



Notice to Association Members of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of Ultimar Three Condominium Association, Inc., will be held at the following date, time, and place:

Date of Meeting: March 30, 2026

Time of Meeting: 5:00 pm

Place of Meeting: Ultimar 3 Clubroom, 1560 Gulf Blvd., Clearwater, FL 33767

Zoom Meeting ID: 823 2168 7537 Passcode: 1560 Dial In: 305-224-1968

Zoom Link: <https://us06web.zoom.us/j/82321687537?pwd=5aviSYhEkhmY8xb5kl8n27p2VjDMeM.1>

AGENDA:

1. Call to Order.
2. Roll Call/Establishment of Quorum.
3. Proof of Notice of the Meeting.
4. Approval of Minutes – Budget Meeting, Organizational Meeting, Board Meeting, Closed Board Meeting – December 9, 2025.
5. Report of Manager.
6. Report of Officers.
7. New Business.
 - a. Consideration of Special Assessment for Glass Block Tower Project
 - i. See enclosed spreadsheet with anticipated cost.
 - b. Records Inspection and Written Inquiry Guidelines – Decision.
 - c. Electronic Consent – Decision.
 - d. Electronic Voting – Decision.
 - e. Insurance Renewal - Ratification.
8. Comments of Owners.
9. Adjournment.



**Ultimar Three Condominium Association, Inc.
Budget Meeting of the Board of Directors Minutes
December 9, 2025**

Call to Order/Certifying Quorum:

The meeting was called to order at 5:00pm by Craig Smith in the Clubroom of Ultimar Three. Craig Smith, Tom Fiedler, Ken Jones, and Jacky Schryver were present in person. A quorum was obtained. Also in attendance was Manager Kristin Crockett. Cleo Cabuz was not present.

Proof of Notice of Meeting:

Ms. Crockett confirmed that the meeting was posted and mailed in a timely manner in accordance with the statutes and governing documents and posted on property. An affidavit is on file

Approval of 2026 Budget:

The proposed budget for 2026 was shared thirty days prior to the meeting. Mr. Fiedler made the motion to approve the proposed 2026 budget as presented. Mr. Schryver seconded the motion. The motion passed, 4-0. The approved 2026 budget is attached.

Adjournment:

The meeting was adjourned at 5:02pm.

Jacky Schryver, Secretary

Date



**Ultimar Three Condominium Association, Inc.
Organizational Meeting Minutes
December 9, 2025**

Call to Order/Certifying Quorum:

The meeting was called to order at 5:40pm by Craig Smith in the Clubroom of Ultimar Three. Craig Smith, Tom Fiedler, Ken Jones, and Jacky Schryver were present in person. Pat Davidson was present via Zoom. A quorum was obtained. Also in attendance was Manager Kristin Crockett.

Proof of Notice of Meeting:

Ms. Crockett mentioned that the meeting notice was posted more than 48 hours in advance of the meeting, in accordance with statute.

Election of Officers:

Mr. Fiedler made a motion to retain the officer positions as follows:

Craig Smith – President
Tom Fiedler – Vice President
Ken Jones – Treasurer
Jacky Schryver – Secretary

Mr. Jones seconded the motion. The motion passed 5-0.

Adjournment:

The meeting was adjourned at 5:45pm.

Jacky Schryver, Secretary



Ultimar Three Condominium Association, Inc.
Minutes of the Board of Directors Meeting
December 9, 2025

Call to Order/Roll Call

- Mr. Smith called the Board Meeting to order at 5:45pm in the Ultimar Three Club Room and via Zoom online.
- Directors Craig Smith, Tom Fiedler, Ken Jones Jacky Schryver were present in person. Pat Davidson was present via Zoom. A quorum was obtained. Also present in person was the manager, Kristin Crockett.

Proof of Notice of Meeting

- Proof of Notice was confirmed by Ms. Crockett, posted more than 48 hours in advance.

Approval of Minutes

- Meeting minutes from the Board Meeting held on September 29, 2025 were moved for approval by Mr. Fiedler. Mr. Jones seconded the motion. The motion passed 5-0.

Report of Officers

- **President** – Mr. Smith thanked Ms. Crockett for her role in making improvements to the facilities. Mr. Smith shared that the Glass Block Towers were removed this year, the ceilings of the billiard room and tv rooms have been repaired, the gym and spa areas have undergone improvements, and woodwork in the lobby has been stained.
- **Treasurer** – Mr. Jones indicated that the association was roughly \$200,000 favorable to budget and that cash balances are expected to be approximately \$2.2 million at year-end. Mr. Jones commented that Ms. Crockett did an amazing job of maximizing insurance proceeds, while keeping a tight rein on repair contractors. The Special Assessment for removal of the Glass Block Towers - not to exceed \$500,000 - is expected to be levied by the Board in early 2026 after all related expenses are finalized. The annual audit will be completed early next year.

Manager's Report

- Ms. Crockett mentioned that the monthly manager's reports have been shared with owners. She provided an update regarding work in progress and recently completed. These included projects completed by in-house staff and the status of the roofing project for the Glass Block tower areas. She mentioned that a crane will be onsite next Tuesday to deliver and remove materials from the roof.

