

**Bay House Council of Co-Owners, Inc.
Annual Meeting
Roof Attic Ventilation
September 23, 2023**

Ballot

The BOD has called roofing contractors (3) we need to install a ridge vent with soffit vents, to allow the attics to breath. The contractors will remove the existing ridge cap, cut ridge vents with appropriate closure system and reinstall ridge cap
South Texas Metal Roofing came in with the lowest bid of \$45,025, to repair the roofs. Even though the BOD considers this an essential repair we need the **OWNERSHIP** to vote **YES**, for the expenditure of this money as it is above the \$40,000 cap allowed in our By-Laws.

If attending the meeting, you may cast your vote at that time. *By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend the meeting in person. You may submit an absentee ballot and later choose to attend the meeting in person, in which case any in-person vote will prevail.* Thank you.

YES _____

NO _____

*Your Unit Number: _____

Printed Name: _____

*Signature: _____

Date: September 23, 2023

***Information required for ballot to be counted**

September 19, 2023

Owners,

The Board of Directors has been notified by unit owners of increasing moisture and condensation in their units. An examination by a building inspection company has revealed that when we went from tile roofing (naturally vented) to metal roofing there were no attic vents installed, essentially the attics are trapping heat and humidity with nowhere to go. This has and is causing problems in some units and eventually it will be an issue in all units. To sum up, none of the attics at Bay House are vented in any form or fashion. The BOD has called roofing contractors (3) all of them had the same diagnosis and came up with the same solution. We need to install a ridge vent with soffit vents, to allow the attics to breath. The contractors will remove the existing ridge cap, cut ridge vents with

appropriate closure system and reinstall ridge cap (I am attaching the winning bid so owners can read the work description).

We will have a discussion about this at the meeting.

South Texas Metal Roofing came in with the lowest bid of \$45,025, to repair the roofs. Even though the BOD considers this an essential repair we need the **OWNERSHIP** to vote **YES**, for the expenditure of this money as it is above the \$40,000 cap allowed in our By-Laws.

If you sent your PROXY into the BOD or to a director, we will vote YES for you. If you don't want a YES vote and sent in your PROXY, please inform the office. If you are attending the meeting via ZOOM, remember we will not be able to accommodate your vote by ZOOM. You either need to reply to this email or vote in person.

This will be paid for with existing funds, it **will not** require an assessment.

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Thank you,
The Bay House Board of Directors