

CAI - LI Chapter News

Serving Long Island, New York

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NAVIGATING ROOFING BIDS: ENSURING QUALITY AND PROTECTION FOR YOUR COMMUNITY

By GINA FARESE - MARCOR CONSTRUCTION

When your homeowners association or condo board embarks on a significant project like a roof replacement, the process of sifting through contractor bids can feel overwhelming. Every contractor will naturally highlight their strengths and products, making it challenging to compare apples to apples. But with a strategic approach, you can ensure your community gets not only the best price but also the most durable, code-compliant, and well-protected roof.

Here are essential tips for comparing roofing estimates and safeguarding your investment:

Demystifying Contractor Insurance: Look Beyond the Surface

A Certificate of Insurance (COI) is just the beginning. When comparing bids, delve deeper into the contractor's insurance policy. Confirm there are no exclusions that could leave your community exposed. Specifically, check for:

- Actual Roofing Coverage: Does their policy explicitly cover roofing operations? Some contractors might have general

liability but lack specific coverage for the inherent risks of roofing.

- Ongoing Operations Coverage: This is crucial. It protects your association from issues that might arise after the project is completed and the contractor has left the site.
- No Exclusions for Bodily Injury: An injury to a worker or a third party on your property could lead to significant liability for your association if the contractor's policy has this exclusion.
- Labor Law Exclusions: In certain states, like New York, labor laws can place direct liability on property owners for worker injuries, even if the contractor is at fault. Ensure their policy addresses this.

Diversify Manufacturer Specifications to Drive Down Costs

It's common for engineers or consultants to

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PRESIDENT'S MESSAGE

By JOANNA PAWLOWSKA - MAX SECURITY USA AND CAI - LI CHAPTER PRESIDENT 2025



Exciting News from the Long Island Chapter!

I'm thrilled to share some exciting news with all of you — the Long Island Chapter of Community Associations Institute (CAI) has officially grown from a **medium-size chapter** to a **large-size chapter**!

This achievement is a direct reflection of the unwavering dedication, passion, and hard work of our chapter leadership, board, staff, and, most importantly, **you — our members**. Your commitment to the advancement of our industry and to each other has made this growth possible.

CAI categorizes chapter sizes as follows:

- **Small:** 50 to 260 members
- **Medium:** 261 to 510 members
- **Large:** 511 to 760 members
- **Very Large:** 761 to 1,200 members
- **Extra Large:** 1,200+ members

With our chapter now falling within the **large** range (511–760 members), we've reached a new milestone that speaks volumes

about our thriving community. This growth opens the door to **expanded programming, more resources, and even greater regional impact**.

Let's take a moment to celebrate this progress — and let it fuel our continued efforts. Together, we will keep building a stronger, more connected, and more empowered community of professionals. ■

With gratitude,

Joanna Pawlowska, 2025 President, CAI - Long Island Chapter

You may reach Joanna via at jpawlowska@maxsecurityusa.com or #516.467.9500.

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specify a single roofing product manufacturer. While this might seem streamlined, it can be a disservice to your community's budget. When only one brand of shingles is specified, that manufacturer effectively monopolizes the pricing.

To encourage competitive bidding and secure better pricing, specify that multiple manufacturers of like-kind and quality products are acceptable. This means:

- **Comparable Quality and Warranty:** Ensure the alternative products offer similar performance characteristics and extended warranty options.
- **Level the Playing Field:** By including several reputable manufacturers, you compel them to compete on price to win the project, giving your community a stronger negotiating position and a better opportunity to secure favorable pricing.

Understanding Subcontracting: Transparency and Verification are Key

Subcontracting is a common practice in the construction industry, and it's not inherently problematic. However, transparency and due diligence are paramount.

- **Specify Self-Performance:** Ideally, your contract should state that the project must be self-performed by the contractor you are hiring if that is what you are requesting for your project.
- **Disclose Subcontractors:** If subcontracting is necessary, demand that the subcontractor be explicitly disclosed in your contract. This way, you know precisely who is working on your property.
- **Verify Subcontractor Insurance:** Just as with the primary contractor, request and meticulously review the subcontractor's insurance. Ensure they have adequate coverage and that your association is listed as an additional insured on their policy for your specific project.