New Business

- **Authorization to Create SIRS Related Depository Account** – Mr. Schryver made a motion to open a new bank account for the structural related reserve funds with one of the depositories already used by the association. Mr. Jones seconded the motion. The motion passed 5-0.
- **Elevator Modernization Project Decision** – Ms. Crockett explained that the association engaged an elevator consulting company, RES, to develop an RFP and seek bids for the elevator modernization project. Seven companies provided proposals. Conversation ensued regarding the scope of the project. Mr. Schryver made the motion to accept the proposal from Select Elevator, with authorization for Mr. Smith to execute the contract after legal review. Mr. Fiedler seconded the motion. The motion passed 5-0.

Comments of Owners

- None.

Adjournment

- The meeting was adjourned at 6:38pm.

Jacky Schryver, Secretary

Date



U3 Manager's Report – February 2026

AED Training

- One of our residents, Dr. Jim Panzarella, assisted the association by leading a hands-on training session for the AED machine. His instruction helped increase residents' confidence and preparedness in responding to potential cardiac emergencies, and his contribution is appreciated as part of our broader safety efforts.

Audit

- The annual financial audit is complete, and the association received a clean opinion from the auditor. The full audit report will be posted to the association's website for convenient access, and a digital copy will be emailed to all owners.

Card Reader

- Management is researching options following the failure of the entry door card reader system's software, which is no longer functional and prevents any ability to edit the stored data and distribute new cards.

Electrical

- Management has communicated with three companies regarding an evaluation of the Association's electrical system through thermal imaging, including the electrical panels and the residential supply busduct. Proposals have been received from East West Electric and Apex Property Inspections. Apex's proposal reflects oversight from D'Andrea Electric, with D'Andrea providing the electrical supervision and support component of the review.

Elevators

- Select Elevator completed work on the governor tail sheaves for Elevators 3 and 4, and addressed a door-pausing issue on Elevator 4.
- Select Elevator initiated hoistway door track refurbishment.
- Select Elevator has provided a modernization schedule, fixture submittals and controller submittals.
- Three companies have visited the property to inspect the elevator cabs and have provided concepts for interior beautification.
- Kings III submitted a proposal for upgrading to video-enabled emergency service, in alignment with new requirements, which will be done in conjunction with elevator modernization.

Fire System

- United Fire will conduct the annual fire inspection during the week of March 23rd, and unit entry will be required for portions of the inspection. Additional information will be shared with residents via email and posted notices as the inspection date approaches.

Glass Block Towers

- East West Electric, Outdoor Lighting Perspectives, and D'Andrea Electric each submitted proposals for the roof-lighting installation project, while Brandon Electric declined to bid. After review, East West Electric was selected as the lowest-cost qualified bidder, and the contract amount falls within the president's approval threshold, allowing the project to proceed.

Gym

- Due to several instances of 50- and 60-pound dumbbells being left on the floor, management has added a re-rack-weights sign to the gym to reinforce proper equipment use.
- The treadmill located next to the elliptical is currently out of order, and our service repair company has been contacted to assess the issue and provide a repair plan once diagnostics are complete.

HVAC

- Kalos has scheduled routine preventative maintenance service for the common-area HVAC system during the first week of March.

- Management is working on obtaining competitive bids to replace the HVAC panel housing, that is not properly rated for its environment.

Maintenance Staff

- Our maintenance staff completed several projects this month. Most time was focused on painting projects, assisting management with camera installation, light repairs, sign installation, and support for contractors.

Technology

- Management is actively working to improve the Wi-Fi quality in the common areas, with a focus on stronger coverage and better performance.
- Management has installed two surveillance cameras and hopes to expand the system to a total of ten cameras, creating a more comprehensive coverage network.

Units/Owner Related

- The complaint submitted by Unit PH3 to the Department of Business and Professional Regulation (DBPR) has been dismissed by the state after completion of its legal review.
- The Association, with counsel's approval, has issued its response to the five-page written inquiry letter received from Unit 705. The 75-page submission provided by the owner to the DBPR is still undergoing legal review by the state.
- Following sliding glass door roller replacement in an 05-stack unit, the reported noises have significantly diminished. However, intermittent disturbances persist in the upper 07 stack from another unit. Owners on floors above 10 are advised to evaluate the condition of their sliding-glass-door rollers.
- Pyramid Aluminum visited to the property to assess a missing non-structural balcony railing piece at Unit 1206.

**RESOLUTION OF THE BOARD OF DIRECTORS OF ULTIMAR THREE CONDOMINIUM
ASSOCIATION, INC. TO LEVY A SPECIAL ASSESSMENT IN THE AMOUNT OF \$481,064.19**

WHEREAS, The Board of Directors of Ultimar Three during 2021 and 2022 determined that the two Glass Block Towers on the roof of the building were in a state of disrepair, and that a Professional Engineering firm should be engaged to assess the situation and recommend actions to remediate same; and

WHEREAS, Karins Engineering Group, Inc., Professional Engineers, in their report dated July 7, 2022, stated that, “These glass shards falling . . . could cause serious injury and pose a life safety concern,” and that, “The association should undergo the process to replace the towers immediately;” and

