



LIC. #: CCC1331459

Date: 02/19/2026

RE: RTM Umbrella Warranty & Maintenance Agreement - annual Renewal #SU25120

Dear Brian Lopez,

We appreciate your decision for choosing us to service your roofing system. It is time to renew your Best Roofing RTM Warranty & Umbrella Agreement. Nothing is more critical to the long-term performance of your roofing system than a program of regular inspections and proper maintenance.

The roof system manufacturer that holds your Warranty requires annual maintenance and inspections in order to keep the warranty valid. Many insurance companies are also requiring documentation of annual roof maintenance in order to continue coverage.

The following is a list of typical services provided by Best Roofing during maintenance:

- Scheduled roof inspections
- Clean roof of all debris
- Seal and top off all penetrations
- Caulk counter flashings as needed
- Minor flashing repairs
- Coat flashings as needed
- Client inspection report with pictures
- All leaks repaired (as per agreement)

Enclosed please find the renewal agreement for signature. Kindly return the agreement to our office along with check or credit card information so we may quickly process this for you. Once processed, we will schedule your annual roof inspection and maintenance work.

Thank you again for your business.

Best Roofing Service Department



LIC. #: CCC1331459

EXCLUSIVE UMBRELLA ROOF MAINTENANCE & WARRANTY PROGRAM

Umbrella #:	SU25120	Area of Roof (sf):	14,999
Contract With:	Carlton House c/o Castle Group	Start Date:	04/08/2026
Building:	Carlton House	Expiration Date:	04/08/2027
Building Address:	2701 South Ocean Boulevard Highland Beach, FL 33487	Fee:	\$1,373.02
Contact Name:	Brian Lopez		
Site Specific Notes:			

INSPECTION & MAINTENANCE PROVISIONS FOR CONTINUED WARRANTY COVERAGE:

As a condition precedent for your Workmanship and/or Manufacturer's Warranty to remain in effect, an Annual Inspection, along with the required Maintenance, must be performed anytime within said Renewal period. The annual fee must be paid prior to the end of the twelfth (12) month to remain in compliance with the Warranty.

Conditions to be inspected and maintenance performed: (If Applicable)

Field of Roof

- General Roof Condition
- Surface and Laps/Seams
- Blisters (limited to 30 sq. ft./per year)
- Roof Expansion Joints

Drainage system

- General Condition
- Gutters (Cleaning if Accessible)
- Scuppers (Roof Side)
- Drain Flashing

Perimeter Flashings

- General Condition
- Wall Flashing & Edge Flashing
- Counter Flashing

Roof Top Units

- General Condition
- HVAC Equipment Flashing
- Exhaust Vent Flashing

Penetrations

- Pipe Wraps
- Pitch Pans/Chem Curbs
- Curb Flashing

Other

- Surface Contamination (Limited to 100 sq. ft. per year)
- Vegetation
- Traffic Patterns
- Loose Debris Removal

Best Roofing will contact the Owner or Owner's Representative sixty (60) days prior to expiration of the Warranty coverage to renew the Maintenance and Warranty Program for the next year. Owner maintains right to not renew, thereby forfeiting Workmanship Warranty. Annual maintenance/inspection fee is subject to change in accordance with roof condition and/or market pricing.

ADDITIONAL REPAIRS

Roof problems not covered by this agreement such as Acts of God or damages caused by others in addition to the exclusions outlined in this agreement will be repaired for an additional fee. Authorization will be secured before any roofing work outside of the agreement is performed.

INSURANCE

All Best Roofing personnel are fully insured with Worker's Compensation, Liability, and Vehicle Insurance.