How to confirm if work is self-performed if required? You can easily request a roster from the contractor to provide to you from

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CAI Long Island Chapter Educational Seminar - May 22, 2025 - Fairfield at St. James HOA Boards (and Residents) Behaving Badly

Presented by:

Laura Endres, Esq. and Beth Gazes, Esq. from Taylor, Eldridge & Endres, P.C.

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their payroll company and a signed employee sign-in sheet for workers on your job site. This requirement can even be stipulated within your contract and should be rather easy to accomplish from your contractor. This also ensures they are not hiring day laborers and that they are utilizing regular employees or that their sub is doing so. This does not have to include the actual payroll reports, just confirmation that they are in fact on the company's payroll.

Investing in a Complete Roofing System, Not Just a Roof

When selecting a roofing contractor, focus on installing a complete roofing system, not just shingles. Using all components from a single reputable manufacturer (e.g., underlayment, flashing, ventilation, and shingles) offers several significant advantages:

- Avoids the "Blame Game": If an issue arises, using a full system from one manufacturer prevents different product manufacturers from pointing fingers at each other.
- Qualifies for Extended Warranties: Many shingle manufacturers offer extended warranties for both materials and even workmanship when their full system is installed by a certified contractor. These registered warranties document all components used, providing crucial information in case of a future claim.

Non-Negotiable: Adhering to Code Requirements

Often overlooked, code requirements are critical for the longevity and integrity of your new roof. There's no room for negotiation when it comes to state building codes. Key elements include:

- Drip Edge: Required at both gable ends (rakes) and eaves (where gutters are attached), drip edge prevents ice and snow buildup from crawling underneath the roof and getting into the property.
- Ice and Water Shield: This crucial membrane prevents water intrusion. New York State roofing code, for example, requires ice and water shield to extend 24 inches past the inside of the warm wall. Be wary of contractors cutting it in half at the gutter edge, as this compromises its effectiveness.

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- Cap Fasteners for Underlayment: Most synthetic underlayments today require cap fasteners (a staple or nail with a plastic cap) for proper installation. This is a New York State code requirement and is often explicitly stated on the underlayment product itself. Failing to use them can void the underlayment warranty and potentially affect your entire roof warranty, not to mention, some manufacturers spell it out on the material itself **“Use ONLY plastic nails or plastic cap staples.”**

Proper Ventilation: A Critical Component

Ventilation is vital for a healthy roof and attic. Ensure your contractor understands and addresses your specific ventilation needs. For example, if you have a ridge vent, a separate attic fan might counteract its effectiveness. Proper ventilation prevents moisture buildup, extends roof life, and contributes to energy efficiency.

Essential Documentation: Photos for Peace of Mind

It's a reasonable and necessary request to include a provision in your contract for photographic documentation at various stages of the project. This is easily accomplished with today's technology and provides invaluable proof of proper installation. Request photos of:

- Existing conditions before work began.
- Plywood decking after old materials are removed.
- Installation of underlayment and all code-required items (drip edge, ice and water shield, cap fasteners).
- Nailing patterns of shingles (e.g., number of nails per shingle).
- The finished product.

This documentation serves as a permanent record, confirming that all work was performed according to your contract and local codes.

For any homeowners association, co-op board, or condo board, undertaking a significant roofing project, these concerns

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Long Island Chapter Calendar of Events

Thursday, September 25th - 6:00 to 8:00 p.m.

*Chapter Membership Meeting
with Educational Presentation
“Preparing for Winter”*

*Blue Ridge HOA - Clubhouse
899 Golf Lane, Medford*

Saturday, October 25th - 8:00 a.m. to 3:00 p.m.

Annual Trade Show

Free Attendance for Community Board Members

*Hilton Long Island
598 Broad Hollow Road, Melville*

Saturday, November 8th - 8:00 a.m. to 2:00 p.m.

*Board Leadership Development Workshop
for Community Association Board Members
REGISTRATION REQUIRED*

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Thursday, November 20th - 6:00 to 8:00 p.m.

*Chapter Membership Meeting
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“Tax Certiorari”*

*Summerfield HOA - Clubhouse
74 Summerfield Drive, Holtsville*

December

*Chapter Holiday Party and
Annual Meeting 2025*



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CAI - LONG ISLAND NEWSLETTER

The CAI - Long Island Newsletter is published quarterly by the Long Island Chapter of Community Associations Institute (CAI-LI) and is distributed to its members and is available on the Chapter website (www.cai-li.org). This publication provides members of CAI with letters from the Chapter President, informative articles written by industry professionals and service providers, updates on current legislation, and business advertising. The Chapter strives to provide our members with timely information and tools needed to keep them informed on community association issues.