WHEREAS, on March 5, 2024, the Building Structure and Systems Committee, following substantial efforts researching options and soliciting proposals from contractors, surveyed the Membership regarding replacement or removal of the Towers, resulting in 67 of 100 owners responding, with 54 voting to remove the Towers; and

WHEREAS, on March 21, 2024, the Committee and the Board of Directors voted to recommend removal as a “Material Alteration” of the building to the Membership; and

WHEREAS, at an April 20, 2024 Special Meeting of the Membership, based on the advice of Association legal counsel, the Membership voted 64-4 in favor of removal; and

WHEREAS, on May 6, 2024 the Board of Directors of Ultimar Homeowners Association, Inc., acting as the Ultimar Homeowners Association Architectural Control Committee, voted to approve removal of the Towers; and

WHEREAS, on December 9, 2024, at the Annual Meeting of the Ultimar Three Condominium Association, the Membership voted 55 to 13 to approve a Special Assessment not to exceed \$500,000.00 to cover the costs of the Glass Block Towers removal project; and

WHEREAS, from late 2024 through early 2026, the Towers were removed and ancillary contracts executed for roofing work, lightning protection, aviation lighting, etc.; and

WHEREAS, all costs incurred for the project after the April 20, 2024 Membership approval are detailed on Exhibit A, attached, total **\$481,064.19**; and

WHEREAS, the allocation of the proposed Special Assessment by unit is detailed on Exhibit B, attached; and

WHEREAS, the Board of Directors, having been authorized by Membership vote on December 9, 2024 to levy such a Special Assessment as described herein;

NOW, THEREFORE, BE IT RESOLVED that:

- 1 The Ultimar Three Board of Directors hereby levies a Special Assessment in the amount of **\$481,064.19**, allocated by condominium unit as detailed on Exhibit B.
- 2 The Special Assessment is effective as of 12:01 a.m. on March 31, 2026.
- 3 The Special Assessment is due and payable no later than May 31, 2026, with payment to be made as specified on Truist Bank payment coupons to be mailed to all owners.
- 4 As provided in Section 13.3 of the Declaration of Condominium, "Assessments . . . not paid within ten (10) days from the date when they are due shall bear interest at eighteen (18%) per annum . . . and shall be subject to an administrative late fee of . . . five percent (5%) of (the) delinquent (assessment)."

This **RESOLUTION** was duly adopted by the Ultimar Three Condominium Association Board of Directors at its meeting on March 30, 2026, in accordance with the Declaration of Condominium and the Bylaws of the Association.

Jacky Schryver, Secretary

Craig Smith, President

**ULTIMAR THREE CONDOMINIUM ASSOCIATION, INC.
REMOVAL OF GLASS BLOCK TOWERS 2024 - 2026**

EXHIBIT A

COSTS INCURRED AFTER APRIL 20, 2024 MEMBERSHIP APPROVAL TO REMOVE THE GLASS BLOCK TOWERS:

	DATE	INVOICE	AMOUNT	NOTES
KARINS ENGINEERING	May 7, 2024	2405164	\$1,033.90	Oversight of removal of towers & consulting.
	July 5, 2024	2407305	783.90	
	August 7, 2024	2408285	2,312.50	
	January 8, 2025	2501300	1,320.76	
	February 6, 2025	2502110	250.00	
	March 3, 2025	2503326	2,288.50	
	April 4, 2025	2504127	2,286.96	
	May 6, 2025	2505211	786.96	
	June 5, 2025	2506264	250.00	
			<u>11,313.48</u>	
GREENBERG & NIKOLOFF P.A.	April 5, 2024	13485	660.00	Legal fees regarding removal, approvals required,
	May 3, 2024	13997	1,440.00	use of existing Reserve funds, levy of Special
	June 3, 2024	14525	180.00	Assessment, etc.
	September 3, 2024	16056	150.00	
			<u>2,430.00</u>	
DIXIE CONSTRUCTION	June 24, 2024	2053	14,685.55	Industrial strength protective plastic wrapping
Fixed Price Contract 5/13/2024:	January 13, 2025	Draw #1	50,329.20	Includes Permit Fees as a Change Order
	January 27, 2025	Draw #2	60,262.49	
	February 24, 2025	Draw #3	79,860.00	
	March 25, 2025	Draw #4	60,402.50	
	April 21, 2025	Draw #5	69,550.00	
	April 30, 2025	Draw #6	45,600.47	
	" " "	" " "	(10,000.00)	Credit for Dixie damage to the HOA parking lot.
			<u>370,690.21</u>	
ULTIMAR HOA reimbursement	July 1, 2025	CK #985825	10,000.00	Funds transfer to HOA for the above credit.
AMERICAN ROOFING & SHEET METAL		121086	54,840.00	60% of job allocated to GBT, per Kristin
DAVID DAVENPORT - ROOFING CONSTR DOCS		2025-0012	4,850.00	
UNITED FIRE SPRINKLER		JB00170343	2,320.00	
ALL SOUTH LIGHTNING PROTECTION		17190	10,800.00	
EAST WEST ELECTRIC - AVIATION LIGHTING		19779	3,908.00	
EAST WEST ELECTRIC - DECORATIVE LIGHTING	Estimate 49755747		9,493.00	
EAST WEST ELECTRIC - Lighting junction boxes		20453	419.50	
		GRAND TOTAL	\$481,064.19	

