

Community Name Phase 2 – Roofing Progress Report

Project: Phase 2 Roof Replacement **Period:** July 20–26, 2026 **Prepared for:** HOA Board **Date:** July 26, 2026
Lead: Mike R.

Executive Summary

Phase 2 roofing work advanced significantly during the week of July 20–26. Building D is now 100% complete and has passed manufacturer inspection. Building E is approximately 60% complete with all tear-off finished and underlayment 70% installed. A total of 68 squares of GAF Timberline HDZ Charcoal architectural shingles were installed. Work proceeded on schedule despite a 2.5-hour weather delay Wednesday morning. Zero safety incidents occurred. Two non-scope maintenance items were documented for HOA review.

Work Completed

Building D (Units 12–18) – 100% Complete

- All elevations: Tear-off of old 3-tab shingles and underlayment completed
- Decking repairs: Replaced 48 sq ft OSB at soft spots near ridge vents; replaced 2 additional sheets near chimney chase at unit 16
- Underlayment: Synthetic underlayment and ice & water shield installed at all eaves and valleys
- Flashing: New step flashing and counter-flashing at both chimneys; new pipe boots at all penetrations
- Shingles: All roof planes completed including ridge and hip caps
- Quality: GAF manufacturer representative conducted walkthrough Friday afternoon; signed off with no issues

Building E (Units 19–24) – ~60% Complete

- Tear-off: All four elevations complete
- Underlayment: Synthetic underlayment ~70% installed; ice & water shield at all finished eaves and valleys
- Shingles: Approximately 45% coverage; 33 squares installed across south, east, and partial north elevations
- Flashing: Prep work completed; installation in progress

Total Production: 68 squares installed during the period

Current Status

Building D is weather-tight and ready for occupancy with no exposure risk. Building E north and west elevations are underlayment-complete and weather-protected; remaining shingle installation will proceed next week. All work-in-progress areas are secured with synthetic underlayment. Site is maintained clean with daily magnetic sweeps and debris removal. Second dumpster swap completed Wednesday.

Upcoming Work

Week of July 27:

- Complete shingle installation on Building E north and west elevations
- Install all ridge venting and caps on Building E
- Final flashing and trim details
- Begin Building F tear-off if materials arrive and weather permits

Weather dependency: Forecast will be monitored daily; crew can pivot to interior prep or staging during wet conditions.

Materials & Delays

Materials on hand: 18 bundles remaining from initial stock plus 40-bundle delivery received Thursday; additional underlayment and ridge vent materials staged on-site under tarps.

Delays: Light rain Wednesday morning caused 2.5-hour production delay (7:00–9:00 AM). Crew resumed work at 10:15 AM once conditions cleared. No other interruptions.

Risks & Client Actions

Non-Scope Items Identified:

1. **Rotten fascia board – Building E east elevation:** One section of fascia is deteriorated and will require replacement. Marked and photographed. Not included in current roofing contract. Board review recommended.
1. **Bent gutter – Building D west elevation:** Gutter section damaged from previous storm. Documented with photo. Outside roofing scope but may affect drainage performance.

Original Roof Condition: Tear-off revealed the original roof had no ice & water shield at any eaves or valleys, contrary to code standards at time of installation. Current work includes proper ice & water protection per manufacturer specifications. Documented with photos for HOA records.

Resident Communication: Unit 14 resident reported nail pops in garage; inspection scheduled post-completion. Unit 21 resident inquired about timeline; informed Building E completion expected by end of next week.

Recommended Actions:

- Review and budget for fascia repair on Building E
- Consider gutter repair/replacement coordination
- Schedule final walkthrough upon Building E completion

Photo evidence

1. images (5).jpg



KEY OBSERVATIONS

- # Roofing Observation Report
- Material**: Slate or slate-like tiles, gray/charcoal color, installed in staggered pattern
- Coverage**: Large roof section visible; appears to be mid-to-upper slope area
- Tile condition**: Tiles appear intact with consistent color and positioning across visible surface
- Mortar/joints**: Dark grout lines visible between tiles; no obvious sepa...

2. New-Slate-Roof-Installation-in-Walton-Wakefield.jpg



KEY OBSERVATIONS

- # Roofing Observation Report
- Roof covering**: New slate tile installation, appears to be uniform dark gray/charcoal color across main ro...
- Roof condition**: Tiles appear properly seated with consistent alignment and spacing; no visible slippage o...
- Perimeter details**: White painted fascia and soffit visible; black-painted gutters present along roof edge
- Flashing**: Me...

3. img_2712.jpg-1024x768-8208e7f.jpg



KEY OBSERVATIONS

- # Roofing Observation Report
- Material**: Dark gray/charcoal architectural asphalt shingles; appears to be a multi-plane roof system
- Coverage**: Multiple roof planes visible with valley and ridge intersections; adequate shingle overlap observed
- Condition**: Shingles appear intact with no visible missing or lifted shingles in accessible areas
- Valley detail**: Metal valley...

4. exterior-remodel-design-project_0038_Richardson-Slate.jpg



KEY OBSERVATIONS

- # Roofing Observation Summary
- Material**: Natural slate tiles in grey/charcoal tones installed in staggered coursing pattern
- Visible condition**: Slate appears intact with no obvious broken or missing tiles in view
- Surface weathering**: Even patina across visible slates; consistent aging appearance
- Roof pitch**: Moderate to steep slope visible on both roof planes

5. images (4).jpg



KEY OBSERVATIONS

- # Roof Observation
- Material**: Asphalt or composite shingles, dark gray/charcoal color
- Coverage**: Two roof planes visible with standard shingle overlap pattern
- Surface condition**: Shingles appear intact with no visible missing, cracked, or curled sections
- Wear pattern**: Slight color variation across planes — may indicate age difference or sun exposure variation

6. images (3).jpg



KEY OBSERVATIONS

- # Roof Observation Report
- Material**: Dark slate or slate-like shingles in standard overlapping courses.

- Visible condition**: Shingles appear intact with no obvious cracking, missing pieces, or major deterioratio...
- Surface finish**: Slight weathering and color variation visible; consistent with age/exposure.
- Drainage**: Roof slope adequate for water runoff; gutter/fas...