm in the declaration who maintains and pays for roofs
- ☐ Confirm architectural rules for materials and colors
- ☐ Ask association counsel about any unclear language

Inventory

- ☐ List every building with roof type, area and install year
- ☐ Collect warranties and past repair invoices
- ☐ Start a leak log by building and unit

Inspect and budget

- ☐ Inspect every building, worst first
- ☐ Update the reserve study with findings
- ☐ Decide on phasing and years
- ☐ Plan owner communication and any assessment

Bid and build

☐ Send one written bid package to at least three contractors

☐ Require insurance certificates and, in Michigan, license numbers

☐ Set work hours, parking, access and cleanup rules

☐ Notify owners two weeks and three days before each building

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