

**WOODFIELD HOMEOWNERS ASSOCIATION (WHA)**  
**REQUEST FOR APPROVAL TO RE-ROOF**

(Revised 03/01/04)

To: WHA Architectural Committee Date: \_\_\_\_\_

From: Resident's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

1. Re-roofing material planned to be used:

a. Wood: (The minimum is Premium No. 1 grade, 5/8 inch thickness and 24 inches long with 8 inches exposure). 18 inches long shingle not recommended.

- i. Grade: \_\_\_\_\_
- ii. Length of Shingles: \_\_\_\_\_
- iii. Thickness of Shingle: \_\_\_\_\_
- iv. Exposure: \_\_\_\_\_

b. Composition Shingles:

- i. Manufacturer: \_\_\_\_\_
- ii. Product Name: \_\_\_\_\_
- iii. Design: \_\_\_\_\_
- iv. Color: \_\_\_\_\_
- v. Warranted Life: \_\_\_\_\_

2. Composition Shingle Installation Standards: (Roofers please initial the box after each standard to signify compliance with the following specifications.)

- a. Roofer will obtain a Building Permit before any work starts, display at the jobsite and furnish original to owner on completion. [    ]
- b. OSB 7/16 inch decking with adequate spacing all around. Allow provision on the wood cross strip to abut and nail the next OSB panel going up the roof and use 2 1/2" galvanized, 2" ringshank, 2" coil nail or 2" staple to fasten, and make sure they penetrate decking. [    ]
- c. 30 pound felt and use cap nails or slapnails. [    ]
- d. 1. Either hand nail all (recommended), four nails per shingle or [    ]  
2. Use nail gun, four nails per shingle. [    ]

- e. Stand pipes, vent stacks, chimney flashing and other pipes and flashings painted [ ]  
- “weathered wood”.
- f. Use 1 ¼” nails to nail shingles. [ ]
- g. Ventilation included to properly vent attic. (Recommend ridge vent if possible) [ ]  
(Ventilation needs to be increased with composition shingles)
- h. Metal valley channels with baked on enamel to match “weathered wood” color. [ ]
- i. Drip edge metal strips used and match “weathered wood” color. (Keeps water from  
running in under shingles.) [ ]
- j. Complete tear off of old roof. [ ]
- k. Flashings for plumbing vent pipes replaced and as respects chimney and walls, provide  
new flashings as required. [ ]
- l. Lien waiver to be provided by roofer on all labor and material as per attached Exhibit I  
before final payment. [ ]
- m. Warranty form to manufacturer on shingles to be prepared by roofer for mailing to  
manufacturer and given to owner at completion. [ ]
- n. Roofer will leave one complete bundle of shingles in original wrapper with owner at  
completion of job. (Storage in garage vs attic to prevent bonding.) [ ]
- o. Roofer will verify color lot number is the same on all bundles of shingles. [ ]
- p. No roof loading of bundles of shingles. [ ]

3. Wood shingle installation standards: (Roofer please initial the box after each standard to signify compliance with the following specifications.)

- a. Roofer will obtain a Building Permit before any work starts, display at the jobsite and  
furnish original to owner on completion. [ ]
- b. Hand nail all, or single air gun for each compressor preferable. [ ]
- c. 30 pound felt and use cap nails or slap nails. [ ]
- d. Nailing of wood shingles using 1 ½ “ coil nail or staple. [ ]
- e. Metal valley channels with baked on enamel to match “weathered wood” color. [ ]
- f. Stand pipes, vent stacks, chimney flashings and other pipes and flashings must be painted  
to match “weathered wood” color. [ ]
- g. Flashings for plumbing vent pipes replaced and as respects chimney and walls, provide  
new flashings as required. [ ]
- h. Spacing to follow industry standards. [ ]
- i. A complete tear-off of old roof. [ ]

- j. Lien waiver to be provided by roofer on all labor and material as per attached Exhibit I before final payment. [ ]
- k. Warranty form to manufacturer on shingles to be prepared by roofer for mailing to manufacturer and given to owner at completion. [ ]
- l. Roofer will leave one complete bundle of shingles in original wrapper with owner at completion of job. [ ]
- m. No roof loading of bundles of shingles. [ ]

4. Contractor to be used: \_\_\_\_\_

a. Address: \_\_\_\_\_

b. Telephone: \_\_\_\_\_

Contractor is trained and certified by one of the listed manufacturers approved by WHAAC?

YES \_\_\_\_\_ NO \_\_\_\_\_

5. Name, Address, Telephone Number, Fax Number and Email address of roofing material manufacturer representative to be contacted if a problem occurs:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

6. Include a copy of Contractor's Bid Proposal. This information will be treated confidentially.

7. Dates re-roofing is estimated to begin \_\_\_\_\_ to be completed \_\_\_\_\_.

8. I certify that I/We have fully complied with "Woodfield Homeowners Association (WHA) Procedures for Roof Replacement in Woodfield Subdivision" to obtain the WHA Architectural Committee's Approval.

\_\_\_\_\_ Date: \_\_\_\_\_

Resident's Signature/Print Name

Co-Signer/Print Name

9. As contractor for \_\_\_\_\_ I certify that I will install the new roof in accordance with the above roofing material and installation standards.

Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

10. This confirms that all requirements for approval for Re-roofing have been completed.

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signatures of members of Architectural Committee

(Note: Two signatures required)

WOODFIELD HOMEOWNERS ASSOCIATION (WHA)

**APPROVED LISTING OF MANUFACTURERS  
PRODUCING COMPOSITION ROOF MATERIAL**

Similar to Tamko Heritage 30 year Weathered Wood Color and  
Laminated/Shake Design

(Revised 3/01/04)

AS A MINIMUM STANDARD THE FOLLOWING ARE APPROVED

<u>Manufacturer</u>	<u>Product Name</u>	<u>Color</u>	<u>30 Year or better</u>	<u>Laminated Shake-Like Appearance</u>
Tamko	Heritage	Weathered Wood	30 & 50 Years	YES
ELK	Raised Profile	Weathered Wood	30 Year	YES
	Prestique HD	“	30 Year	YES
	Prestique I HD	“	40 Year	YES
	Prestique Plus	“	50 Year	YES
Certainteed	Landmark	Weathered Wood	30, 40 & 50 Years	YES
Malarkey	Legacy	Weathered Wood	50 Year	YES
GAF	Timberline	Weathered Wood	30, 40 or LL*	YES
	Grand Sequoia	Weathered Wood	LL*	YES
	Grand Canyon	Stone Wood	LL*	YES

\* Limited Lifetime

Notes:

- 1) Tamko Heritage, ELK Raised Profile and Certainteed Landmark are the same as to shadowline.
- 2) ELK Prestique HD and Malarkey Legacy have a darker shadowline.

**WOODFIELD HOMEOWNERS ASSOCIATION (WHA)**  
**LIST OF HELPFUL HINTS AND SUGGESTIONS FOR**  
**RESIDENTS WHEN RE-ROOFING**

(Revised 03/01/04)

1. WHA's Architectural Committee can furnish the names of roofing contractors for the consideration of owners.
2. Be sure and check out the selected roofing contractor with the Better Business Bureau.
3. Ask for and check out references of the roofing contractor.
4. Be sure you have a contract with the roofing contractor signed before any work starts.
5. Be sure Woodfield's "Request for Approval to Re-Roof" form is fully completed, signed and presented to the Architectural Committee for review and signatures before work starts.
6. Contractor must obtain a building permit before any work starts.
7. Require certificates of insurance from the roofing contractor evidencing worker's compensation, general liability and automobile liability insurance. Your insurance agent can review these for you.
8. Contractor must give a lien waiver to homeowner for all labor and materials used before final payment is made.
9. If you have an attic, be sure to spread visqueen in the attic storage area to catch the debris when the old roof is torn off.
10. Proper roof ventilation can lower cooling costs by 20% and prolong roof life by 25%. A ridge vent is recommended, if it can be effectively used.
11. Make sure contractor's contract specifies a complete clean up of yard and protection of shrubs, air conditioning equipment, etc. near house.
12. Be sure the contractor includes a payment schedule (i.e. down payment, partial payment when shingling material is delivered to home, and remaining balance when job is completed satisfactorily).
13. Include start and completion dates in roofing contract.
14. Use only No. 1 grade wood shingles for wood re-roofing.
15. Make sure roofer does not stack shingle bundles on the roof while re-roofing as this can cause serious structural damage.
16. Suggest use "Cricket" to be installed behind chimney if there is a long drop from peak of roof to chimney.
17. Suggest consider using "Weather Watch" storm guard around any/all openings in roof.

18. Be sure you obtain the following on the roofing material manufacturer representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**EXHIBIT I**  
(Revised 03/01/04)

Owner(s): \_\_\_\_\_

Property: \_\_\_\_\_

**RELEASE AND WAIVER OF LIEN RIGHTS**

STATE OF OKLAHOMA    )

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TULSA        )

A.        The undersigned contractor, subcontractor, material supplier or equipment supplier ("Contractor") has furnished labor, equipment, supplies or materials to the Owner in connection with the construction of improvements to the Property ("Project").

B.        Contractor has received full payment for its work and materials and does hereby waive and release any and all liens, rights to liens, claims and/or demands of any kind and nature, whether contractual or statutory that may now or hereafter exist or be claimed or asserted on or against:

1.        The Owner, and the Owner's successors and assigns;
2.        The Property or any part thereof or any interest therein;
3.        Any lien claimant's fund, any funds retained by the Owner, any trustee and/or receiver related to the Property, or any other funds owing or to become owing by the Owner and/or any receiver or trustee related to the Property.

for any labor performed, equipment supplied, and/or materials furnished by the Contractor to or in connection with any construction or improvements on the Property.

C.        The Contractor represents and warrants that it has paid in full all of its laborers and suppliers in connection with the Project.

This Release and Waiver of lien Rights shall be binding upon the Contractor and its employees, agents, successors and assigns.

EXECUTED to be effective \_\_\_\_\_, 20\_\_.

CONTRACTOR

\_\_\_\_\_ (insert Contractor's full legal name)

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OKLAHOMA    )

COUNTY OF TULSA        )

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, on its behalf.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public