

# Windhaven Crossings TOA

## Announcement

# Roof Repairs Reminder

Dear Windhaven Crossings Homeowner(s),

This is a reminder that roof repair work will be taking place on the next 6 buildings over the next few weeks, weather permitting. It is anticipated that each building will take 4 days to complete.

### Specific Buildings:

The following buildings will be undergoing roof replacement:

- **Building 6:** 2440-2446 Magalia Ln
- **Building 7:** 2420-2438 Magalia Ln
- **Building 8:** 2400-2418 Magalia Ln
- **Building 15:** 2418-2436 Siskiyou St
- **Building 26:** 322-328 Shasta Dr
- **Building 29:** 2516-2534 Plumas Dr

To ensure the safety and convenience of all Homeowners, please read carefully and adhere to the following guidelines:

Resident Responsibilities & Important Guidelines:

#### 1. Parking Restrictions:

- **Please do not park in your garage, driveway, or directly in front of your building while your building is being roofed.**
- **Park on the street or in an alternative available space away from the building.**
- **Vehicles obstructing construction zones are at risk of damage and do so at their own risk. Obstructions in the construction zones may cause delays in the work schedule.**

#### 2. Attic Access Required:

- Contractors will need attic access to turn off/on hot water heaters and check vent stacks.
- Please leave your attic access door unlocked during your building's scheduled work.

- If the attic access door is locked, someone over the age of 18 must be available to grant access, which may cause delays.

### 3. **Protect Your Belongings:**

- Remove any wall hangings or fragile items to prevent potential damage from vibrations.
- Secure personal items both inside and outside of your unit.

### 4. **Pet Safety:**

- Keep pets indoors and secure to avoid any incidents during construction.

### 5. **Satellite Dishes:**

- Homeowners are responsible for contacting their service provider to recalibrate and reconnect satellite dishes after work is complete.

### 6. **Notification for Renters:**

- Homeowners are responsible for informing their tenants of these roofing instructions.

## **Storm Damage Evaluation & Leak Inspections**

In addition to the scheduled roof repairs, contractors will be onsite to evaluate storm damage. If you have noticed a new or active leak, please report it immediately.

To ensure prompt inspection, please send photos and details of the leak, along with:

- Homeowner/Resident Name
- Property Address
- Contact Phone Number
- Email Address

The contractor may require interior access and will contact you directly to coordinate an inspection.

For any questions or to report a leak, please visit our Contact Us page:

Contact us Link: [Windhaven Crossing Townhomes, Townhome Owners Association, City of Lewisville, Texas, Contact Us](#)

We appreciate your cooperation and patience as we complete these important repairs. Thank you for helping to ensure a smooth process for all homeowners.

Sincerely,

Essex Association Management, L.P., Managing Agent,  
On behalf of Windhaven Crossings Homeowners Association, Inc.