



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 14 | Revision Date: 12/18/2025

SECTION 1 | SUMMARY INFORMATION

Date: 2/13/2026

Commission Agenda Item Letter to the Commission (LTC) Letter to External Stakeholder(s) Other Document

Document Title/Purpose: Residential Enhancement Program Right of Entry and Liability Waiver Agreement
Roberta McWhite

Commission Meeting Date: 12/2/2025 CAM #: 25-0947 Item #: 2-3

CAM attached: Yes No Action Summary Attached: Yes No CIP FUNDED: Yes No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CAO Router Name: Erica Harper Ext: 6088

Department: CRA Router Name: Jonelle Adderley Ext: 4508

Department Approval (Director/Chief): Name Vanessa Martin Init VM Date: 2/13/2026

*Return Document To: Jonelle Adderley Department: CRA Ext: 4508
** email scan to Erica H.*

**REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.*

Scan Date: _____ Attach Certified Resolution #: _____ Original form route to CAO: Yes No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required Yes No

Is the attached Granicus document final? Yes No Number of Originals Attached: 1

Attorney's Name: Lynn Solomon Approved as to Form: Yes No Initials: [Signature]

Route to: Finance (if applicable) Date: _____ Route to: CCO Date: 2-19-26

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: _____ Number of Originals: _____

Route to CMO Date: _____ Route to Mayor Date: _____

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: FEB115 Date Received: 2/24/26 Received From: CAO

To CM/ACM: R. Williams C. Cooper Y. Matthews Q. Pough B. Rogers

Approved Init.: S for continuous routing to **Rickelle Williams, City Manager/Executive Director**

Disapproved: _____ Comments: _____

CMO Executive Assistant Route to: CCO | HR | OMB | Other: _____ Date: 2/27/26 Initial: APD

RIGHT OF ENTRY AND LIABILITY WAIVER AGREEMENT

This Agreement is entered into by and between:

Owner(s)

Roberto M. White

Property Address

436 N.W. 16th Ave.

City/Town

Ft. Lauderdale, FL 33311

Folio No(s)

Legal Description (attach if available)

PARCEL NUMBER 504204-25-0880

PROPERTY ADDRESS: 436 NW 16 AVE

DORSEY PARK SECOND ADD 23-10 B
LOT 3 BLK 12



*****AUTO**5-DIGIT 33311 T166 P1 504204-25-0880
MCWHITE, ROBERTA M
436 NW 16TH AVE
FORT LAUDERDALE, FL 33311-8850

Fort Lauderdale Community Redevelo
organized pursuant to Chapter 163, Pa

Whereas, the NPFCRA was created in
Progresso-Flagler Heights Community

NPFCRA has created a program for exterior improvements for Owner(s) in the UKA Area,
which may provide, at the discretion of the NPFCRA, up to \$10,000 for certain exterior
improvements to existing homes.

TERMS

Now therefore, in consideration of one or more of the following activities to be conducted on
the Property, the Owner(s) thereof hereby grants to NPFCRA a right of entry and access to
the Property and a waives liability against NPFCRA, its employees, agents and public officials,
for activities conducted under this Agreement in order to perform only those improvements
specifically selected by the Owner in the "Type of Improvement Requested" section of this
Agreement (the "Work"). For purposes of this Agreement, the term "Work" shall mean only
those improvements expressly selected by the Owner(s) and approved by the NPFCRA.

 Painting of the exterior, in accordance with the selection made by the Owner(s)

 Landscaping, in accordance with the selections made by the Owner(s)

RM Exterior lighting, in accordance with the selections made by the Owner(s)

RM Driveway repairs and/or installation, in accordance with the selections made by the

Owner(s)

RM Fence repairs and/or installation, in accordance with the selections made by the

Owner(s)

0472165

Contractor Selection and Documentation

The Owner(s) may select a qualified Contractor(s) of its own choosing to perform the Work. Before the NPFCRA will make any disbursements, the Owner(s) must provide adequate and sufficient documentation that it has procured a minimum of two (2) estimates from qualified Contractors for the Work, and upon selecting one of the estimates, Owner(s) must provide a copy of a signed estimate between the Owner(s) and the Contractor(s), a copy of the Contractor(s) license and proof of insurance and such other information as requested by the NPFCRA. NPFCRA reserves the right to reject any Contractor(s) it deems unqualified in its sole discretion.