COSTS INCURRED PRIOR TO MEMBERSHIP APPROVAL, NOT INCLUDED IN THE ABOVE TOTAL:

Karins Engineering	Professional Engineering services	\$12,474.47	2022-2023 Consulting & Statement of Work
Skylight Solutions	Installation of Armor-Guard coating	\$11,840.00	October 2022 application for hurricane protection
		<u>\$24,314.47</u>	

**Ultimar Three Condominium Association, Inc.
Membership Special Assessment Calculations**

EXHIBIT B

Special Assessment for Removal of Glass Block Towers

\$481,064.19

Approved by the Ultimar Three Membership on December 9, 2024

For subsequent consideration by the Ultimar Three Board of Directors on March 30, 2026.

Ultimar Three Unit #	Unit Percentage Allocation	Garage #1 Percentage Allocation	Garage #2 Percentage Allocation	Total Allocation	Special Assessment	See Note 3 Administrative 5% Late Fee
205	2.3698%	G-157	0.1087%	2.4785%	\$11,923.18	\$596.16
207	2.0482%	G-161	0.0727%	2.1209%	10,202.89	510.14
304	1.2568%	G-131	0.0683%	1.3493%	6,491.00	324.55
306	1.9000%	G-124	0.0666%	1.9666%	9,460.61	473.03
401	1.1231%	G-133	0.0242%	1.1473%	5,519.25	275.96
402	1.1231%			1.1231%	5,402.83	270.14
403	0.6525%			0.6525%	3,138.94	156.95
405	0.6021%	G-117	0.0243%	0.6264%	3,013.39	150.67
407	0.5749%			0.5749%	2,765.64	138.28
409	0.4614%	G-150	0.0242%	0.4856%	2,336.05	116.80
501	1.1231%	G-148	0.0302%	1.1533%	5,548.11	277.41
502	1.1231%	G-132	0.0242%	1.1473%	5,519.25	275.96
503	0.6525%			0.6525%	3,138.94	156.95
504	0.6525%	G-122	0.0237%	0.6762%	3,252.96	162.65
505	0.6021%			0.6021%	2,896.49	144.82
506	0.9141%	G-109	0.0267%	0.9408%	4,525.85	226.29
507	1.0797%	G-103	0.0234%	1.1031%	5,306.62	265.33
601	1.1231%	G-138	0.0242%	1.1473%	5,519.25	275.96
602	1.1231%			1.1231%	5,402.83	270.14
603	0.6525%			0.6525%	3,138.94	156.95
604	0.6525%			0.6525%	3,138.94	156.95
605	0.6021%			0.6021%	2,896.49	144.82
606	0.9141%	G-156	0.0337%	0.9478%	4,559.53	227.98
607	1.0797%	G-166	0.0253%	1.1310%	5,440.84	272.04
701	1.1231%	G-154	0.0253%	1.1726%	5,640.96	282.05
702	1.1231%			1.1231%	5,402.83	270.14
703	0.6525%			0.6525%	3,138.94	156.95
704	0.6525%	G-140	0.0254%	0.6779%	3,261.13	163.06
705	0.6021%			0.6021%	2,896.49	144.82
706	0.9141%	G-102	0.0234%	0.9375%	4,509.98	225.50
707	1.0797%	G-163	0.0242%	1.1039%	5,310.47	265.52
801	1.1231%	G-127	0.0323%	1.1813%	5,682.81	284.14
802	1.1231%	G-112	0.0238%	1.1469%	5,517.33	275.87
803	0.6525%			0.6525%	3,138.94	156.95
804	0.6525%	G-106	0.0234%	0.6759%	3,251.51	162.58
805	0.6021%	G-118	0.0237%	0.6258%	3,010.50	150.52
806	0.9141%			0.9141%	4,397.41	219.87
807	1.0797%			1.0797%	5,194.05	259.70
901	1.1231%	G-160	0.0242%	1.1473%	5,519.25	275.96
902	1.1231%	G-123	0.0243%	1.1474%	5,519.73	275.99
903	0.6525%			0.6525%	3,138.94	156.95
904	0.6525%			0.6525%	3,138.94	156.95
905	0.6021%			0.6021%	2,896.49	144.82
906	0.9141%	G-104	0.0234%	0.9375%	4,509.98	225.50
907	1.0797%	G-158	0.0316%	1.1113%	5,346.07	267.30
1001	1.1231%	G-162	0.0242%	1.1473%	5,519.25	275.96
1002	1.1231%	G-145	0.0306%	1.1537%	5,550.04	277.50
1003	0.6525%	G-108	0.0234%	0.6759%	3,251.51	162.58
1004	0.6525%			0.6525%	3,138.94	156.95
1005	0.6021%			0.6021%	2,896.49	144.82
1006	0.9141%	G-110	0.0238%	0.9379%	4,511.90	225.60
1007	1.0797%			1.0797%	5,194.05	259.70
1101	1.1231%	G-101	0.0245%	1.1476%	5,520.69	276.03
1102	1.1231%	G-130	0.0253%	1.1484%	5,524.54	276.23
1103	0.6525%			0.6525%	3,138.94	156.95
1104	0.6525%			0.6525%	3,138.94	156.95
1105	0.6021%	G-168	0.0265%	0.6286%	3,023.97	151.20

