Ellis Akins

[redacted] | Cocoa, FL 32927 | [redacted]

Monday, November 16, 2026 • By certified mail, return receipt requested

Panther Ridge Homeowners Association of Brevard, Inc.
c/o Community Management Professionals, Inc. (Associa), Attn: Official Records Custodian
4901 Vineland Road, Suite 455, Orlando, FL 32811

Copy by USPS Certified Mail to Jennifer L. Davis, Esq., Counsel for the Association
Arias Bosinger, PLLC, 280 W. Canton Avenue, Suite 330, Winter Park, FL 32789

Official records request

Vendor correspondence, enforcement, assessment and December 1 election

Dear Records Custodian,

As owner of [redacted], I request inspection and copies under Fla. Stat. § 720.303(4)–(5). The request covers September 1 through November 16, 2026, and includes the earlier records identified below. I am copying Association counsel because Arias Bosinger issued the letters identified in item 4 on the Association's behalf.

I seek existing, nonexempt official records maintained by or for the Association. Include responsive emails, texts, group and TownSq messages among directors, officers, management, committees and vendors, with replies, forwards and attachments. This includes qualifying director-to-director messages in personal accounts used for Association business. Please provide each distinct record once.

1. **Levy, due date and verification.** From the earliest authorization or invoice, provide the resolutions, meeting and owner notices, motions, votes and minutes concerning the $298.39 charge and its due date. For the $275 fee, $23.39 in costs and any additional sum used to determine eligibility, include itemized invoices, matter IDs, nonprivileged service descriptions, Association accounts-payable or general-ledger entries and disbursement records, and instructions allocating costs to my parcel, including costs of handling my vendor correspondence or restricting my communications. For the November 10 "Legal Ledger Charges" item, include the motion, minutes, recorded votes or abstentions and any written decision identifying the parcel, violation, amount and action taken. Item 9 covers any recording. Include records setting any due date earlier than the payment deadline in counsel's October 30 letter, correspondence on my November 5 dispute, and CAM Jennifer Almonte's signed November 9 verification, the request for it and its supporting records.
2. **Eligibility decision.** Provide candidate lists, written determinations and instructions showing who decided my eligibility, when, the balance and due date used, any reliance on the November 9 verification and any subsequent recheck. Include instructions to management, the printer or TownSq to include, remove or restore my name or count votes for me.
3. **November 11 account review.** Provide my parcel's ledger history and audit entries showing entry and edit times, user, source invoice, accounting dates and due dates. Include payment-crediting rules, balance snapshots and records of initiation, receipt, credit, settlement or reversal of my $298.39 payment and any other overdue balance recorded. Relevant times on November 11 (Eastern) are the 2:46 p.m. email, 3:09 p.m. ACH initiation, 4:18 p.m. zero-balance display with payment pending, and 5 p.m. nomination cutoff.
4. **Counsel's correspondence and mailing records.** Arias Bosinger emailed both letters from Jennifer L. Davis on November 11 at 2:46 p.m. Eastern.
   Debt verification — LetterStream job [redacted], USPS tracking [redacted].
   Candidacy response — LetterStream job [redacted], USPS tracking [redacted].
   Provide the Association's nonprivileged dispatch instructions, mailing proofs, order confirmations and completion notices, including any upload, approval, release, hold, change and postal handoff timestamps. Include retained USPS acceptance and ordinary-mail dispatch records for both letters.

5. **Election calendar, notices and ballots.** Please provide records from the earliest planning for the 2026 annual meeting and election, including any 2025 planning records. The October 12 first notice names December 1 at 6 p.m. at Walter Butler Community Center. TownSq lists the announcement on October 20.

   Original schedule. Provide the Board's annual meeting schedule, CMP's management calendar and annual-meeting work plan under § 7(b) of its management agreement, calendar invitations, TownSq event entries and room reservations showing dates considered or selected. Possible planning dates include November 12 and November 22, 2026.

