

## AMENDED POLICY REGARDING ENTRY INTO CONDOMINIUM UNITS BY THE ASSOCIATION

At its scheduled meeting on November 10, 2025, the Board of Directors voted upon and approved a policy to require all unit owners to provide the Association with a key to their unit, or the digital code to a key pad, if a key is not used for entry.

Amendments were made to this Policy, which are stated herein, and were approved by the Board of Directors on April 28, 2026.

As stated in Section 11.1 of the Declaration of Restrictive Covenants for Cappello II the Association shall have “the irrevocable right to have access to any portion of each Unit and its Limited Common Elements from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of such portions thereof as required by this Declaration or the Act, for performing extermination services, or at any time and by force, if necessary, for making emergency repairs therein necessary to prevent damage to the Common Elements or to any other Unit or Units.”

Section 718.111(d)(5) of the Florida Statutes also grants irrevocable access to the Association.

Access by the Association to the condominium units is necessary, from time to time, for the reasons stated above. The establishment of this formal policy will facilitate the administration of this procedure.

The keys will be maintained in the Cappello II community by a designated Board Member and a successor Board Member, if the primary Member is not present in the Community.

This policy will be implemented as follows:

1. A canvassing of the community will be conducted by Board members on February 19 and 24, 2026, to determine which keys and/or digital codes currently on file with the Association, are workable. Those units for which the keys and/or digital codes are verified, shall be deemed to be in compliance with this Policy;
2. Within fourteen (14) days of email notice of same, unit owners whose keys were found to be not workable, and owners who have no key or digital code on file, shall provide such required items to the Association. Additionally, if a unit owner has a security system, information regarding same must also be given to the Association;

3. To provide a greater degree of security, keys and digital codes must be either personally delivered to, or received by a Board member. Receipts will be issued to the owner confirming the receipt of the required items, and their compliance with this provision. This transfer procedure will be explained in the initial email notice to owners advising them of the deficiency;
4. The same procedure will also apply to new condominium owners, in which case, the key or combination must be provided within thirty (30) days of their taking ownership;
5. In the event that a unit owner changes keys and /or digital codes, the Board must be advised within thirty days of same, and arrangements must be made with the Board to receive and verify said item;
6. For all routine inspections (such as the inspection of the fire sprinkler heads in each unit), the following procedure shall apply:
  - (a) Email notification of said inspection must be provided to all residents at least ten (10) days prior to the scheduled inspection date or dates;
  - (b) Upon receipt of such notice, residents may request a specific appointment time for such inspection, only if special circumstances exist (such as the illness or disability of a resident or health issues in which there is impairment or limited awareness of a resident). In this way, the unit owner shall be assured that a responsible individual shall be present when the inspection is conducted. This appointment request must be made to a designated Board member, and the appointment time must be confirmed by email;
  - (c) Before entering a unit, the Board Member accompanying the technician must ring the door bell twice, with the second occurring approximately one minute after the first. If there is no response, and entry is made with a key or digital code on file with the Board, the Board Member must announce their presence, frequently, when first opening the door, and again, when reaching the top of the stairway for the upper units;
  - (d) The Association shall make a reasonable effort to schedule inspections during the months of December through April, when more residents are present in the community, but this cannot be assured due to existing vendor contract requirements; vendor availability, and other related matters.

7. In cases of entry into an unoccupied unit, a reasonable attempt must be made to contact the owner before entry is made. This requirement shall not apply in situations in which immediate entry is necessary. If unit entry occurs without the prior knowledge of the unit owner, email notification of said entry, and the reason for same, shall be given to the owner within forty (48) hours after its occurrence;
8. In all cases, in which a third party must enter a unit to conduct an inspection or perform work described herein, a member of the Board shall accompany said third party into the unit and shall remain therein until the work is completed;
9. This Policy shall become effective immediately.

BY ORDER OF THE BOARD OF THE BOARD OF DIRECTORS. APRIL 28, 2026.