Ultimar Three Unit #	Unit Percentage Allocation	Garage #1 Percentage Allocation		Garage #2 Percentage Allocation		Total Allocation	Special Assessment	See Note 3 Administrative 5% Late Fee	
		Garage #1	Allocation	Garage #2	Allocation				
1106	0.9141%	G-115	0.0259%			0.9400%	4,522.00	226.10	
1107	1.0797%					1.0797%	5,194.05	259.70	
1201	1.1231%					1.1231%	5,402.83	270.14	
1202	1.1231%					1.1231%	5,402.83	270.14	
1203	0.6525%	G-126	0.0329%			0.6854%	3,297.21	164.86	
1204	0.6525%	G-119	0.0237%			0.6762%	3,252.96	162.65	
1205	0.6021%	G-116	0.0271%			0.6292%	3,026.86	151.34	
1206	0.9141%					0.9141%	4,397.41	219.87	
1207	1.0797%	G-170	0.0418%			1.1215%	5,395.13	269.76	
1401	1.1231%	G-165	0.0242%			1.1473%	5,519.25	275.96	
1402	1.1231%	G-135	0.0242%	G-136	0.0242%	1.1715%	5,635.67	281.78	
1403	0.6525%					0.6525%	3,138.94	156.95	
1404	0.6525%					0.6525%	3,138.94	156.95	
1405	0.6021%					0.6021%	2,896.49	144.82	
1406	0.9141%	G-121	0.0237%			0.9378%	4,511.42	225.57	
1407	1.0797%	G-146	0.0320%			1.1117%	5,347.99	267.40	
1501	1.1231%	G-169	0.0367%			1.1598%	5,579.38	278.97	
1502	1.1231%	G-120	0.0237%	G-142	0.0242%	1.1710%	5,633.26	281.66	
1503	0.6525%	G-113	0.0238%			0.6763%	3,253.44	162.67	
1504	0.6525%					0.6525%	3,138.94	156.95	
1505	0.6021%	G-125	0.0366%			0.6387%	3,072.56	153.63	
1506	0.9141%	G-128	0.0264%			0.9405%	4,524.41	226.22	
1507	1.0797%	G-152	0.0242%			1.1039%	5,310.47	265.52	
1601	1.1231%	G-105	0.0234%			1.1465%	5,515.40	275.77	
1602	1.1231%	G-107	0.0234%			1.1465%	5,515.40	275.77	
1603	0.6525%	G-164	0.0242%			0.6767%	3,255.36	162.77	
1604	0.6525%					0.6525%	3,138.94	156.95	
1605	0.6021%					0.6021%	2,896.49	144.82	
1606	0.9141%	G-155	0.0300%	G-111	0.0238%	0.9679%	4,656.22	232.81	
1607	1.0797%					1.0797%	5,194.05	259.70	
1701	1.1231%					1.1231%	5,402.83	270.14	
1702	1.1231%	G-149	0.0253%			1.1484%	5,524.54	276.23	
1703	0.6525%					0.6525%	3,138.94	156.95	
1704	0.6525%					0.6525%	3,138.94	156.95	
1705	0.6021%	G-167	0.0355%			0.6376%	3,067.27	153.36	
1706	0.9141%	G-139	0.0253%			0.9394%	4,519.12	225.96	
1707	1.0797%	G-129	0.0409%			1.1206%	5,390.81	269.54	
PH1 1801	1.9522%	G-147	0.0951%			2.0473%	9,848.83	492.44	
PH2 1802	1.9522%	G-144	0.0933%			2.0455%	9,840.17	492.01	
PH3 1803	1.9395%	G-141	0.0738%			2.0133%	9,685.27	484.26	
PH4 1804	1.3882%	G-134	0.0692%			1.4574%	7,011.03	350.55	
PH5 1805	2.6414%	G-151	0.0968%			2.7382%	13,172.50	658.62	
PH6 1806	1.8356%	G-137	0.0745%			1.9101%	9,188.81	459.44	
	97.5862%		2.2413%			0.1725%	100.0000%	\$481,064.19	\$24,053.21

NOTES:

- Unit and garage percentage allocations are specified in the Ultimar Three Declaration of Condominium, Exhibit 3, pages 64-66. The Declaration is filed in Pinellas County Official Record Book #9089, pages 2220 - 2222. See also the Ultimar Three website, ultimar3.com.
- On June 23, 2023, all garage units were traced to the units listed, by reference to the Pinellas County Property Appraiser website PCPAO.gov.
- DECLARATION OF ULTIMAR THREE, A CONDOMINIUM:
 "Section 13.3 Default in Payment of Assessments. Assessments and installments thereof not paid within ten (10) days from the date when they are due shall bear interest at eighteen percent (18%) per annum from the date due until paid and shall be subject to an administrative late fee in an amount not to exceed the greater of \$25.00 or five percent (5%) of each delinquent installment. The Association has a lien on each Condominium Parcel for any unpaid Assessments on such Parcel, with interest and for reasonable attorney's fees and costs incurred by the Association incident to the collection of the Assessment or enforcement of the lien."

