

RESOLUTION OF THE BOARD OF DIRECTORS

ADOPTING A ROOF ACCESS POLICY

WHEREAS, the Board of Directors (the "Board") of the Association is charged with the operation, care, upkeep, and maintenance of the Common Elements, including the building roofs; and

WHEREAS, the Board deems it necessary to establish protocols for roof access to ensure the safety of individuals, minimize exposure to potential liability, and protect the structural integrity and warranties of the roofing systems;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following **Roof Access Policy**, effective immediately:

1. AUTHORIZED PERSONNEL ONLY

Access to the common element roofs is strictly prohibited to all persons **EXCEPT**:

- **Licensed and Insured Contractors/Vendors** who have been retained by the Association or a Unit Owner for specific repairs or maintenance (e.g., HVAC repair).
- **Ameri-Tech Management Personnel** for the purpose of inspection.
- **Emergency First Responders** (Fire/Police) in the performance of their official duties.
- **The Board of Directors for Bel-Forest Manor Condominium Association, Inc.**

Unit Owners, residents, guests, and tenants are prohibited from accessing the roof at any time for any reason, unless for the purposes of inspecting, repairing or replacing HVAC.

2. VENDOR REQUIREMENTS

Prior to being granted access to the roof, any vendor or contractor must:

- **Proof of Licensure:** Possess a current, valid state license appropriate for the work being performed.
- **Proof of Insurance:** Submit a Certificate of Insurance (COI) to Ameri-Tech Community Management naming the Association as an additional insured. The COI must include:
 - General Liability Insurance.
 - Workers' Compensation Insurance (statutory limits).

3. ACCESS PROCEDURE

To maintain security and track activity, the following procedure must be followed **before** any work begins:

1. **Advance Notification:** Unit Owners or their vendors must contact Ameri-Tech Community Management at **(727) 726-8000** during business hours to request access instructions at least forty-eight (48) hours before the desired appointment, absent Emergency. An Emergency is defined the Unit Owner's HVAC system being completely inoperable for twelve (12) or more hours.
2. **Check-In/Check-Out:** Keys or access codes will only be released to the vendor upon verification of the license and insurance requirements listed in Section 2, even in the case of an Emergency.
3. **Logbook:** The vendor may be required to sign a "Roof Access Log" indicating the date, time in, time out, and scope of work performed, even in the case of an Emergency.
4. **NOTE: The placement of ladders, scaffolds, etc., against the Mansard barrel tiles is STRICTLY PROHIBITED, even in the case of an Emergency.**

4. RULES OF CONDUCT ON ROOF

- **Debris:** All tools, equipment, and debris must be removed immediately upon completion of the work. The roof must be left in the same condition as it was found.
- **Damages:** The vendor (and the Unit Owner, if the vendor was hired privately) shall be held financially responsible for any damage to the roof membrane, flashing, or equipment caused during access.

5. VIOLATIONS

Any Unit Owner who accesses the roof in violation of this policy, or who allows an unauthorized/uninsured vendor to access the roof, shall be subject to:

- Immediate demand to vacate the roof.
- Fines as permitted by Florida Statutes and the Association's governing documents.
- Reimbursement to the Association for any costs incurred to inspect or repair the roof following the unauthorized access.

Adoption Date: 9-18-2026

Authorized Signature: Matthew D. Miller (President/Secretary)