   Reason and authorization for any change. Please provide the correspondence, meeting packets, minutes, motions, votes or management instructions recording who proposed a change, when, the reasons given, the alternatives considered and who authorized the final schedule. Include the Association's or CMP's exchanges with Walter Butler Community Center or another proposed venue about holds, bookings, releases or cancellations, and instructions to the printer and TownSq.

   Earlier notices and where the originals were kept. For each date considered or selected, provide the earliest retained calendar entry and notice, any revised or withdrawn versions, and distribution logs, version histories, event or document IDs or audit entries showing when and where they were approved, posted, sent, replaced or removed. If an original is unavailable, include any existing record of its last custodian, storage location, transfer, deletion or retention period.

   Notice and voting windows. Please include existing calendars or instructions setting or recalculating the first-notice, nomination, candidate-sheet, second-notice and voting dates for each proposed or adopted schedule. For December 1, Amended Bylaws § 4.2(a)–(d) calls for first notice by November 1, nominations by 5 p.m. November 11, candidate sheets at least 20 days before the election, and the second-notice packet November 12–17. Include any existing notice, calendar revision or instruction documenting a change to those dates or the electronic voting window.

   Campaign communications. For the November 5 TownSq post "Your vote matters." and the November 6 management email "PANTHER RIDGE HOA BOARD," provide publication approvals or instructions, send or digest reports showing dates and audience groups, and records of any correction, withdrawal or offer of comparable publication to other candidates. Please omit individual recipient addresses.

   Paper packets as distributed. For each mailing, including replacements, provide the retained specimen or final print master with the second notice, blank ballot, instructions, envelope specimens and candidate sheets in the order, size and quantity printed. Include the original candidate sheets as submitted, approved proofs, and printer fulfillment or correction confirmations identifying the version sent.

   For TownSq, provide the retained version of each electronic ballot and candidate packet released to members in the form displayed or distributed. Include version IDs, instructions, notices and records of the November 9 release, the November 11 digital-voting suspension, reopening and corrections, including any vendor incident ticket recording why voting was paused and restored. Include existing aggregate counts or processing records showing how earlier votes were handled. For [redacted], provide my March 25, 2023 voting consent and subsequent records of invitations, permissions or access changes. Please omit voting choices and information linking any voter to a ballot.

6. **Correspondence about the driveway application.** For my August 30, 2026 "Driveway Expansion" application (TownSq ID [redacted]), provide correspondence sent or received by directors, the architectural review committee or management, including internal TownSq messages, reviewer comments, emails, texts and attachments. Include communications about dimensions, approval conditions, deadlines, expiration, extensions, resubmission or any connection to parking enforcement. I have the owner-facing file. Please omit duplicates unless they contain new annotations, revisions, messages or attachments.

7. **Vehicle-sign and parking violations, notice and cure.** For each case, provide the Covenants History for Unit or equivalent from its first entry. Include original photos, field definitions and audit entries showing who entered or changed each date and when. Provide inspection schedules and assignments for [redacted] showing who reported or assigned each inspection, when, and whether it was routine or prompted by a complaint. Include the cited rule, notices, cure instructions, deadlines, service and mailing logs, reinspection reports and case entries recording closure, referral or legal costs.

   Parking item [redacted] shows "Date Received: 10/15/2026" and an October 15 photo. I received the TownSq message November 11. Provide the notice preference on file and records of observation, earlier dispatch or service, the event and date used to start any cure period, my November 11 corrective action and my November 13 response.

   For counsel's October 30 vehicle-sign demand, provide the first complaint and supporting incident reports, factual statements, source communications and nonprivileged implementation instructions. Include records identifying who requested and authorized the demand, when, any Board vote or prior delegation relied on, and any cure or payment deadline applied. Include reinspection records showing whether the vehicle sign remained in place or the matter was closed.

   Counsel's November 10 letter separately alleges that I placed signs urging owners to vote against current directors. Provide existing nonprivileged complaints, recorded or written firsthand accounts, photos, video or incident entries identifying the signs, date, location and conduct attributed to me.

