

**VGHOA Roof Installation Inspection & Checklist**  
**Supporting Release of Funds for Payment**

**Unit #:** \_\_\_\_\_

- \_\_\_ NoCO Final Invoice rcvd Amt \$ \_\_\_\_\_
- \_\_\_ Number of HOA Skylights verified & installed # \_\_\_\_\_
- \_\_\_ Gutters removed
- \_\_\_ Downspouts removed # \_\_\_\_\_
- \_\_\_ Flashing installed
- \_\_\_ Debris removed, including all nails
- \_\_\_ Landscaping intact and no other damage to exterior
- \_\_\_ Copy of final inspection by City of Fort Collins attached

Punch List for Unit:	Date Complete
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**Notes/Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Payment will only be made when all punch list items have been completed or waived by President of the Board.**

**VGHOA Representative**

**APPROVED for PAYMENT**

X \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

**Date:** \_\_\_\_\_