

Amesbury West Homes Association Roofing Guidelines

Effective Date: August 11, 2025

Approved by: Amesbury West Board of Directors

1. Purpose & Scope

The purpose of these guidelines is to preserve the architectural harmony and property values within Amesbury West by regulating roofing materials, colors, and installation procedures. These guidelines apply to all roof replacements and significant repairs. The unit homeowner and contractor are responsible for all permit and installation costs.

Homeowners with adjoining rooflines must coordinate the roofing installation, including roofing materials and shingle color, to maintain a uniform appearance. If homeowners are unable to reach an agreement on a product and/or color, homeowners may request the Amesbury Architecture/Landscape Committee (ALC) to make the final selection.

2. Approved Roofing Materials

To maintain a cohesive look, only **Asphalt**, dimensional (architectural) shingle materials are approved for use. **Manufacturers** known for quality and warranty support:

- **GAF** (Timberline HDZ, Timberline UHDZ)
- **CertainTeed** (Landmark, Landmark Pro)
- **Owens Corning** (Duration, Duration Flex)
- **Malarkey Roofing Products** (Vista, Legacy)
- **IKO** (Cambridge, Dynasty)

Consult with your roofing company/contractor to determine product options. ALC and Board approval of a product does not imply endorsement.

3. Roofing Colors

Only Earth tones, charcoal or black color families are permitted and **must closely match adjoining neighbors**. A color sample must be submitted to the ALC for approval.

4. Architectural and Design Standards

- a) **Shingle Profile:** Must maintain a consistent style with surrounding homes.
- b) **Vents and Flashing:** Must be painted or treated to match the roof color.
- c) **Gutters and Downspouts:** Must match the color of the house.
- d) **Roof Accessories:** New skylights or any new roof accessory must be approved by the ALC prior to installation and meet all City code and permit requirements.

5. Installation Requirements

- a) Work must be performed by a licensed roofing contractor with active worker's compensation and general liability insurances.

- b) Proper **permits** must be obtained from Shorewood City Hall.
- c) Work must be completed in accordance with **local and state building codes** and **manufacturer installation guidelines**.
- d) All existing roofing materials must be removed down to the clean decking (subsurface). Any damaged or deteriorated decking must be replaced before new roofing is installed. Roof overlays are not permitted.
- e) **Work hours** are limited to 7:00 AM – 7:00 PM in line with community quiet hours. Notify neighbors if work needs to occur outside these times due to special circumstances.
- f) Homeowners are responsible for repairing or replacing any shrubs or plants damaged during roof work.

6. Repair & Maintenance Standards

- a) Roofs must be kept in good visual and structural condition. Missing or damaged shingles, and any accumulation of dirt, mildew, moss, or discoloration exceeding 15% of the roof area, must be promptly addressed.
- b) Gutters must be maintained and kept clean.
- c) If an owner suspects roof damage (e.g., from hail), contact the AWA President first. Do not directly contact the AWA insurance company.
- d) Any damaged or deteriorated decking must be replaced, and the ALC modification requests must include the contractor's evaluation of necessary repairs.
- e) Repairs must use materials that match existing roofing in **material, color, and style**.
- f) Temporary repairs must be addressed within **30 days**, unless otherwise approved.

7. Submission & Approval Process

Please provide these guidelines to your contractor prior to contacting the ALC for approval. Prior to commencing any roof work or purchasing materials, homeowners must submit a completed Architectural/Landscaping Modification Request form. The form is available on the AW website. Information to be included:

- a) Material and color samples of shingles.
- b) Contractor information including proof of licensing, active worker's compensation and general liability insurances.
- c) Contractor's evaluation of necessary repairs to decking or other related surfaces.
- d) Estimated timeline for the project.

The ALC will respond within **30 days** of submission. No work may begin without written approval. Upon ALC approval, a letter will be issued for you or your contractor to present to Shorewood City Hall for permits.

8. Violations & Enforcement

If roofing work is performed without approval and/or using non-compliant materials/colors:

- A **written notice** will be issued.
- Homeowners may be required to remove roofing that does not meet compliance requirements (such as type or color) and replace it with approved materials at their own expense.
- Fines may be levied as per the HOA's enforcement policy.