A·R·S
ROOFING & GUTTERS

November 2, 2026

Woodgate Glen HOA
3936 Mayette Avenue
Santa Rosa, Ca. 95405

Re: 301-309 Gate Way, Santa Rosa

Dear ***Resident,***

The staff at ARS Roofing, Gutters & Waterproofing would like to thank you for choosing to do business with us. The start date is tentatively scheduled for ***Wednesday, November 4, 2026*** weather permitting (***start dates are subject to change***). It is anticipated that the project will take approximately ***5-9 working days (s)*** to complete. **Arrival time** of our crew range **7:00 am – 9:00 am**.

We will be performing ***roof replacement*** as per proposal. We understand that this process can pose some inconvenience and can sometimes be somewhat stressful and we will do our best to minimize the inconvenience. Please review the following ***checked-off items*** (***if applicable***) of recommended precautions to protect your personal property from possible damage:

- X **Cover or remove any items stored in your attic or garage with plastic/tarp or old sheet (if desired).**
- X **Remove your car from the garage, carport or driveway, if applicable, until project has been completed or for debris box delivery the evening before.**
- X **Make sure everything in the unit is securely attached such as wall hangings, light fixtures, items on shelves, etc. If in doubt, please set them on the floor until work is complete.**
- X **Move any patio furniture, potted plants, etc. either inside the unit or at least ten feet away from the unit.**
- X **Cover any delicate or valuable landscaping plants with plastic or a tarp.**
- X **Any doors or windows that do not have screens should be kept closed to minimize dust.**
- X **Children 12 and under should be supervised at all times during project.**
- X **Keep pets inside during project or please contact us ASAP to make arrangements.**
- X **Please do not use fireplaces during project during work hours of (7:00am-5:00pm).**
- X **Please leave rear backyard gates unlocked (backyards will be accessed to pick up debris).**
- X **Keep blinds closed during the day (if desired).**
- X **Any TV / satellite dish(es) will be moved and cannot be re-installed on the roof as it will void the warranty. Client / tenant is responsible for arrangements and expenses to re-install.**

***Please do not remove any permits until notified by Superintendent.**

Please do not hesitate to contact our office before or during the repair project if you have any questions or complaints. The numbers below are our (24) hour emergency hotline numbers available (7) days a week. Thank you again for selecting us. It is our privilege to work with you.

Bret Givens/Roofing Superintendent