Acceptance:
 Title: PRESIDENT CARLTON HOUSE
 Date: MARCH 3, 2026



Jake's Seal of Approval

Decline: _____
 Title: _____
 Date: _____

WARRANTY PROVISIONS FOR PRODUCT AND CONTRACTOR WORKMANSHIP

1. Best Roofing hereby gives a Warranty to the above named Owner should leaks develop in the roofing system, flashing or roofing sheet metal during the period of coverage commencing from the date of completion, Best Roofing will make all repairs necessary to stop leaks due solely and exclusively to:
 - a. Leaks in the membrane roofing system, flashing, or roofing sheet metal resulting from ordinary wear and tear by the elements.
 - b. Workmanship on the part of Best Roofing in application of the membrane roofing system or flashing.
 - c. A roof leak is defined as water entering the building from a specific location in the roofing system.
2. For purposes of the Warranty, "system" shall mean roof system, i.e., membrane, base flashing, insulation, fasteners and asphalt. "Leaks in the membrane roofing system" shall mean failure to maintain a watertight condition. "Repair" shall mean providing such materials and completing such services due to reasons not excluded in this Warranty, including the cost of labor, as deemed necessary by Best Roofing, to return the roofing system to a watertight condition for the remaining life of this Warranty. sole and exclusive responsibility is the cost of repair.
3. This Warranty is issued in lieu of all other Warranties available under applicable law. Best Roofing disclaims any implied Warranty, including the Warranty of merchantability and the Warranty of fitness for a particular purpose. Best Roofing shall not be liable for any incidental or consequential damages to the roof deck applied beneath the roofing system, this building, its contents or its occupants, loss of time or profits, or any inconvenience.
4. This Warranty contains all the provisions of your remedies from Best Roofing. Best Roofing's liability is limited to the cost of repair associated with any damages solely caused by its' negligence.

OWNER RESPONSIBILITIES

1. The owner/owner's representative must notify Best Roofing within ten (10) days of leak discovery. The notice must reference the Umbrella number.
2. Owner must notify Best Roofing in writing of the changes in the original usage of the building, or underlayment that would impact the roofing system. Owner is responsible for the removal of all standing water, debris, or equipment before repairs can begin.
3. If it is determined by Best Roofing that the cause(s) of reported leak(s) is not covered by Best Roofing's Workmanship Warranty, Best Roofing will advise the owner of the type and extent of repair(s) required to be made at the Owner's expense. If such repair(s) is promptly and reasonably made, this Warranty will remain in effect for the unexpired portion of the Warranty period. If the Owner fails to make such repair(s), this Warranty may be terminated at Best Roofing's option, becoming null and void and Best Roofing will have no further liability.
4. Owner must permit Best Roofing, or its affiliates, reasonable access to the building roof and interior to perform repairs and/or audit the condition of the roof.
5. This Warranty is assignable to another Owner by the original building Owner if the following conditions are met: (1) Request is in writing within 30 days after ownership transfer; (2) The roof is inspected by Best Roofing and any required repairs are completed and paid for; (3) The proposed assignment is approved in writing by Best Roofing; and (4) An assignment/administration fee of \$500 is paid to Best Roofing. This Warranty is not otherwise assignable, directly or indirectly.
6. Best Roofing shall not be liable for any damages caused by Others which are based upon negligence, breach of Warranty, strict liability, tort, or any other theory of liability other than the exclusive liability set forth in this express Warranty. Sole and exclusive responsibility is the cost of repair (limited to five (5) times the amount of the fee indicated on this agreement.)

EXCLUSIONS

Best Roofing shall have no obligation to repair or replace the roofing system, base flashing, or roofing sheet metal items which fail to remain watertight as a direct or indirect result of any one or more of the following causes which may arise during the applicable warranty period.

1. Natural disasters including, but not limited to floods, lightning, fire, hail, earthquakes, wind damage and other acts of God.
2. Failure to notify Best Roofing within 10 days of:
 - a. Changes in the use of the building that could adversely affect the performance of the roofing system/base flashing.
 - b. Unauthorized modifications or additions to the roofing system.
 - c. Discovery of a leak in the roofing system.
3. Repairs performed by others than Best Roofing.
4. Failure or movement of the roof deck.
5. Rooftop equipment mounting details such as sheet metal, air conditioning equipment.
6. Traffic, storage of materials, abuse, misuse, or vandalism. Direct or indirect damage caused by wildlife, such as birds, rats, bullet holes or punctures.
7. Wall Expansion joints.
8. Performance of products not maintained by Best Roofing, including but not limited to metal work, mechanical attachments, and adhesives.
9. Infiltration or condensation of moisture in, through, or around walls of the building structure or surrounding areas. Wet insulation and/or rotten wood replacement. Roofs with excessive moisture underneath the membrane.
10. Ponding water conditions, unless actively leaking due to membrane failure in area of ponding water or algae growth.
11. Blister repairs. Blisters at seams will be repaired during annual maintenance up to 30 SF / Year.
12. Failure of skylight components. Best Roofing is solely responsible for roof flashing around skylight.
13. Exterior wall scupper maintenance, or leak repairs when not accessible to technicians. Rusted out sheet metal flashing.



