

December 20, 2023

Via US Mail and Certified/Return Receipt

Point Brittany Administrative
Corporation, Inc.
c/o Mr. Pete Taylor, President and RA
5055 Brittany Drive S.
St. Petersburg, FL 33715

**Re: Statutory Records Inspection Request
Point Brittany Administrative Corporation, Inc./Danielle and Timothy
Jenkins and Kevin Conzone**

Dear Board of Directors:

Please be advised that our firm represents Danielle and Timothy Jenkins, members Bay Isles Point Brittany Four Condominium Association, Inc., and owners of 5200 Brittany Dr., Unit 204, St. Petersburg, FL (the "Jenkins Unit"), Kevin Conzone, a member of Bay Isles Point Brittany Six Condominium Association, Inc. and owner of 4900 Brittany Dr., Unit 201, St. Petersburg, FL (the "Conzone Unit"), as well as a number of other owners within the Point Brittany Administrative Corporation ("PBAC") (collectively, the "Owners"). Please allow this correspondence to serve as the Owners official request to inspect the following records, pursuant to Section 718.111(12):

1. The PBAC's Governing Documents, including, without exclusion:
 - a. The articles of incorporation of PBAC and any duly adopted amendments thereto;
 - b. The bylaws of PBAC and any duly adopted amendments thereto;
 - c. All Management/Administration Agreements to which PBAC is a party and any amendments thereto;
 - d. The Rules, Regulations and Policies adopted by the Board of Directors from time and any amendments thereto.
2. Any and all deeds or plats in the possession, custody, or control of PBAC, including, but not limited to, those related to the buildings located following addresses: 5003 Brittany Dr. S. St. Petersburg, FL, 5400 Leeland St. S. St. Petersburg, FL, 5055 Brittany Dr. S. St. Petersburg, FL, and 5101 Brittany Dr. S. St. Petersburg, FL (the "Commercial Buildings").
3. Any and all notices, agendas, minutes, or other communications relating or referring to any meeting at which any alteration to or demolish of the Commercial Buildings was discussed.

4. Any and all notices, agendas, minutes, or other communications relating or referring to any meeting at which PBAC discussed, considered, and/or voted on altering or demolishing the Commercial Buildings.
5. Any and all communications or correspondences, including, without exclusion, e-mails and text messages, relating or referring the Commercial Buildings.
6. All duly adopted annual budgets from the past seven (7) years.
7. All documents relied upon in determining the annual budgets from the past seven (7) years, including but not limited to, reports, inspections or other evaluations that were reviewed, referenced or relied upon by PBAC or any other person(s) in connection with the preparation of the past budgets.
8. Financial records from the past seven (7) years showing any deposit or disbursement of any special assessment.
9. All documents related to the notice of disbursement of any special assessment levied in the past seven (7) years.
10. All reserve studies from the past seven (7) years for PBAC and the individual associations.
11. All documents on which PBAC has based its decision in funding the reserves.
12. All documents relating to or regarding the person(s) or entity who conducted any reserve studies for PBAC or the individual associations from the past seven (7) years.
13. Any and all notices, agendas, minutes, or other communications relating or referring to any meeting at which the members of PBAC waived or partially waived the reserves.
14. All communications relating or referring to the reserves for the past seven (7) years.
15. All insurance policies from the past seven (7) years in which PBAC or any of the individual associations is named as an insured.
16. All insurance claims that relate, in whole or in part, to any or all of the Commercial Buildings.
17. All bids received on projects awarded to Excelaron Construction, Inc. (“Excelaraon”).
18. All change orders on any project awarded to or performed by Excelaron.
19. Any and all notices, agendas, minutes, or other communications relating or referring to any meeting at which a change order on any project awarded to or performed by Excelaron was discussed or voted on.

20. All documents, including but not limited to receipts and invoices reflecting payments made to Excelaron and any invoices on which the payments were based.
21. All communications of PBAC, its agents, officers, directors, or employees, which relate, refer or are directed to Excelaron, its agents, officers, directors, or employees.
22. All communications related to or regarding any project awarded to or performed by Excelaron.
23. Any and all documents relating to or regarding any project awarded to or bid on by Excelaron.
24. Any and all notices, agendas, minutes or other communications relating or referring to any meeting at which the ongoing gazebo project was discussed or voted on.
25. Any and all notices, agendas, minutes or other communications relating or referring to any meeting at which the ongoing structural project at Pool 1, Pool 2 and/or Pool 3 was discussed or voted on.

Based upon *In Re: Petition for Declaratory Statement, James Hanesman*, Docket No. 2021-012740 (Fla.DBPR Jan. 6, 2021), this request includes all of the board members' emails and text messages which relate or refer to the requests herein.

Please make the foregoing records available for inspection within ten (10) business days of receipt of this request. Please note that under Fla. Stat. 718.111(12), the failure of an association to provide access to the records within 10 business days after receipt of a written request, creates a rebuttable presumption that the association willfully failed to comply with its statutory obligation and may subject the Association to liability for damages. The fact that records may be stored on a director's personal device does not exempt the Association from its obligation to produce official records for inspection.

If it is more convenient for PBAC, the Owners will accept copies of the requested records by email or mail. If you intend to charge for copies, please provide the cost of the copies in advance. Please do not hesitate to contact the undersigned with any questions or concerns.

Very truly yours,

Jonathan J. Ellis

JJE/CRM

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cc: Colleen R. McInerney, Esq.