The Newsletter Committee is always looking for new articles to publish. Articles should be educational, non-promotional in nature, and have a suggested word count between 500 and 1,500 words. CAI-LI retains the right to edit articles to conform to content and space requirements.

If you are interested in submitting an article for possible inclusion, please contact Christine M. Majid, Chapter Executive Director, at info@cai-li.org.

Quarterly Deadlines

Winter Issue - January 31 Summer Issue - July 31
Spring Issue - April 30 Autumn Issue - October 31

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NEW TECHNOLOGY SOLUTIONS DESIGNED FOR HOA COMMUNITIES: EMERGING TOOLS TO SOLVE TODAY'S TOP HOA CHALLENGES

By MAX SECURITY USA

As HOA communities face rising expectations around safety, connectivity, and efficiency, outdated systems are quickly becoming liabilities. A growing number of security and technology providers are stepping in with new solutions tailored to the unique demands of residential associations—solutions that are scalable, cost-effective, and responsive to community-specific needs.

Key Technology Solutions Addressing HOA Challenges

Remote Guarding for Cost-Effective Security Coverage
Many associations seek to improve security but find 24/7 onsite guard staffing unsustainable. Remote guarding solutions now offer a viable alternative—combining smart surveillance with live monitoring and voice-down capabilities. These systems deliver real-time protection at significantly lower costs than traditional security staffing.

Integrated Access Control and Automated Gates

Common access challenges—such as lost remotes, broken gate arms, and resident frustration—are being addressed through upgraded gate automation and cloud-based access control systems. Mobile entry, real-time credential management, and system alerts all contribute to smoother access and stronger

perimeter security.

Reliable Internet and Network Infrastructure

Modern security and management systems rely on dependable internet infrastructure. HOA properties now benefit from enterprise-grade networking solutions that support high-bandwidth needs across clubhouses, management offices, surveillance cameras, and resident amenities.

Cloud-Based Communication Systems

Outdated phone systems often delay response times and hinder coordination. Cloud-based business phone platforms built for property management allow for seamless communication among staff, vendors, and residents—whether onsite or remote.

Choosing the Right Long-Term Technology Partner

Providers with deep experience in both residential and commercial environments bring added value by offering ongoing support after installation. Technology evolves, and so should the systems supporting a community's security and operations.

For HOAs seeking to modernize infrastructure and enhance

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Continued from Page 7

should be front and center. It's not about being "annoying" with your requests; it's about protecting your community's most vital asset. A roof protects the entire property and its contents. A transparent contractor who does the work correctly will welcome these questions and be happy to provide the necessary documentation. Prioritize these discussions and include these requirements in your contracts to ensure your new roof stands the test of time, done right from the very start. ■

You may contact Gina at gina@marcorinstalls.com, or call her at #631.831.2690 or #631.321.0593.

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day-to-day operations, the right combination of services—remote guarding, integrated access, dependable networking, and cloud-based communications—can significantly reduce costs while improving the resident experience. ■

To learn more about how these solutions are being implemented in communities across the country, visit www.maxsecurityusa.com or contact info@maxsecurityusa.com.

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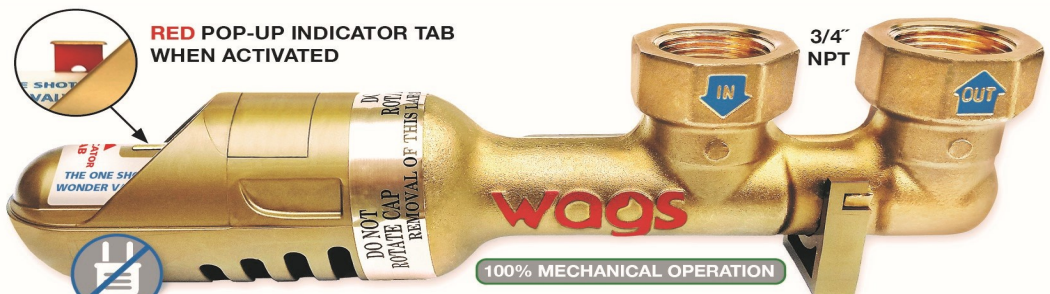
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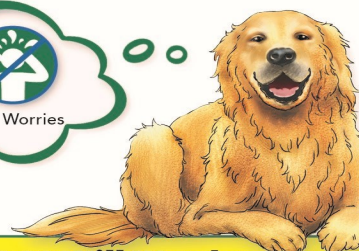
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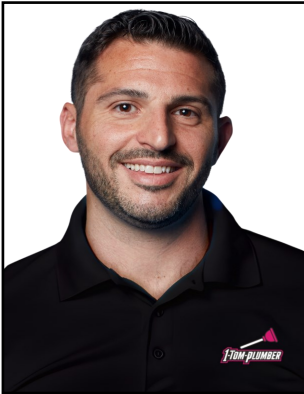


