

Rancho San Joaquin

Shingle Roof Project: How Will Existing Skylights Be Handled During Re-Roofing?

Over the years since RSJ was built in 1974-75, some homeowners have installed skylights on the roof over their home.

Note: Maintenance and repair of an existing skylight are **the homeowner's responsibility**. Homeowners must contact their own vendor, and not FirstService Residential, to repair or maintain their skylight – *even if the skylight was installed by a previous owner*.

Also **before** adding a new skylight to a home, the homeowner must apply for a city of Irvine building permit and inspection, as well as submit an [HOA Architectural application](#) with the manufacturer's product specifications, skylight measurements, and drawings showing the proposed location of the new skylight.

During our shingle roof project, here is how existing skylights will be handled:

Shortly before re-roofing begins for a building, Fontaine's inspector will assess any existing skylights on the roof to determine their condition.

If the skylight is in good condition:

- When re-roofing begins, our Fontaine crew will carefully remove the skylight, clean it, then store it in a safe location.
- When the roof is replaced, our crew will re-install the skylight with new weather-stripping, screws, and neoprene washers. **This is at no charge to the homeowner.**

If the skylight is cracked or in poor condition:

- Fontaine's inspector will take photos of the skylight's current condition and location, then provide the photos to the homeowner with details on why their skylight needs to be replaced.
- Fontaine will then provide the homeowner a cost proposal for an equivalent, replacement skylight from [Kingspan](#) (formerly Bristolite), a well-regarded and leading manufacturer of skylights.
- Once the homeowner approves the proposal and pays for the new skylight, Fontaine will place the order for the skylight.
- Since the new skylight will take 4-5 weeks to arrive, our Fontaine crew will temporarily re-install the old skylight when the roof is replaced. Our crew will return to install the new skylight when it arrives. **The installation, again, is at no charge to the homeowner.**

Tip: If you have a skylight that you would like Fontaine to **inspect ahead of your scheduled re-roofing**, submit your request using our online [Roof Project Question form](#). The advantage is if Fontaine determines that your skylight needs to be replaced, they can prepare the cost proposal for your approval and payment, then place the order well ahead of time so that your new skylight will be ready to install when your roof is replaced.

Can I place my own order for a replacement skylight from a different company instead of going through Fontaine?

A homeowner may order their own replacement skylight. However, the homeowner will assume full responsibility to ensure that the correct size and type of skylight will be ordered.

Also, **the homeowner must pay for the installation of the replacement skylight, including any additional retrofit costs**, should the homeowner order an incorrect size or type of skylight. *Fontaine must install the replacement skylight – the homeowner will not be allowed to hire their own vendor for the installation.* This is to prevent damage to our new roof which can be caused by the homeowner's vendor.

For these reasons, we recommend that the homeowner have Fontaine place the order for their replacement skylight.