



**AMENDMENT No. 3 to the
AGREEMENT FOR PROPERTY INSPECTION SERVICES FOR UNDERWRITING
with SUTTON INSPECTION BUREAU, INC. OF FLORIDA**

This document amends Agreement No. 21-20-0022-03 (the "Agreement") by and between CITIZENS PROPERTY INSURANCE CORPORATION ("Citizens") and SUTTON INSPECTION BUREAU, INC. OF FLORIDA ("Vendor") (collectively, the "Parties").

For sufficient, good and valuable consideration, the Parties agree to amend the Agreement as follows:

1. Changes in Terminology. The following terminology changes are made throughout the Agreement:
 - a. Each instance of "Inspect" and "Inspection" shall be deleted and replaced with "Survey." Each instance of "Inspections" shall be deleted and replaced with "Surveys." These changes apply to all tenses and cases of "Inspect," "Inspection," and "Inspections."
 - b. Each instance of "Inspector" and "Inspectors" shall be deleted and replaced with "Field Representative" and "Field Representatives," respectively.
 - c. Each instance of "General Conditions/Four Point Combined" Surveys and "GC/Four Point Combined" shall be deleted and replaced with "Interior/Exterior" Surveys. As with other Survey Types (formerly Inspection Types), the specific requirements for performing an Interior/Exterior Survey remains subject to change upon mutual agreement of the Parties without the need for a formal amendment.

These changes do not apply to (i) any reference(s) to Citizens' Office of Inspector General; or (ii) the corporate name Sutton Inspection Bureau, Inc. of Florida. The changes in terminology do not modify any of the Parties' past, present or future rights or obligations under the Agreement.

The performance of Surveys under this Agreement shall not be interpreted to include any of the professional survey activities regulated and licensed under Chapter 472, Florida Statutes.

2. Commercial Roof Surveys. Section 5.2.3.(d) is deleted in its entirety and replaced with the following:
 - d. **Roof Survey:** Survey must include a physical inspection of the building(s) to document the condition of the roof at the time of the Roof Survey. The Survey Report shall include photographs, must document the condition of the predominant roof and secondary roof, and at a minimum shall include:
 - i. photos of each exterior roof slope including hazards or maintenance issues;
 - ii. type of roof covering material;
 - iii. roof covering age in years (whole number);
 - iv. date of last roofing permit as reflected in the BuildFax Report;

- v. date of last update. If updated, identify if it was a full replacement, partial replacement or Unable to Verify;
- vi. identify overall condition of the exterior roof covering, soffit, and fascia as either satisfactory or unsatisfactory;
- vii. any visible exterior signs of damage or deterioration; and,
- viii. any visible signs of leaks.

3. **Criminal Background Checks.** Effective October 1, 2024, the first two (2) sentences of Section 3.10. of the Agreement shall be replaced by the following:

Vendor must have conducted a criminal background check on each Vendor Staff within the preceding twelve (12) months. As new Vendor Staff are added, the criminal background check must have been conducted within the twelve (12) months preceding the date they begin providing Services to Citizens. Following the initial criminal background check, if a Vendor Staff person continues to provide Services to Citizens, a new criminal background check must be conducted at least every twenty-four (24) months from the date of the last background check.

4. **License Not Required for Commercial Roof Surveys.** Exhibit B is amended to delete all Minimum Licensing requirements for Field Representatives conducting Commercial Roof Surveys. While no minimum licensing is required for Field Representatives conducting Commercial Roof Surveys as of the Effective Date of this Amendment No. 3, each Field Representative must be adequately trained and otherwise experienced and qualified in accordance with the Agreement.

5. **Public Records Addendum.** Vendor agrees that the Public Records Addendum attached hereto as Addendum 1 to Amendment No. 3, (the "Addendum") is hereby incorporated into this Agreement in order to address the public posting of this Amendment No. 3, and its disclosure to third parties.