LIC. #: CCC1331459

Best Roofing
1600 NE 12th Terrace
Ft. Lauderdale, FL 33305
954-941-9111

INVOICE

DATE: 02/19/2026
INVOICE: SU25120

BILLING ADDRESS:
Carlton House c/o Castle Group
2701 South Ocean Boulevard
Highland Beach, FL 33487

PROPERTY:
Carlton House
2701 South Ocean Boulevard
Highland Beach, FL 33487

DESCRIPTION	AMOUNT
RTM Umbrella Warranty & Maintenance Agreement - Annual	\$1,373.02

SUBTOTAL \$ \$1,373.02
BALANCE DUE \$ \$1,373.02

Please make all checks payable to Best Roofing

I hereby authorize the work indicated above.
Payment terms: upon receipt.

If you have any questions about this invoice, please contact Sherlette Nichols at snichols@bestroofing.net
Thank you for your business.

Bryan Lopez-Pena

From: Judy Fenney <judyfenney1@gmail.com>
Sent: Tuesday, March 3, 2026 2:11 PM
To: BRIAN DUFFY
Cc: Bryan Lopez-Pena; johnliptak@icloud.com; obemorgan@gmail.com; darekbal@yahoo.com
Subject: Re: Carlton House- Best Roofing- Maintenance Agreement Renewal

This Message Is From an External Sender

This message came from outside your organization.
When in doubt, please contact the IT department.

Report Suspicious

I approve

Judy

Sent from my iPhone

On Feb 25, 2026, at 10:14 PM, BRIAN DUFFY <btduffy322@gmail.com> wrote:

On going maintenance looks good and is approved by me. Need to other approvals.
Thanks! Brian

On Feb 25, 2026, at 1:47 PM, Bryan Lopez-Pena <blopez@castlegroup.com> wrote:

Good Afternoon Board,

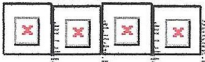
I'm following up on my previous email. Please let me know if you have any questions or require any additional information.

Regards,

<2025signature_2298c9c0-9578-463f-a7f3-fdcdbd7b50bab.png>

Bryan Lopez-Pena

Property Manager | Castle Group
2701 S Ocean Blvd, Highland Beach, FL 33487
blopez@castlegroup.com | www.castlegroup.com
P: 800.337.5850



Bryan Lopez-Pena

From: Johnliptak@icloud.com
Sent: Tuesday, March 3, 2026 1:27 PM
To: 'BRIAN DUFFY'
Cc: Bryan Lopez-Pena; judyfenney1@gmail.com; obemorgan@gmail.com; darekbal@yahoo.com
Subject: RE: Carlton House- Best Roofing- Maintenance Agreement Renewal

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When in doubt, please contact the IT department.

[Report Suspicious](#)

Approved

Warm Regards
John Liptak, PSM
Johnliptak@icloud.com
786.547.6340

From: BRIAN DUFFY <btduffy322@gmail.com>
Sent: Tuesday, March 3, 2026 11:45 AM
To: BRIAN DUFFY <btduffy322@gmail.com>
Cc: Bryan Lopez-Pena <blopez@castlegroup.com>; judyfenney1@gmail.com; johnliptak@icloud.com; obemorgan@gmail.com; darekbal@yahoo.com
Subject: Re: Carlton House- Best Roofing- Maintenance Agreement Renewal

We need two more board members to approve! Thanks!! Brian

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I'm following up on my previous email. Please let me know if you have any questions or require any additional information.

Regards,