Compliance and Permitting

The selected Contractor(s) shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations in connection with the performance of the Work, as defined in this Agreement. The selected Contractor(s) shall be responsible for securing all necessary permits and approvals required to perform the Work and shall provide proof of permit issuance to the NPFCRA and the Owner(s) prior to commencement. All associated permit fees shall be the responsibility of the Owner, unless otherwise approved in writing by the NPFCRA.

Disbursements and Payment Procedures

A Notice of Commencement is required and the NPFCRA must be listed on the Notice as an additional party to receive notice to Owner(s). The NPFCRA may, at its sole discretion, make one or more disbursements, including advance, partial, and final payments, provided that all required documentation has been submitted and verified. Notwithstanding the foregoing, the NPFCRA reserves the right to issue a joint check payable to the Owner(s) and the Contractor(s) and to withhold payment to the Owner(s) and issue a check directly to a subcontractor or lienor providing notice to owner to the NPFCRA. In some instances, the NPFCRA may require partial and/or final releases of liens in its sole discretion.

Proof of Permits as Condition of Payment.

As a condition precedent to the disbursement of any payment under this Agreement: for any advance or partial payments, the Owner(s) and/or their Selected Contractor(s) shall provide the NPFCRA with satisfactory proof that all applicable permits required by the Department of Sustainable Development (DSD) have been duly obtained. For the final payment, the Owner(s) and/or their selected Contractor(s) shall provide the NPFCRA with satisfactory proof that all required permits related to the Work have been successfully closed out, including evidence of final inspection approval and permit closure by the City's inspectors. NPFCRA have no obligation to authorize or release any payment until the applicable documentation is received and verified.

Advance Payment for Permits and Related Expenses

The NPFCRA may, at its sole discretion, authorize an advance payment of up to thirty percent (30%) of the approved project amount to cover permit fees and related upfront expenses. To qualify for such advance, the Owner(s) and/or their selected Contractor(s) must provide supporting documentation, including but not limited to: invoices or receipts from DSD; proof of material purchase costs directly related to the approved scope of work; a copy of a signed estimate between the Owner(s) and the selected Contractor(s); and any other documentation reasonably required by the NPFCRA to verify the expense. Any advance payment issued under this section shall be deducted from the NPFCRA's final funding disbursement. In no event shall the NPFCRA's total contribution exceed the maximum program award of Ten Thousand Dollars (\$10,000). The Owner(s) shall remain solely responsible for all costs exceeding the maximum award.

Funding Limitations

The maximum funding assistance available under this Agreement is Ten Thousand Dollars (\$10,000). If the total cost of improvements exceeds this amount, the Owner(s) shall be solely responsible for all additional costs. The NPFCRA will disburse its contribution only after completion of the approved improvements and verification by NPFCRA staff, in accordance with the disbursement procedures set forth in this Agreement. Any advance payment authorized pursuant to the *Advance Payment for Permits and Related Expenses* section shall be applied toward, and not in addition to, the Ten Thousand Dollar (\$10,000) maximum program award.