The sections of the Agreement not expressly modified or replaced by this Amendment shall remain in effect pursuant to their terms. To the extent any of the provisions of the Amendment are inconsistent or conflict with any provisions of the Agreement, the inconsistent or conflicting provisions of this Amendment shall control.

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SIGNATURE PAGE FOLLOWS**

Executed on the dates set forth below by the undersigned authorized representatives of the Parties, to be effective as of the date of the last signature below.

CITIZENS PROPERTY INSURANCE CORPORATION:

DocuSigned by:
James Adams

 SIGNATURE

James Adams

 TYPED NAME

Chief Insurance Officer

 TITLE

11/14/2024

 DATE SIGNED

SUTTON INSPECTION BUREAU, INC. OF FLORIDA:

[Signature]

 SIGNATURE

Thomas Hoenig

 TYPED NAME

Executive Vice President

 TITLE

11/13/2024

 DATE SIGNED

DocuSigned by:
Jeremy Pope

 SIGNATURE

Jeremy Pope

 TYPED NAME

Chief Administrative officer

 TITLE

11/14/2024

 DATE SIGNED

ADDENDUM 1 PUBLIC RECORDS ADDENDUM

Company Name ("Vendor"): Sutton Inspection Bureau, Inc. of Florida
Agreement Name/Number ("Agreement"): Property Surveys for Underwriting / 21-20-0022-03
Contract Document Covered By This Addendum: Amendment No. 3
Primary Vendor Contact Name: Andrea Kudlak
Telephone: 727-384-5454 x109
Email: andrea.kudlak@sibfla.com

Citizens is subject to Florida public records laws, including Chapter 119, Florida Statutes. As a part of providing public access to Citizens' records, Citizens makes its contracts available on Citizens' external website located at www.citizensfla.com/contracts. This Addendum is incorporated into the Agreement in order to address Citizens' public posting of the Amendment No. 3 and its disclosure to third parties.

If Vendor asserts that any portion of the Amendment No. 3 is exempt from disclosure under Florida public records laws, (the "Redacted Information"), such as information that Vendor considers a protected "trade secret" per Section 815.045, Florida Statutes, then Vendor must select the corresponding declaration below and provide the following to Vendor.ManagementOffice@citizensfla.com:

- (1) A copy of the Amendment No. 3 in PDF format with the Redacted Information removed (the "Redacted Amendment No. 3"); and,
- (2) A dated statement on Vendor's letterhead in PDF format clearly identifying the legal basis for Vendor's redaction of the Redacted Information (the "Redaction Justification").

Vendor must select one (1) of the two (2) declarations below. If Vendor does not select one (1) of the two (2) declarations below, or if Vendor fails to provide the Redacted Amendment No. 3 and Redaction Justification within thirty (30) calendar days of Vendor's receipt of the fully executed Amendment No. 3, then without further notice to Vendor, Citizens may post the non-redacted version of the Amendment No. 3 on its public website and may release it to any member of the public.

Vendor Declaration:
<input checked="" type="checkbox"/> Vendor WILL NOT SUBMIT a Redacted Amendment No. 3. Citizens may post Vendor's full, complete, and non-redacted Amendment No. 3 on its public website, and may release the Amendment No. 3 to any member of the public without notice to Vendor.
<p>Or</p> <input type="checkbox"/> Vendor asserts that a portion of the Amendment No. 3 is confidential and/or exempt under Florida Public Records law. Therefore, Vendor WILL SUBMIT a Redacted Amendment No. 3 and a Redaction Justification within thirty (30) calendar days of receipt of the fully executed Amendment No. 3. Citizens may post Vendor's Redacted Amendment No. 3 on its public website, or release it to any member of the public, without notice to Vendor. If Citizens receives a public records request for the Amendment No. 3, Citizens will provide only the Redacted Amendment No. 3 and Redacted Justification to the requestor. Vendor acknowledges that, in the event of any legal challenge regarding these redactions, Vendor will be solely responsible for defending its position or seeking a judicial declaration.