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WHERE'S YOUR WATER SHUT-OFF VALVE? (AND WHY IT MATTERS IN A PLUMBING EMERGENCY)

By PHIL DePAUL, CEO - I-TOM-PLUMBER OF LONG ISLAND



Your main water shut-off valve is your first line of defense in a plumbing emergency. If a pipe bursts or a leak starts flooding your home, shutting off the water quickly—as long as it's safe—can help prevent significant water damage. Knowing where the valve is and how to turn it off can make all the difference when every second counts.

What is the Main Water Shut-Off Valve?

The main water shut-off valve controls the flow of water into your home. Whether your water comes from a public supply or a private well, it all passes through this single point. Turn it on, and water flows throughout the house. Turn it off, and everything stops. The main shut-off valve should not be confused with the shut-off valves that control water flow into specific fixtures such as your toilet, kitchen sink, or washing machine.

Where is the Main Water Shut-Off Valve?

The main valve for your water supply is usually in the basement or utility room near the water meter, water heater, or the front wall closest to the street. In older apartment buildings, the main water supply valve is in the basement. However, in some new buildings, the valve is located on each floor in the utility room.

Wait, you don't have a basement? No problem. Check one of your closets. You can often find it in the closet closest to the front door, but it could be in any utility closet. If you still can't find it, look around your water heater (which might also be in a closet).

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To ensure you've marked the correct valve, turn on a sink faucet and shut off the main valve. If the water from the sink stops, you've found the proper valve. Hang a bright-colored tag on the valve to quickly identify it in an emergency.

What Kind of Valve Do You Have?

The two most common main water supply valves are gate and ball.

Gate Valve: This type of shut-off valve has a wheel-shaped know handle (or knob). You can often find this one in older homes. It can be difficult to turn if it is dirty or has not been used in a long time.

Ball Valve: This shut-off valve type is common in newer homes. It has a lever handle that requires only a quarter turn to shut it off. If you install it correctly, the lever aligns with the pipe it attaches to when you turn it on. When turned off, the lever is perpendicular (at a 90-degree right angle) to the pipe.

While ball and gate valves function differently inside, the easiest way to tell them apart is by their handles: ball valves use a lever, while gate valves have a wheel.

Shutting Off the Valve

This is the easy part (even easier than finding the main water shut-off valve). Here's how to turn off your main water supply using the main shut-off valve:

Gate Valve: Turn the wheel clockwise.

Ball Valve: Move the lever a quarter turn (perpendicular to the pipe)

The exact instructions above apply to turning off fixture-specific shut-off valves.

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How Do I Loosen a Stuck Shut-Off Valve?

To free a stuck gate valve, spray a lubricant like WD-40 on the packing nut just below the handle. Wait about 20 seconds, then try turning the handle. If it's still stuck, use an adjustable wrench to gently turn the stem beneath the handle—but go easy; too much force can damage the valve.

Stuck ball valves are less common, but if it happens, apply lubricant to the joint and wait 20 seconds before trying again.

The Bottom Line

In a plumbing emergency, speed matters—and so does preparation. Knowing exactly where your main water shut-off valve is (and how to use it) puts you in control when it counts most. Don't wait for water to hit the floor. Take a few minutes now to locate, tag, and test your shut-off valve. ■

You may contact Phil at longisland@1tomplumber.com, call him at #631.616.9088, or visit the company's website at www.1tomplumber.com/long-island-ny/.



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