

Roofing Contractor CCC1331108  
4264 Westroads Dr, Suite B  
West Palm Beach, FL 33407  
Phone (561) 282-6128  
AceProRoof.com



**"PRODUCTION DETAILS ADDENDUM"**

**Please read everything below for your upcoming project.** For any questions, please email: **office@aceproroo.com** and note your property address in the subject line.

● **JOB START DATE** – We try our best to give our homeowners a realistic start date, but please realize there are many circumstances that can affect the schedule. Inclement weather, surprises on the jobs before yours, material delays, crew members getting sick, heat exhaustion, etc. We do not know which day your job is starting until the day before, or even the day of. Instead, check our website for an updated production schedule to see your job start estimated week. **RE-ROOF SCHEDULE is at: AceProRoof.com/production** (click "Re-Roofs on Deck"). We will contact you the **evening** before your start day.

● **A RE-ROOF DOES NOT INCLUDE: PAINTING & CAULKING, STUCCO & LATHING, SOFFIT, SIDING, CHIMNEY REPAIRS, METAL FASCIA COVERING or STRUCTURAL WORK...just the roof deck, wood fascia and flashing.** For example: If any stucco is cracked, crumbles or has to be cut or removed because of rusted flashing replacement, Ace Pro will remove and replace the flashing, but does not automatically repair the Stucco or Caulk / Paint after the flashing is replaced. Typically customers engage a handyman, contractor or painter to make these repairs. Customers will need to get newly replaced fascia painted before final inspection. If not, it can hold up the permit getting closed out. Full payment is still due upon roof job completion, not when the permit is closed. If there are uneven decking or ridge/hip areas due to the trusses underneath, this is structural, not roofing. Ace Pro is not responsible for inconsistencies due to the original design or settling of the home, a General Contractor would need to address any of these structural issues should this be a concern to the customer. **STUCCO and PAINTING** work may need to be done after the roof job is completed.

● **PRODUCTION DEPARTMENT CONTACTS DURING THE JOB:**  
*Production Coordinators*  
phone: 561-830-7353 / email: [office@aceproroo.com](mailto:office@aceproroo.com)  
**ACCOUNTING (BILLING) DEPARTMENT MANAGER:** Savannah  
phone: 561-282-6128 / email: [info@aceproroo.com](mailto:info@aceproroo.com)

● **THE JOB PROCESS** - Crews can start as early as 7:00, but usually between 8:00-9:00.

**First few days (depends on size of roof)** - Roof gets torn-off, deck gets re-nailed, rotted deck wood and fascia gets replaced, all metal drip edge, vents & pipe boots get replaced, then we install the underlayment...and you are "dried-in". Your roof is covered by the underlayment at this stage without the shingle or tile. Then there is a waiting period for the shingle, metal or tile delivery.

**After the shingle, metal or tile arrives** - Then we install the roof covering and the job is done. If product gets delivered earlier than expected, it may sit on the roof for day(s) or week(s) until it is your turn for the install. So the actual job days with workers onsite are NOT CONSECUTIVE days. There are **TRASH PILES** left at the dry-in stage and finishing stage that get picked up usually within a few days.

