

BUSH | ROSS
ATTORNEYS AT LAW

1801 N. Highland Avenue
Tampa, Florida 33602
(813) 204-6475 [Phone]
(813) 223-9620 [Fax]
www.bushross.com

Mailing Address:
Post Office Box 3913
Tampa, Florida 33601-3913

ALEXA CAMARENO CALDEVILLA
(813) 204-6492 [Direct Line]

December 5, 2024

VIA CERTIFIED MAIL,
AND VIA REGULAR U.S. MAIL

LTS Worldwide, Inc.
c/o Larry Bassett
318 Boxwood Dr.
Davenport, FL 33837

RE: Demand Letter / Preservation of Evidence
Bush Ross, P.A. Client: The Forest at Ridgewood Homeowners' Association, Inc.
Bush Ross, P.A. File No.: 021364.00000

Dear Mr. Bassett:

Please be advised that our firm serves as general counsel for The Forest at Ridgewood Homeowners' Association, Inc. (the "Association"). Your willful failure to transfer the Association's accounts and official records to the Board of Directors has been referred to this office for legal action.

As you know, Jedi Management LLC ("Jedi") assumed management responsibilities for the Association effective December 1, 2024. Despite Jedi's repeated efforts to obtain your cooperation, you have failed to turn over the Association's accounts and records. As a former board member and property manager, you no longer have legal authority or possession rights over the Association's records. Your continued refusal to provide these records constitutes a conversion of Association property, which is actionable under Florida law.

This letter constitutes formal demand made that you provide all official records and account information to Jedi within **seven (7) days** of the date on this letter. You may coordinate this transfer by contacting Jedi at Admin@JediManagement.com or (698) 204-2057. A list of the records the Association is required to maintain is enclosed for your reference.

Additionally, this letter serves as notice of your legal obligation to preserve, retain, and protect all documents, records, books, and data—whether electronic or physical—related to the business of the Association. You are prohibited from destroying, concealing, or altering any such materials. Failure to preserve and retain these documents may constitute spoliation of evidence,

Larry Bassett
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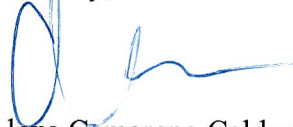
exposing you to potential legal claims, damages, or court-imposed sanctions. Further, the deletion of emails or official Association records violates Florida Statute §720.303(4) and constitutes a breach of fiduciary duty, for which you may be held personally liable.

It has also come to the Association's attention that you are disseminating misinformation about its business affairs and Board members. These statements appear intended to undermine the integrity of the Association's directors and interfere with its operations. Accordingly, demand is further made that you immediately cease and desist from making such false and damaging statements. If your actions amount to defamation or tortious interference with a business relationship, the Association reserves the right to pursue all available legal remedies.

Should you fail to comply with this demand, the Association will have no choice but to proceed with legal action to protect the Association's interests. If the Association is forced to pursue legal action, the Association will seek all remedies available to it under the law, including injunctive relief, damages and attorneys' fees and costs.

Please govern yourself accordingly.

Sincerely,



Alexa Camareno Caldevilla

cc: The Forest at Ridgewood Homeowners' Association, Inc.

List of Records

- Login credentials to the Association's website
- Initial Owner Roster - Includes Names, Account Numbers, Property and Mailing Addresses, Phone Numbers, and Email Addresses, as well as Tenant Information if applicable; should be in Excel or CSV format
- Association Bylaws, Amendments, and Site Maps
- Assessment Schedule detailing amounts and payment frequency, along with the most recent assessment billing report
- Debt Collection Procedures, including details on late fees, interest rates, and grace periods
- Current and, if available, upcoming year's approved budgets
- List of Vendors, including account numbers, contact details, and mailing addresses
- Recent Utility Bills, complete with PINs and login credentials where relevant
- Association's Insurance Certificate
- Bank where the Association's operational funds are held
- Accounting Software in Use
- Latest Financial Statement, including bank statements, reconciliations, and relevant schedules
- Accounts Receivable and Prepaid Report up to the end of the previous month
- Historical Accounts Receivable Ledgers
- Owner Resale Information
- Year-to-Date 1099 report for vendors & Vendor Transaction History
- List of Collection Files Sent to Legal Counsel, including their contact details
- Projected Date for Sending Final Financials and Remaining Funds
- Details about the pick-up of any physical records, and whether they are stored onsite or at a rented storage facility
- Association's Physical Assets such as keys, gate cards, and personal items
- Active Vendor Contracts
- Insurance Coverage Documents
- Board Resolutions and Policy Statements
- Meeting Minutes Archive
- Banking Details - names of banks, account numbers, list of authorized signers, and balance information
- Policy on Deed Restriction Enforcement
- Approved Architectural Changes
- Final Month's Financial Reports along with Bank Statements
- Checks for remaining operating and reserve capital
- Final Bank Account Statements - proof of account closure and zero balances