ULTIMAR THREE CONDOMINIUM ASSOCIATION, INC.

RECORDS INSPECTION REQUEST AND WRITTEN INQUIRY POLICY

I. RECORDS REQUESTS

- A. Method of Records Requests. An owner desiring to inspect the Association's official records pursuant to Section 718.111(12) Florida Statutes must submit a written request to the Board of Directors, via the Association property manager at the following address:

Board of Directors
Ultimar Three Condominium Association, Inc.
1560 Gulf Blvd.
Clearwater, FL 33767

Written requests delivered to the above address after normal business hours shall be deemed "received" by the Association on the following business day. Requests for inspection of records received by email, or other method of delivery, or requests submitted to individual directors or officers of the Association as opposed to the address above will NOT be accepted by the Association.

- B. Identification of Records: The request may identify the specific records sought to be inspected so that the applicable records may be retrieved if possible. However, the Association shall be under no obligation to retrieve any specific records requested and may, in the alternative, require the owner to inspect the official records as they are kept in the ordinary course of business, including through the Association's website/portal.
- C. Authorized Representative. If an owner wishes for the records to be inspected by their authorized representative, the request submitted to the Association must specifically state the name of such representative and identify them as the owner's representative for this purpose.
- D. Assembling of Records or Data. The Association is not required to organize or assemble records in any particular manner for an inspection, or otherwise create records or compile data to facilitate a records inspection.
- E. Records Not to be Inspected. Owners shall not have the right to inspect or copy those records which are declared by the Condominium Act to be non-accessible to owners, including, but not limited to, the following:
- i. Attorney-Client privileged records;
 - ii. Information obtained in connection with the approval of a sale, lease or other transfer of a parcel;
 - iii. Personnel records;
 - iv. Medical records of parcel owners;
 - v. Certain personal identifying information as provided by Statute.
- F. Scheduling. Records shall be made available for inspection by the Association on or before the tenth working day following the actual receipt by the Association of the written request for inspection, unless otherwise agreed to by the Association and the owner. The Association shall notify the owner in writing that the records are available and shall propose an available date

and time for inspection within ten (10) business days of receipt of the request. If the proposed date and time are not available to the owner, the parties shall attempt to coordinate a mutually convenient time and date, which may be later than the original 10 business day period. If the records are available on the Association's website/portal, the Association shall not be obligated to provide physical access to the records.

- G. Hours. An owner may inspect the official records during regular business hours, or as otherwise directed by the Association.
- H. Limitation on Number of Requests. No unit may submit more than one (1) request for records inspection or copying of records per calendar month.
- I. Handling of Records. Removal, alteration, or destruction of Association records by the inspecting owner or their authorized representative is prohibited. The person inspecting records shall not take files apart or otherwise move or relocate any document or page of the Official Records.
- J. Conduct. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association officer or other location where the records are inspected or copied. Persons inspecting records shall not expect or be entitled to question an Association representative during such inspection as to the content of the records or otherwise.
- K. Supervision. The Association may assign one person to supervise the inspection, which person shall not be obligated or required to assist the inspecting party in any way. The inspecting parties shall not be entitled to any confidentiality, privacy or closed doors discussions or meetings during the inspection.
- L. Copies. If an owner desires to obtain a paper copy of any records, the owner shall clearly mark or otherwise identify the exact page(s) or document(s) to be copied during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will thereafter be made within a reasonable time and notify the owner when the copies are available. An owner shall pay twenty-five cents (\$.25) per page for 8 ½ x 11" size copies, payable in cash or check at the time the request for copies is made. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right to not accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds. The Association may, in its discretion, but shall not be obligated to, mail the copies to the owner at the owner's request, provided that the postage is prepaid.
- M. Electronic Copies. An owner may, at such inspection, utilize a portable device, such as a smartphone, tablet, portable scanner, or other technology capable of scanning or taking photographs, to make an electronic copy of such records at no charge to the owner.
- N. Log. The Association may maintain a log detailing the date of receipt of a records inspection request, the name of the requesting part, the items requested to be inspected, the date the records were made available, and require the owner to sign such log evidencing their inspection of the records.

- O. Written Inquiries. Statutory written inquiries shall be made by certified mail to the address indicated in Paragraph A. The Association shall only answer one (1) Written Inquiry per unit owner in any given thirty (30) day period. Each additional Written Inquiry received within the thirty (30) day response period shall be answered in the subsequent thirty (30) day period(s). The Board reserves the right to submit the matter to Association legal counsel and respond within sixty (60) days as provided for in the Condominium Act.

Approved by Board on this _____ day of _____, 2026.

Signed: _____ Title: _____

Print Name: _____

**ULTIMAR THREE CONDOMINIUM ASSOCIATION, INC. (THE “ASSOCIATION”)
CONSENT TO RECEIVE NOTICES
BY ELECTRONIC DELIVERY**

The undersigned (hereinafter referred to, whether one or more, as “Unit Owner”) is/are owner(s) of Unit(s) located at _____ within Ultimar Three Condominium Association, Inc. (hereinafter referred to as the “Association”). Unit Owner understands and acknowledges that pursuant to Florida Statute and the governing documents of the Association, certain notices and communications to owners are required to be sent by mail.