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- **ACCESS & MATERIAL DELIVERY** – Please make sure your gate is cleared during the construction process. Initial materials will get delivered usually 1-10 days before job start. All materials are “roof-loaded” on top of the roof, except some plywood and plastic wrap. The roof covering (shingles, tile or metal) gets delivered and roof loaded after the dry-in stage. **MOVE VEHICLES** - be sure the driveway is clear for the morning of the tear-off. There will be multiple vehicles, dump trucks, dump trailers. Vehicles and trailers are usually offsite by the end of each day. If a customer refuses a delivery when the truck arrives, or driveway is blocked, a failed delivery/load charge will be assessed ranging from \$300-\$800 depending on the order size.
- **BE PATIENT** - Please do not call for “updates”, ask to be "moved up the list", or say that your roof is "urgent" or an "emergency" or a "priority". And also please don't ask us to "put a tarp on your roof" while you wait for your job to start. Our crews are all busy working on jobs, no time for tarping that costs average of \$800-\$3,000 in which you'd wind up with sandbags breaking on your roof, or nails in your fascia. Ace Pro makes the schedule. If you request to “push the job out months” after contracting at the current price, the price will likely go up.
- **NEIGHBORS** - **Please let your surrounding neighbors know you will be having a roof job** to prepare them for any noise or in case they need to move their vehicles. If it is a shared roof (duplex, quad) we may have to walk on their roofs for access or material staging.
- **PERMIT** - **Stays outside during the job process** and ladder is set-up for inspections. Any fees incurred because the homeowner removes the permit or puts the ladder away to be paid by the customer.
- **LEFTOVER MATERIALS & MATERIAL REMOVAL REQUESTS** – We may have extra materials delivered than we need on a job because it is better to have leftovers than not enough as it can delay projects. Leftovers are picked up by Ace Pro during and/or after job completion. These materials are not yours to keep or entitle you to a credit of any sort. Your contract price only includes the materials installed on your roof. If we do leave some extra materials as a courtesy (shingles or tile), customers can not dictate how much gets left. Once tiles, shingles or rolls of underlayments are roof loaded, they belong to the customer. Material removal per request due to an approaching storm is not included. Ace Pro can assist customers in finding a removal service to be paid by the homeowner. Ace Pro is not liable for materials theft at customer’s house, loss or damage incurred as a result of delays due to strikes, weather conditions, or supplier availability.
- **PAYMENTS** – We accept check, e-check, credit card (merchant processing fees apply for credit card) and cash. If the homeowner fails to pay any draw payment, Ace Pro may cease work without breach, pending payment or dispute resolution, and Ace Pro reserves the right to collect final payment before job completion if previous draw payments were not paid in a timely manner. If final payment is not paid within 14 days of permit closeout, the unpaid balance will be subject to a 5% surcharge. This amount will increase at a rate of 2% increase per week as compounding interest until paid in full (within legal limits). If Ace Pro has to retain counsel to collect funds due under this Contract, then it shall be entitled to reasonable attorney’s fees and all related fees.
- **ENGINEERING REPORTS or STRUCTURAL MITIGATION RETROFITTING/ ENHANCEMENTS** – in the permitting process, if mitigation is required by the building department or code, additional fees will apply via a mitigation contractor. Mitigation is not roofing, but the structural elements of the house (truss, strapping, how many embedded nails, etc). Mitigation paperwork has to be filled out if the home “improvement value” of just the building on the Property Appraisers website or Homeowner’s Insurance dwelling value is over \$300,000 and was built before 1988-2002 in most jurisdictions Any engineering reports required by the building department in regards to retrofit mitigation are not included in the contract and the cost is billed to the homeowner.

Owner’s Initials:

SJK/SE

Ace Pro Initials:

[Signature]

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**\*\*\* Please make sure to do preparations prior to job start \*\***

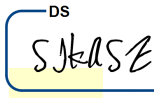
- **NOISE, POUNDING, FRAGILE ITEMS, FALLING DEBRIS, LADDERS** – Anything fragile (like fine china at the edge of a shelf, framed glass photos not secured well to the wall)...take precautions to secure these items. It's not an earthquake, but there will be pounding and scraping, slight vibrations of the house. There may be debris falling into the attic in areas where rotted plywood is changed and trusses reinforced. Ace Pro does not clean up attics. The roof tear off has ALOT of nails, tin tabs and pieces of tar felt. Our crews use magnetic rollers to pick up what they can, but it is impossible to get every single one... especially if there are bushes, trees, pathways, rocks, mulch, gutters, or other construction happening. More nails may appear weeks or months later after rains wash them out. Be careful after the project is complete and look for any strays. Ace Pro is not responsible if a nail gets in a car tire. It is customer responsibility to be aware of falling debris and do additional picking up if needed after we do our cleanups during and after the job. We post a ladder & permit for inspections, sometimes it is necessary to leave overnight, Ace Pro not liable if others climb on the ladder.

**INTERIOR CEILINGS** – Due to pounding on the roof, there may be falling pieces of popcorn or loose ceilings, hi-hats, smoke detectors, etc. Ace Pro is not liable for this or any water intrusion to interior ceilings done by rainy weather during tear-off or dry-in stages of the roof. Ace Pro is not liable for any interior ceiling damage under areas where rotted plywood has to be removed and replaced or trusses need to be reinforced.

