

ROOF REPLACEMENT GUIDELINES & REQUIREMENTS

Broadmoor Park: Orange Park Community Association

To facilitate your roof selection, you may want to call Cardinal for styles and colors of previously approved roofs.

1. **Roof color and style must be identical to the adjoining home.** If both homeowners do not replace roofs at the same time, the choice of the first homeowner will prevail. The attached homeowner must use the same manufacturer, style, and color when re-roofing.
2. Replacement roofs should be shake-like in appearance, presenting an appearance similar to that of the existing roofs in Broadmoor.
3. Roofs may be replaced with lightweight concrete. However, homeowners are cautioned that excessively heavy roofing materials may impact the structural integrity of their homes and chose to have an engineering study to determine if their structure is strong enough to accommodate the weight of a concrete roof.
4. All new roofing materials are required to be treated with a fire-retardant.
5. Plans of the proposed roof must be submitted to the Architectural Committee for approval and include
 - a. The name of the manufacturer
 - b. The style
 - c. The color of the roof
6. Homeowners or contractors are responsible for obtaining the appropriate building permits from the City of Orange.

NOTE: To facilitate roof installation approval, the Architectural Committee has pre-approved certain manufacturers, styles, and colors. Check with Cardinal for the pre-approved conditions or for specifications of the material that has been used on the adjoining home.

ROOF REPLACEMENT REQUEST FORM

BROADMOOR PARK: ORANGE PARK COMMUNITY ASSOCIATION

Name _____

Street _____ Home Plan: 1 2 3 4

Phone _____ Date _____

GENERAL DIRECTIONS AND INFORMATION:

- Read the guidelines on the reverse side to make sure your request is consistent with current regulations and follows the process indicated. **Please indicate that you have seen and read the guidelines on the reverse side by signing your name here** _____
- Use a separate form for each request and each owner if both are making a request. Submit this completed form and all the required material or information to Cardinal Property Management, 1290 N. Hancock, # 103, Anaheim, CA 92807. Phone: 714-779-1300 Fax: 714-779-3400 E-mail: contactus@cardinal-online.com
- Allow 30 days for your request to be reviewed by the Architectural Committee. Note that the submission date is considered the date that the completed form and all the required information and material are received by Cardinal Property Management. Homeowners will receive a letter from Cardinal verifying that their plans have been received and forwarded to the Committee. **No work is to be done prior to approval.** Work done prior to approval is subject to a fine.
- The Architectural Committee meets the third Thursday of the month. In order to have your request reviewed by the Architectural Committee that month, Cardinal must receive your request by the second Thursday.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Brochure: Attach a brochure from the manufacturer showing the style of the roof.

Material: Concrete Other _____

Style: _____

Color: _____ (Include a sample or a picture of the proposed roof color.)

First homeowner to replace roof Second homeowner to replace roof Both to replace roof

Contractor: (For reference only) _____

(FOR ARCHITECTURAL COMMITTEE USE ONLY)

Approved Not Approved Conditional Approval Insufficient Information Prior Work

Comments _____

Committee Signature _____ Date _____