1. Unit Owner hereby consents to the electronic delivery of all meeting notices, other official notices, and any other written notices, demands, or documents required or permitted by Florida Statute or the governing documents of the Association (hereinafter referred to as “Notices”).
2. Unit Owner hereby waives any requirement that such Notices be delivered by mail and agrees that electronic delivery of Notices shall constitute full compliance with any notice requirements contained in the Florida Statutes or the governing documents of the Association.
3. Unit Owner understands that notwithstanding this consent, the Association may elect to deliver Notices to the Unit Owner by mail (rather than electronically) at any time for any purpose, and such mailing of Notices shall constitute full compliance with the requirements of the Florida Statutes or governing documents of the Association.
4. Such Notices to be delivered electronically shall be sent via electronic mail (hereinafter “e-mail”) to the e-mail address Unit Owner provides to the Association on this form. Unit Owner further represents to the Association that if Unit Owner is unable to retrieve a Notice, Unit Owner shall be obligated to notify the Association promptly that Unit Owner is unable to retrieve a Notice, and shall request in writing that the Association mail or deliver to Unit Owner a copy of the Notice. In the absence of such a written request received by the Association within two (2) business days of the time that the Association delivers a Notice electronically, it shall be conclusively presumed that the Unit Owner was able to retrieve the Notice.
5. Unit Owner’s e-mail address is set forth below. If that e-mail address should change, Unit Owner shall immediately provide the Association with the Unit Owner’s new e-mail address, in writing, to the Association’s property manager, and in the absence of a property manager, to the Association’s corporate Secretary. Absent such written notice by Unit Owner to the Association of a change of e-mail address, all Notices sent to the e-mail address indicated herein shall be deemed effective.
6. Unit Owner further understands that for as long as this consent to receive electronic delivery of Notices is in effect, Unit Owner is required to provide to the Association an e-mail address and also to maintain an e-mail address to which the Association can send Notices to the Unit Owner.
7. Unit Owner further acknowledges that Unit Owner shall be responsible for having the necessary software to open and read documents that the Association sends to Unit Owner by e-mail, in the format used by, or compatible with, the Association’s e-mailed Notice.
8. Unit Owner may revoke this consent at any time by mailing notice of such revocation by registered or certified mail to the Association property manager, and in the absence of a

property manager, to the Association's corporate Secretary. Revocation of this consent is not effective until received and acknowledged by the Association.

9. Unit Owner understands that Unit Owner is not required to consent to electronic delivery of Notices, and that Unit Owner has consented to such electronic delivery freely and voluntarily.
10. Unit Owner understands that the email address provided may be used only for Association communications and shall not be disseminated or disclosed to any owner, requester, or third party.

Unit Owner Signature

Unit Owner Signature

Print Name

Print Name

E-Mail Address (only one may be provided): _____

Date: _____

**RESOLUTION AUTHORIZING ELECTRONIC VOTING AND
PARTICIPATION FOR ASSOCIATION MEETINGS AND ELECTIONS**

ULTIMAR THREE CONDOMINIUM ASSOCIATION, INC.

WHEREAS, Section 718.128 of the Florida Statutes (2024) provides that an association may conduct elections and other unit owner votes through an internet-based online voting system (hereinafter referred to as “electronic voting”) if a unit owner consents, in writing, to online voting and if various requirements are met; and

WHEREAS, the Board of Directors has determined it to be in the best interest of the Association to enable the use of electronic voting in Association matters and to create the requisite authority required by the above-referenced statute; and

NOW, THEREFORE, it is resolved as follows:

1. The Association may permit Unit Owners who desire to do so the ability to utilize electronic voting in conformance with the above-referenced statute, as amended from time to time, as well as any applicable administrative rules of the Florida Department of Business and Professional Regulation, as may now exist, be hereafter adopted, or as the same may be amended from time to time.

2. The Board or its President may determine that utilizing electronic voting is not in the best interest of the Association as to any particular meeting or election. Accordingly, there shall be no obligation for the Association to utilize electronic voting at any particular meeting or election.

3. Notice to Unit Owners of the opportunity to vote through an electronic (online) voting system shall be provided as required by law.

4. The Association hereby adopts the following forms which are incorporated into this Resolution by reference:

- Attached as Exhibit “A” is the “Consent to Electronic (Online) Voting”, which Unit Owners may sign and file with the Association; and
- Attached as Exhibit “B” is the “Revocation of Consent to Electronic (Online) Voting”, which Unit Owners may sign and file with the Association to revoke consent to electronic voting.

Unless prohibited by law, an e-mail notification from a Unit Owner to the Association may be used in lieu of a signed consent or revocation form, in which case the terms of the attached consent and revocation forms are incorporated by reference and shall be deemed affirmed by the Unit Owner when consent is given or revoked by e-mail.

5. In order to implement electronic voting, the Association may contract with an outside vendor or other party that provides electronic voting services. The Board shall use reasonable judgment to ensure that such vendors’ services comply with the requirements of law.

6. The Association or its agent shall notify Unit Owners in meeting notice materials, as provided by law, of the ability to vote electronically, including but not limited to the provider's e-mail address or website in a manner the Association reasonably believes to be sufficient to enable Unit Owners to participate in electronic voting.