- **OUTDOOR ITEMS, A/C, DRIVEWAYS & SIDEWALKS, PLANTS, POWER** – Customers are aware they have many weeks to prepare for job start. **Please remove anything close to the perimeter of the house** (within 10 feet) lawn furniture, yard art, ceramic figurines, grills, awnings, yard toys, fountains, flood lights, etc away from the house to protect them from debris during construction. We cover the pool and driveway with visqueen plastic, but the wind can blow it and trucks can move it. We cover the **A/C unit** with plywood, but can not be liable if the A/C casing gets scratched, dinged, or dented. Ace Pro will exercise reasonable care, but due to job circumstances (large heavy dump trucks, trailers, vehicles, supplier trucks, flying debris, pounding on roof, etc.) **can not be held responsible for damage to driveways, sidewalks, pool, deck, garage doors, windows, landscaping, flowers, septic tanks, railings, screens, fences, gutters, pipes or cables close to the roof deck in the attic, or anything in the path of falling debris.** Ace Pro is not liable for breakage of items not removed from the work area. **Customer is responsible to detach and remove anything of value on and around the house before the project begins.** Customer also gives permission to Ace Pro to remove anything not removed that obstructs the work from being completed and agrees a service fee may be charged for removal service of \$200-\$1,000 depending on the item(s). Ace Pro is not responsible for damage to property that was not detached and/or removed from the work area and surrounding property. Ace Pro is not responsible for closing fence gates.

Ace Pro can not be responsible for any leaks in regards to roof penetrations, open gooseneck vents, turbines, stands, shrouds, or casings of Air Conditioning Units or Solar Panels. Unfortunately **Landscaping** can not be temporarily moved like lawn chairs or grills. We apologize in advance if any shrubs or flowers get damaged or squished. Please take any precautions to cover any plants or flowers that are sentimental. **Power** electrical outlets must be available and working properly for basic power tools, or provide access to inside outlets. If not, customers will have to cover the cost for a generator rental.

- **PETS** - Mainly dogs. Tear-off will be loud with many crew members on the property and dogs can get anxious during this process. If any animal gets agitated due to the noise it may be necessary to remove them until the work is done. Please make sure any dangerous pets are contained for the safety of our workers.

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- **SKYLIGHTS / FLASHING KITS** - if they are not Miami-Dade approved, for standard sizes add \$800 per 2x2, \$900 per 4x2, \$1,200 per 4x4. Custom sizes are not stocked locally, are priced significantly higher and take a few weeks to get. When existing skylight(s) are removed, we can not be responsible for any drywall ceiling breakage, crumbling, falling drywall or interior cleanup.
- **MULTI- LAYER ROOF COVERING** – (applies to shingle and flat) - if more than one roof covering has been installed underneath (i.e. shingles on top of shingles, or flat roof system on top of old flat roof) and must be removed, an additional charge of \$.55 (shingle) or \$.85 (flat) per square foot will be charged.
- **PEST CONTROL** - Not included, such as pipe/vent screens, holes in walls being sealed, etc.
- **GUTTERS, SOLAR PANELS, SCREEN ENCLOSURES & ANYTHING ATTACHED TO THE ROOF or FASCIA** - Owners are entirely responsible for detach and reset of anything attached to the roof or fascia. For example: pool screen enclosures (if rotted fascia is wedged in between), awnings, gutters, solar panels, satellite dishes, lights, cameras, railings, fencing, decorations, other trades like A/C curbs. If gutters are in the way of rotted fascia or spiked through the drip edge, they must be removed per building code in order to replace the fascia and remove/replace the drip edge. We can remove the gutters and discard them free of charge but if the customer would like to repurpose the gutters, we recommend contacting a gutter company for this service. Rehangng gutters is not recommended as they will likely get bent, dented, scratched, etc. Ace Pro can arrange for an install of new gutters but is not responsible for re-attaching old gutters.
- **TILE ORDERS** take long because we've been in a post-hurricane market and Covid-19 has slowed production lines. New construction developments are booming everywhere with large tile orders too. But your roof is waterproof while you are waiting for the tile. Tile companies give us an "estimated delivery date", which may get pushed back or forward, it averages from 10-40 weeks from date of order. Sometimes our supplier moves the delivery window and we have no control over the process. The manufacturer communicates availability to the supplier who in turn relays that info to us. We communicate that info to our customers. We have no control over this process, if the manufacturer changes the delivery date, we must accept it. Sometimes the roof has been removed and all we can do is wait. Please be patient, we are working hard to complete your roof. We actively work on every open project to close them out and complete every job as productively as possible.
- **ROOF PITCH of 7/12 or over** (rare in South Florida, but they're out there!)-  
 Higher costs for labor, battens or toe boards are required for material delivery or walking safety, etc:  
 SHINGLE - 7/12 pitch, add \$50 per sq \* 8/12 pitch, add \$80 per sq \* 9/12 pitch, add \$100 per sq  
 TILE - 7/12 pitch, add \$120 per sq \* 8/12 pitch, add \$180 per sq \* 9/12 pitch, add \$300 per sq