Residency/Occupancy Requirement

The Owner(s) represents and warrants that, at the time of application, the Property is a single-family residence that is either (i) occupied by the Owner(s) as their primary residence, or (ii) occupied by a tenant pursuant to a valid lease agreement. The Owner(s) further agrees to maintain the Property as either owner-occupied or tenant-occupied for a minimum period of five (5) years following completion of the improvements. At the sole discretion of the CRA Executive Director or CRA Manager, properties consisting of two-to-four (2-4) residential units may also be considered for participation; however, the Owner(s) must reside in one of the units as their primary residence. If the Property is sold, transferred, or left vacant during this period, the Owner(s) may be required to repay a portion of the funds on a graduated basis. Specifically, if the sale, transfer, or vacancy occurs within one (1) year of completion, one hundred percent (100%) of the funds may be subject to repayment; within two (2) years, eighty percent (80%); within three (3) years, sixty percent (60%); within four (4) years, forty percent (40%); and within five (5) years, twenty percent (20%). After five (5) years from the completion of the improvements, no repayment shall be required. Repayment obligations shall be at the sole discretion of the NPFCRA.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business or organization. The text outlines various methods for recording transactions, including the use of journals, ledgers, and account books. It also discusses the importance of regular audits and reconciliations to ensure the accuracy of the records. The document concludes by stating that maintaining accurate records is a fundamental responsibility of any business owner or manager.

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Homeowners' Association (HOA Approvals)

The Owner(s) acknowledges and agrees that, for properties located within deed-restricted communities or otherwise subject to the authority of a homeowners' association, condominium association, cooperative association, or any similar governing board or architectural review committee (collectively, "HOA"), the Owner(s) shall be solely responsible for obtaining all required approvals, consents, or authorizations from the applicable HOA prior to the commencement of any Work. The Owner(s) shall provide the NPFCRA with written confirmation of such approvals as a condition precedent to the disbursement of any funds under this Agreement. The NPFCRA shall have no obligation to obtain HOA approval on behalf of the Owner(s) and shall not be liable for any denial of approval, enforcement action, lien, or other remedy pursued by the HOA in connection with the Work.

This right of entry and waiver of liability granted by the Owner(s) is a requirement to access the funds under the Residential Enhancement Program (the "Program"), which was established by the Fort Lauderdale Community Redevelopment Agency Board of Commissioners. The purpose of the Program is to provide assistance to qualified owners to landscape, paint the exterior of their homes and/or complete other improvements to the façade of their homes.

This right of entry and access to the Property is hereby granted by the Owner(s) to the NPFCRA and its Contractors(s) and their subcontractors thereof, employees, and authorized agents, for the purpose of accomplishing the above purpose. The Owner(s) agrees and warrants to hold harmless NPFCRA, its officers, agents, employees or assigns for damage of any type, whatsoever, either to the above described Property or to any persons present thereon and hereby releases, discharges and waives and releases NPFCRA from any action against NPFCRA, its officers, agents, employees, or assigns from all liability to Owner(s), Owner(s)'s children, relatives, guests, representatives, assigns, or heirs, for defects in the work product, bodily injury, death or property damage that Owner(s) may suffer in connection with any activities on the Property, whether caused solely or partially by the NPFCRA, its officers, agents, employees, or assigns.

I/we have read this Right of Entry and Liability Waiver Agreement, or it has been read to me/us, and I/we fully understand its terms, understand that I have given up substantial rights by signing it, am aware of its legal consequences, and have signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me and intend for my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

After the improvements are completed, Owner(s) agrees to maintain the improvements at his or her own expense. NPFCRA shall have no obligation to maintain the improvements. Further, NPFCRA shall have no liability for any defects in the quality of the product.

Owner(s) understands and acknowledges if he or she does not understand the legal consequence of signing this Agreement, he or she is encouraged to seek the advice and counsel of an attorney.

WHEREOF, the undersigned has caused this Right of Entry and Waiver of Liability Agreement to be executed on this 20 day of January, 2020.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

Property Owner(s):

Roberta M. McWhite

[Print Name]

[Print Name]

Roberta M. McWhite

[Signature]

[Signature]

Witness:

Jonelle Adderley

[Signature]

Jonelle Adderley

[Print Name]

**STATE OF FLORIDA
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me by means of physical presence or online, this 20 day of January, 2026, by ROBERTA M. McWhite.