7. Unit Owners who consent to vote by electronic means may still vote in person, if they choose, by paper means (use of proxies and ballots), or may send proxies to the Association by facsimile transmission or electronic mail, to the extent the Association otherwise receives and accepts proxies through such media. In the event of multiple votes cast by a Unit as to the same matter, the vote cast first in the election of Directors shall prevail, while the last vote cast will prevail with respect to all membership votes other than elections of directors.

8. Unit Owners who wish to opt in for electronic voting must notify the Association or its agent no later than one (1) day prior to the meeting in question, and any Unit Owner wishing to opt out of electronic voting must notify the Association or its agent no later than thirty (30) days prior to the meeting in question.

9. By signing or affirming the consent form attached as Exhibit "A" hereto and otherwise choosing to vote electronically as enabled by this Resolution, each Unit Owner recognizes that the Association cannot control the practices of third parties regarding internet communications and use of the Owner's e-mail address. As such, and as a condition of the Association's agreement to permit electronic voting, each Unit Owner who consents to electronic voting releases and waives any claim against the Association pertaining to such voting, including but not limited to the transmission or placement of "viruses", "malware", "spyware", "cookies", and the like. Each Unit Owner who consents to electronic voting also consents to the Association's publication of their e-mail address, as well as other information (including necessary personal identifying information) to electronic voting service providers or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes. Such information shall not be considered an official record and available for Unit Owner inspection unless required by law.

10. By signing or affirming the consent form attached as Exhibit "A" hereto, each Unit Owner further recognizes that internet/electronic communications may be subject to failure, interruptions, or other problems due to a variety of reasons, including but not limited to Unit Owner operator error, provider system or server failures, "spam" blockers, power outages, and the like. As such, and as a condition of the Association's agreement to permit electronic voting, each Unit Owner who consents to electronic voting releases and waives any claim or challenge to such voting, including but not limited to situations where a Unit owner vote was not received or counted by the Association due to no fault of the Board of Directors or management.

11. This Resolution was adopted by the Board of Directors on the _____ day of _____, 2026, and is effective upon adoption. The meeting at which this Resolution was adopted was preceded by notice provided to each Unit Owner at least forty-eight (48) hours in advance of said meeting either by U.S. mail, hand-delivery, or electronic mail (in cases where Unit Owners have consented to receive official Association notices by electronic mail), and by posting said notice conspicuously on the Condominium Property at least forty-eight (48) hours in

advance of said meeting. An Affidavit attesting to such notice is kept amongst the official records of the Association.

There are _____ total Board members. The number of Board members who voted in favor of this Resolution is _____. The number of Board members who voted against this Resolution is _____. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

ULTIMAR THREE CONDOMINIUM
ASSOCIATION, INC.

By: _____
_____, as President

Date

CONSENT TO ELECTRONIC VOTING

The undersigned, being all the Owners, or an eligible voter for Unit No. _____, at the Ultimar Three Condominium Association, pursuant to Florida Statutes, hereby consent in writing (by signing this form or agreeing to electronic voting by e-mail) to voting electronically at meetings and elections for the Ultimar Three Condominium Association, Inc., to the fullest extent permitted by law, pursuant to the provisions of the Board’s “Resolution Authorizing Electronic Voting and Participation for Association Meetings and Elections” adopted on _____, _____, 2026, (hereinafter referred to as “Resolution”), which is incorporated herein by reference.

My / Our e-mail address that will be used for casting votes electronically is:

By signing below, I/we acknowledge that I/we must use the foregoing e-mail address to cast a vote electronically or I/we must sign a new consent with a new e-mail address provided in order to protect the integrity of the electronic voting process. Moreover, I/we acknowledge that there may be requirements in the Association’s Governing Documents which define the party who is eligible to cast a unit’s vote when a unit is owned by more than one person or by a corporate entity and this Consent does not negate those requirements.

The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association or an equivalent affirmation on file with the service which conducts electronic voting no later than the deadline set by the Board of Directors, at which point the electronic voting shall be deemed closed for that issue or for the election.

**ALL OWNERS OF THE UNIT OR ELIGIBLE VOTER
PLEASE SIGN, PRINT NAME AND DATE BELOW**

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date

REVOCAION OF CONSENT TO ELECTRONIC VOTING

The undersigned, being all the Owners, or an eligible voter for Unit No. _____, at Ultimar Three Condominium, hereby rescind the consent previously provided to the Association on _____, _____, which allowed electronic voting at meetings and elections for Ultimar Three Condominium Association, Inc. pursuant to the provisions of the Board’s “Resolution Authorizing Electronic Voting and Participation for Association Meetings and Elections”.

The undersigned understands and agrees that in order to be valid, this revocation form must be signed and on file with the Association or an equivalent affirmation on file with the service which conducts electronic voting no later than thirty (30) days prior to the meeting at which the vote is taken. If not received as outlined herein, the original consent will be deemed effective and will be used for any upcoming meeting or election at which electronic voting shall be utilized.

**ALL OWNERS OF THE UNIT OR ELIGIBLE VOTER
PLEASE SIGN, PRINT NAME AND DATE BELOW**

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date

By: _____
Signature

Print Name

Date