Suppliers may have additional fees on high pitch roofs for roof loading  
 Talk to your estimator, and these costs may or may not be accounted for in your estimate.

- **CONTRACTOR TO ACT AS AGENT** – Homeowner gives permission for Ace Pro to act as agent, power of attorney, authorized signer of their name per procuration for permit related documents on behalf of the homeowner. It shall be in good faith in best interest not to include change orders or change of price, just permit related docs.
- **METAL ROOF PANELS** - may have hairline scratches after the install which are not visible from the ground. If there are any inconsistencies with the truss system underneath decking this may show as metal is a thin roof covering. Oil Canning refers to the slight sound metal makes with expansion and contraction.

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DS

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- **ROOF MORTAR** – (*applies to tile roofs only*). Your roof tile is paired up with an “oxide” by the manufacturer that is used to create the mortar color. It is usually in the color family of the tile, but especially with “blends” that consist of multiple tiles and hues, the oxide can complement or contrast the tile colors and it is a subjective opinion that it “matches”. If you do not like the mortar color, you can paint or stain it, not Ace Pro’s responsibility. Hairline cracks may develop over the years with expansion and contraction, this is nothing to be concerned about in regards to leaks or warranty, just cosmetic and not really noticeable from the ground.
- **WOOD REPLACEMENT OR BUILDING CODE REQUIREMENTS** – During the job if we uncover any unforeseen code requirements or additional rotted plywood decking, tongue & groove, fascia, sub-fascia, rafters, flashing, etc...a change order is not needed as it is already addressed in this contract. We as the contractor and you as the homeowner have no choice, rotted or termite damaged wood will need to be replaced. Fascia is replaced in 8, 10, 12 or 16 foot pieces. Additional wood replacement billing will be added to the “Dry-In Stage Payment”, or the final payment. If a customer requests other fascia to be replaced after the dry-in stage and it is not rotted (just dirty, warped or paint peeling), then extra charges apply because it’s not a necessary request and separate job. Ace Pro does not replace metal casing (specialty product) if fascia inside is rotted, just the fascia, and we can not be liable if metal casing gets bent or damaged during the roof job.
- **SECONDARY MEMBRANE BARRIER vs SECONDARY WATER RESISTANCE** - In Broward County, code requires a 30 lb felt nailable base sheet + Secondary Membrane Barrier. Palm Beach County and the Treasure Coast only require SMB direct to deck. Direct to Deck qualifies for the SWR (discount from your Homeowners Insurance. In Broward, because there is a nailable base sheet, to qualify for the SWR there needs to be seam tape on the plywood joints (\$.80 per square foot extra). It is usually not worth the upgrade price in Broward, as the discount usually takes 15-30 years to recoup (ask your insurance agent).
- **COMMUNICATION** - Please understand that we can have dozens of customers in the construction stage at any time. We organize multiple crews for repairs and multiple production crews for re-roofs each day. We also have numerous sales appointments each day with estimates and new jobs coming in constantly. It is alot to organize. We try to be proactive and communicate via our website production page, emails, texts and phone calls if needed. Please be patient when communicating with us if needed.

***“I have read through and understand and I am in agreement with this  
“Roof Contract Addendum” and “Terms & Conditions”***

**OWNER(S)**

DocuSigned by:  
*Sarah J. Karinshtak a/k/a Sarah Zubay*  
Sign: BAE073A3CE19403...

DocuSigned by:  
*Jim Riolo*  
Sign: 7C13EA5591D44FA...

Print: Sarah J. Karinshtak a/k/a Sarah Zubay

Print: Jim Riolo

Owner’s Initials: DS  
SKZSE

Print: Jim Riolo  
Ace Pro Initials: DS  
JR