   For the September 15 Chattel Ship notice posted on TownSq September 22, provide the mailing-list or vendor job entry for [redacted], dated USPS acceptance or other proof of mailing for that batch, and any delivery confirmation for my copy. The envelope bears Richardson, TX permit 562 and "[redacted]." Provide records showing the triggering event and dates used for the 30-day grace period and its application, if any, to the vehicle-sign or parking-on-grass case.

8. **Klean/FOM correspondence and enforcement decisions.** Provide receipt, routing and forwarding records for my September 12 request, the October 6 production and my October 8 and 10 Klean/FOM letters mailed by certified mail October 16. Counsel's return receipt shows October 19 delivery. Include any Association or management receipt, each recipient's packet, incoming-mail logs, email headers, attachments and retained viewing logs. Include correspondence, referrals or instructions documenting any decision in response to those matters to investigate, reply, involve counsel, restrict my communications or inspect my parcel.

   For the October 27 cease-and-desist letter, provide the first complaint, supporting incident reports, factual statements, source communications and nonprivileged implementation instructions. Include records showing who requested and authorized the letter, when, and any Board vote or prior delegation relied on.

   Include records linking the vendor correspondence, a complaint or referral to either violation in item 7, the October 30 demand, a counsel matter, invoice or candidacy decision.

9. **Board meeting recordings.** Provide any existing audio or video recording of the following 2026 meetings that qualifies as an Association official record, including one maintained as minutes under Fla. Stat. § 720.303(3) or kept by a manager on a phone used for Association business.

   July 14. Meeting concerning Deanna Kaier's appointment as treasurer.

   September 22. The agenda included the Chattel Ship letter and the separate fining policy.

   November 10. The Board met entirely by Microsoft Teams. Include any Teams recording, existing transcript and meeting entry containing the recording link.

   Please provide complete, playable files in the format retained, including all segments. A working download link is acceptable. If a recording is unavailable, please provide any existing record of its creation, expiration or deletion and the applicable portion of the Association's records retention policy under Fla. Stat. § 720.303(4)(c).

10. **October 2026 member financial package.** Please provide the October 2026 monthly financial package as prepared for homeowners for the month ended October 31, including its balance sheet, monthly and year-to-date income and expense statements, schedules, notes and attachments. Fla. Stat. § 720.303(4)(a)10.

11. **Playground repairs and painting.** Please provide the original estimate from Enlace Paint & Design, LLC included in the playground proposal Lisa Harlow presented at the December 6, 2025 emergency board meeting (minutes, p. 1). The minutes report a combined $4,680 estimate from PlayLofts and Enlace for repair, repainting and sealing. Include the message transmitting Enlace's estimate, its attachments and the board packet copy as presented. Fla. Stat. § 720.303(4)(a)9.

    Provide the work orders, agreements, change orders, correspondence, minutes and approvals identifying who assigned work to each vendor, when, and whether FOM Contractors replaced Enlace, worked as a subcontractor or received a separate assignment. Include records of changes in scope or price, work accepted and payments made, and any entry showing whether FOM's December 16, 2025 invoice for $1,000 in painting labor was part of or additional to the $4,680 proposal.

Please make the records available within 10 business days after the Board or its designee receives this request, under Fla. Stat. § 720.303(5)(a). I request electronic copies of accessible official records that CMP or its licensed manager maintains electronically, as required by Fla. Admin. Code R. 61E14-2.001(2)(g), Standards of Professional Conduct. Email attachments or a downloadable link are acceptable. Please include existing timestamps, time zones, senders and recipients, subject to lawful redaction.

For paper-only records, please offer an inspection date and location under § 720.303(5)(a). If a requested record is unavailable or withheld, I would appreciate a brief indication of the item and any exemption relied on. Please make any accessible portions available. You may email copies or arrangements for this request only. I continue to request postal delivery of formal Association notices.

Sincerely,

Ellis Akins