

Greenbriar of Citrus Hills Owners' Association, Inc.

RE: Capital Projects Undertaken

Dear Unit Owners:

At the January 24, 2022, Greenbriar Board of Directors (BODs) meeting it was unanimously agreed to:

- Execute contract for re-roofing all 21 buildings and pool house with New Roots Construction & Roofing
- Execute contract for new gutters and downspouts all 21 buildings to New Roots Construction & Roofing
- Obtaining a loan to complete our capital projects as soon as possible versus special assess each unit owner (Note: the loan would NOT place a lien on units but would be against the Association's fees)

A total amount of \$1.36 million will be required this year in our reserves to pay to:

- Remove and replace the 300 KW diesel stand-by generator at Water Plant
- Re-roof all the buildings with the goal of not ending up with "insurer of last resort" (Citizens) with our renewal due in October 2022
- Remove and replace all existing gutters and downspouts

Our reserves for period ending January 31, 2022, is \$837,782.63 and projected (with the annual reserves collected in CY 2022) at \$897,032.63 end of April 2022. The Association would pay more if we did some of the buildings this year and some in future years. We also may risk not being able to obtain insurance for the buildings other than thru Citizens. To be cost effective and not see higher project costs due to monthly price increases for materials and labor we must do all the roofs.

The roof contractor is finalizing logistical requirements to begin work on the corner of E. Hartford and Citrus Blvd. and continue west to Essex and then wrap from E. Glassboro and Essex back to Citrus Blvd. We anticipate work to begin either the end of February or early March with production of 2 buildings/week, weather permitting. All unit owners need to take notice of key items and respond to the Association choices for certain items that pertain to some unit owners.

All registered owners on our updated website (process to register attached)

GREENBRIAROFCTRUSHILLS.ORG - will note the "Vendor Bids/Contracts" listed in Unit Owners block. You will find folders for each major project with contractors' bid materials and separate executed contract.

Notice of Work at Each Building & Communications

The roof contractor will be placing notices taped to the door of each unit with the date of when work will begin on that building. For everyone's safety, please pay attention to the signage and roped off areas that the roof contractor will put in place for you to follow in entering or leaving your unit at each specific building. Weather permitting, estimate 5-days to complete each building.

Reminder: You are **NOT** to direct the actions or impede the contractor or his crew. The first point of contact should be our Community Association Manager (CAM)/Property Manager, Ms. Geri Bond, who's contact information is also included below.

Carports & Parking

You will NOT be able/allowed to park in your carport during that time. Cones/tape/etc. will be placed at specific areas of each building to remind all owners/occupants to be careful entering and leaving each unit when. Please use any available parking spots in the parking lot in of your building, or if needed, in neighboring building lots for this work to be done.

Skylights Currently Installed in Roofs

To have the roofs properly warrantied, all existing skylights must be replaced and included in total cost to the Association as these are not unit owners' responsibility. New tinted glass skylights will be installed where currently skylight exists. No matter how careful the installer, the nature of this work means small roofing particles, i.e., old shingle pieces, nails, roof aggregate, etc., will come down the skylight tower onto the surface of the covering in the ceiling area of the units below. We cannot prevent it. Unit owners need to be prepared when the notices are placed on unit owners' doors and before the work starts in your building. Consider moving things below the covering or tape some plastic liner to catch as much as possible from falling through and to remove the covering in their units when the new skylights are installed to clear off what has fallen through.

Existing Solar Tubes – Owners' Responsibility

You, or the previous owner of your unit, was granted an accommodation to install a Solar Tube Skylight(s), with the condition that the unit owner is responsible for the maintenance and/or replacement of the Solar Tube when necessary. This notice is also to inform you that this has become necessary as the roof contractor will not be reusing your existing solar shield on the roof for several reasons, main one being warranty and needing to re-flash that area to prevent future leaks. To make things easier, the roofing contractor will provide the materials and perform the work for \$250.00 per solar tube shield. IF unit owner chooses not to replace the solar tube shield on the roof, then a charge of \$80 per solar tube shield will be billed to each unit owner for the materials and labor to close the roof hole. This is the best price offered by the contractor and is non-negotiable.

IF unit owners do not respond by the date noted as to which option, then the **DEFAULT OPTION** will be for the roof contractor to remove the solar tube shield on the roof and close the roof opening. Each unit owner will be billed the \$80 per solar tube to remove and close the opening. The removal and ceiling repairs/closure for the solar tube and internal cover in your unit is your responsibility including getting your own contractor to do repairs.

ADDING/WANTING Installation of New Solar Tube(s) in Unit – Owners' Responsibility

The roof contractor has provided a set pricing for the installation of new solar tubes for unit owners that are interested in having this done when the re-roofing takes place in your building. The contractor quoted for the materials and labor to install each new solar tubes at \$1,500 for a 10" shield cover and \$1,750 for a 14" shield cover. Unit owners will pay the contractor directly who will schedule the interior installation of the tube and ceiling cover with you.

REMINDER: All unit owners have always been required to ask the Association for permission to install solar tubes. All future requests after the re-roofing is completed, unit owner will be financially responsible for leaks or issue done by your contractor. This will not be classified as roof warranty.

Existing Solar Fans/Vents in Roofs – Owners' Responsibility

You, or the previous owner of your unit, was granted an accommodation to install this type of fan and/or vent, with the condition that the owner of the unit is responsible for the maintenance. The roofing contractor has noted three (3) throughout the Association. Existing roof doesn't have the ventilation that our new roof will. Therefore, there is no benefit to pay to have these re-installed and eliminates future leaks/issues. If unit owner does not agree, then you are to use the attached form and note that a charge of \$80 per unit to cover the additional labor and materials will be billed to each unit owner.

