

Roof Access Authorization Form

Tyrowe Gordon I

ROOF ACCESS AUTHORIZATION – A/C SERVICE

Unit Owner Name: _____

Unit Number: _____

Date of Service: _____

A/C Company Name: _____

Technician Name: _____

Phone Number: _____

I understand that:

- Roof access is for **A/C service only**.
- I am responsible for ensuring my technician **properly encloses any wiring chases, openings, or penetrations with netting or screening** to prevent animals from entering the roof structure.
- If the technician fails to properly secure the area around the A/C unit, **I understand the Association may hire a contractor to correct the issue and charge the cost to my unit.**
- **I will return the roof key immediately after service is completed.**

Owner Signature: _____

Date: _____

Board Member Issuing Key: _____

Date Key Issued: _____

Date Key Returned: _____

NOTICE TO RESIDENTS – ROOF ACCESS REQUIREMENTS FOR A/C WORK

Dear Residents,

To protect the integrity of our building and roof systems, the Board of Directors has implemented a **required procedure for any air conditioning technician needing roof access.**

Effective immediately, **any resident scheduling A/C service that requires roof access must complete and sign the Roof Access Authorization Form prior to receiving a roof key.**

Procedure Requirements

- 1. The Roof Access Authorization Form must be completed, signed, and dated by the unit owner/resident.**
- 2. The completed form must be returned to a Board member before the roof key will be issued.**
- 3. It is the resident's responsibility to ensure that their A/C technician follows all roof requirements while performing service.**

Important Roof Protection Requirement

All A/C technicians must ensure that **any wiring chases, openings, or penetrations around A/C units are fully enclosed with proper netting or screening before leaving the roof.**

This requirement is necessary to prevent **birds, rodents, and other pests from entering the roof structure and causing damage.**

If an A/C technician **fails to properly enclose the chase, wiring, or unit opening, the unit owner will be responsible for the cost of hiring a contractor to access the roof and complete the required enclosure work.**

The Board appreciates your cooperation in helping protect the building and prevent costly repairs.

If you require a **Roof Access Authorization Form**, please contact a Board member.

NOTICE TO RESIDENTS – ROOF ACCESS REQUIREMENTS FOR A/C WORK

Dear Residents,

To protect the integrity of our building and roof systems, the Board of Directors has implemented a **required procedure for any air conditioning technician needing roof access.**

Effective immediately, **any resident scheduling A/C service that requires roof access must complete and sign the Roof Access Authorization Form prior to receiving a roof key.**

Procedure Requirements

- 1. The Roof Access Authorization Form must be completed, signed, and dated by the unit owner/resident.**
- 2. The completed form must be returned to a Board member before the roof key will be issued.**
- 3. It is the resident's responsibility to ensure that their A/C technician follows all roof requirements while performing service.**

Important Roof Protection Requirement

All A/C technicians must ensure that **any wiring chases, openings, or penetrations around A/C units are fully enclosed with proper netting or screening before leaving the roof.**

This requirement is necessary to prevent **birds, rodents, and other pests from entering the roof structure and causing damage.**

If an A/C technician **fails to properly enclose the chase, wiring, or unit opening, the unit owner will be responsible for the cost of hiring a contractor to access the roof and complete the required enclosure work.**

The Board appreciates your cooperation in helping protect the building and prevent costly repairs.

If you require a **Roof Access Authorization Form**, please contact a Board member.

Tyrone Gardens Condominium Association, Inc.

Accounting Meeting Notes – AMERI-TECH

Date: March 31st 2026

The following items were reviewed and require clarification, correction, and/or reclassification within the Association's financial records:

1. Carport Income Allocation

The monthly HOA maintenance fee attributable to carport parking is \$10 per applicable unit. A total of 17 units are paying this additional fee, resulting in \$170 per month.

This income should be properly allocated to the **Carport Income** account rather than being included elsewhere.

2. True Green Services – Expense Classification

Charges from True Green currently appear across two separate line items and have been incorrectly categorized under lawn mowing. These services include:

- Pest control spraying
- Lawn and grounds treatment

Recommendation: Consolidate these expenses into a single line item titled "**Lawn Maintenance / Grounds Treatment (True Green)**" for clarity and accuracy.

3. Building Maintenance vs. Janitorial Services (HMS Vendor)

Expenses related to the HMS vendor are currently misclassified under **Building Maintenance**.

Since HMS performs janitorial-type services, these expenses should instead be recorded under **Salaries / Janitorial**.

4. Salaries and Payroll Taxes Adjustment

The current accounting structure includes payroll-related expenses (including payroll taxes) for janitorial services, originally established when the Association had an employee.

As the Association no longer employs staff and now utilizes the HMS vendor:

- Payroll taxes should be eliminated
- Expenses should be consolidated under **Contracted Janitorial Services or Salaries / Janitorial (Vendor)**

★ 188.00 Ameri-Tech CHANGE IN JAN FN WEB SITE
SHOULD BE NO CHAGE FIRST year

5. Utilities – City of St. Petersburg Breakdown

Current reporting combines multiple utility charges into a single line item. These should be separated for transparency:

- Trash: \$978.52
- Water/Sewer: \$3,371.00
- Stormwater: \$619.11

online

Additionally:

- The current report reflects an incorrect total water bill
- The correct total amount is **\$4,968.63**
- This discrepancy appears to be due to a payment mistakenly issued from the Rothmore account instead of Tyrone Gardens
- No corresponding credit has been identified in the records

Action required:

- Correct the allocation
- Verify and apply the appropriate credit of **\$4,968.63**
- Review January statements for additional inaccuracies

6. Carport Repairs – January 2026

An expense of **\$23,419.63** dated January 15, 2026, for carport repairs/replacement was paid from the money market account (Trust/07).

Items for consideration:

- Reclassify this expense to **Reserve Contingency** rather than operating expenses
- Determine whether this expense should instead be categorized under **Roof/Storm Damage Reserves**, if applicable
- Confirm proper funding source and alignment with reserve study/designations

Summary of Key Actions:

- Correct income and expense misclassifications
 - Eliminate outdated payroll-related accounts
 - Separate and verify utility billing
 - Reconcile misapplied payment and missing credit
 - Reclassify major capital expense appropriately within reserves
-