UNIT OWNERS WITH EXISTING SOLAR TUBES, SOLAR VENTS/FANS, OR WANTING NEW SOLAR TUBE(S) INSTALLED - NEED TO FILL OUT THE ATTACHED FORM AND RETURN IT BEFORE FEBRUARY 28, 2022. You will be billed by the Association upon completion of what option you have noted, or not noted by default, for the items noted above. For new solar tube installations, you will be billed directly by the roof contractor.

If you have any other questions, please contact Ms. Geri Bond, CAM/Property Manager noted below.

Sincerely,

Gerry Jones, President
Greenbriar of Citrus Hills Owners' Association

Association's CAM/Property Manager Contact:

Ms. Geri Bond
Village Services Cooperative, Inc.
2541 N Reston Terrace, Hernando FL 34442
Office: 352-746-6770 x108 FAX: 352-746-3607 Email: g.bond@villagesservices.net

Roof/Gutter Contractor Contact:

Mr. Andrew Chagnon, Owner - 352-613-0285 Mr. Bill Hooper, Project Manager - 352-219-9816
New Roots Construction & Roofing, Inc.
Email: newrootsconstruction@yahoo.com

UNIT OWNER OPTIONS FOR RE-ROOFING PROJECT

**UNIT OWNERS NEED TO FILL OUT THE ATTACHED FORM AND RETURN IT
BEFORE FEBRUARY 28, 2022. PLEASE PRINT CLEARLY**

If possible, please scan & email completed form to CAM/Property Manager. If not possible, then FAX hardcopy. Owners will be billed upon completion of the items as noted below.

Association's CAM/Property Manager Contact:

Ms. Geri Bond

Village Services Cooperative, Inc.

2541 N Reston Terrace, Hernando FL 34442

Office: 352-746-6770 x108 FAX: 352-746-3607 Email: g.bond@villagesservices.net

Name of Unit Owner: _____

Address & Unit: _____

Best Contact Phone: _____

Email Address: _____

(1) Existing/Currently Installed Solar Tubes in Roofs

Keep? YES _____ (\$250/Solar Tube) NO _____ (\$80/Solar Tube)

NOTE: No reply will default as a **NO response** and \$80/Solar Tube will be billed.

(2) ADDING/WANTING Installation of New Solar Tube(s) in Unit

10" Solar Tube \$1,500 _____ 14" Solar Tube \$1,750 _____

NOTE: You will be billed directly by the roof contractor.

(3) Existing/Currently Installed Solar Fans/Vents in Roofs

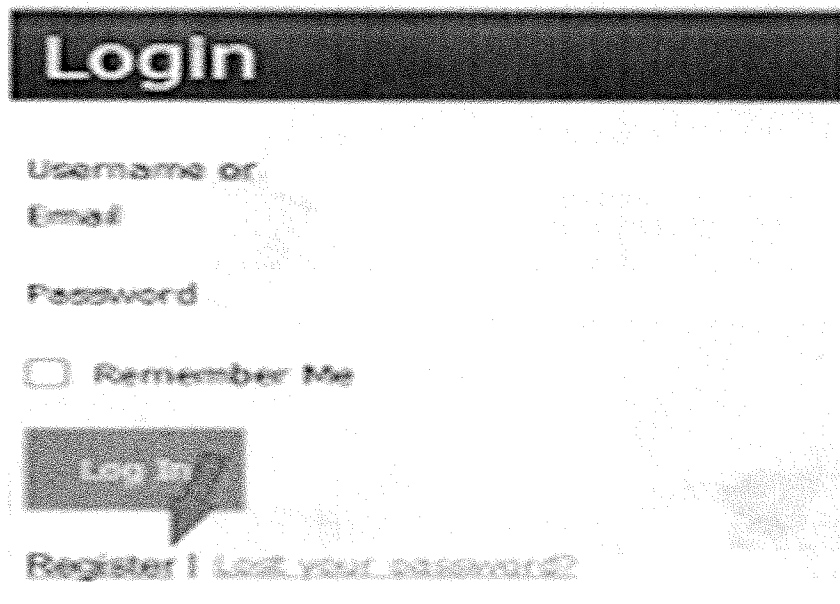
Keep? YES _____ (\$80/Unit) NO _____ (No Charge)

Signature: _____ Date: _____

REGISTERING FOR GREENBRIAR OF CITRUS HILLS WEBSITE

To REGISTER for an account on our website:

- Type into your web browser - greenbriarofcitrushills.org

A screenshot of the website's login page. At the top, there is a dark grey header with the word "Login" in white. Below the header, there are two input fields: "Username or Email" and "Password". Under the "Password" field, there is a checkbox labeled "Remember Me". A dark grey button with the text "Log In" is positioned below the "Remember Me" checkbox. At the bottom of the login area, there are two links: "Register" and "Lost your password?".

- Click/tap on the REGISTER link in the LOGIN box
- Complete the form as directed and SUBMIT
- You will be sent an email asking you to confirm the email address you used
- Once you confirm your email you will then receive another email informing you that we will verify your submitted information and then approve you as an Owner.
- That approval will generate an email saying you are ready to login when you wish

Please note that only one (1) login account is needed per owner. For multi-unit owners it is only necessary to use one of your unit addresses for completing the registration for a login account to be activated.

The website will automatically send out to each registered email at 3 PM of each day informing you of the three (3) latest posts (if only 1 thing has been posted, only 1 will show up). We will also utilize the website to “blast email” owners of any emergencies or other issues that are time sensitive.