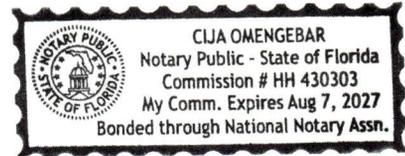
CIJA OMENGEBAR

Notary Public, State of Florida

CIJA OMENGEBAR

Name of Notary Typed, Printed or Stamped

(SEAL)



Personally Known _____ OR Produced Identification

Type of Identification Produced driver license

WITNESSES:

[Handwritten Signature]
[Witness signature]

Andrew Diaz
[Witness type or print name]

[Handwritten Signature]
[Witness signature]

Jose Hruscack
[Witness type or print name]

AGENCY:

FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY, a body corporate and politic of the State of Florida created pursuant to Part III, Chapter 163

By: [Handwritten Signature]
Rickelle Williams, Executive Director

Approved as to form and correctness:
Shari L. McCartney
City Attorney / General Counsel

[Handwritten Signature]
Lynn Solomon,
Assistant General Counsel

ATTEST:

[Handwritten Signature]
David R. Soloman,
CRA Secretary



Improvement Selection Agreement

Owner(s) Name (Print): Robert M. McWhite

Property Address (Print): 436 NW 16th Ave

The undersigned Owner(s) agrees to meet with the selected Contractor(s) to review and confirm the proposed design, layout, and/or placement for the improvements selected below. The Owner(s) understands that once a selection is made and approved, no changes may be made without prior written approval from the NPFCRA.

Select the Improvements Being Requested (check all that apply):

Painting

- Body Color: _____

- Trim Color: _____

- Accent Color: _____

Landscaping

- Meet with landscaping contractor to review and confirm design.

Fencing (Installation or Repair)

- Meet with fence contractor to review and confirm layout/placement.

Exterior Lighting

- Meet with lighting contractor to review and confirm placement/design.

Driveway Repair/Installation

- Meet with driveway contractor to review and confirm design.

Acknowledgment

The undersigned Owner(s) confirms that the improvements selected above will be reviewed and agreed upon with the appropriate Contractor(s).

Signature: Robert M. McWhite Date: 1/27/26

Signature: _____ Date: _____

Property Maintenance Agreement

The undersigned Owner(s) agrees to maintain all improvements and landscaping completed under the Residential Enhancement Program in good condition and at their own expense. The NPFCRA shall have no responsibility for maintenance or repair once improvements are complete.

Signature: Roberta M. McWhite Date: 1/20/26

Signature: _____ Date: _____

Florida DRIVER LICENSE  

M392-195-87-000-0 CLASS E

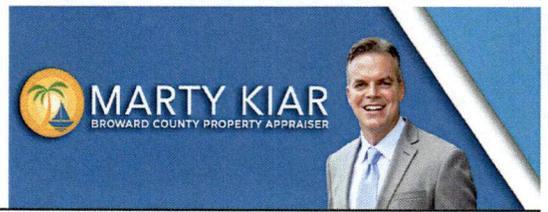
MC WHITE
ROBERTA MONROE
199 NW 16TH AVE
FORT LAUDERDALE FL 33311-8850

DOB: 08/27/1957 SEX: F
ISS: 08/27/2033 HGT: 5'-04"
REST: B HAIR: NONE

SAFE DRIVER
41 ISS: 07/16/2025
SDD: R01250766620

Robert M. Moore

Operation of a motor vehicle constitutes consent to any sobriety test required by law



PROPERTY SUMMARY

Tax Year: 2026	Property Use: 01-01 Single Family	Deputy Appraiser: Residential Department
Property ID: 504204250880	Millage Code: 0312	
Property Owner(s): MCWHITE, ROBERTA M	Adj. Bldg. S.F.: 1261	Appraisers Number: 954-357-6831
Mailing Address: 436 NW 16 AVE FORT LAUDERDALE, FL 33311	Bldg Under Air S.F.: 1254	Email: realprop@bcpa.net
Property Address: 436 NW 16 AVENUE FORT LAUDERDALE, 33311-8850	Effective Year: 1976	Zoning : RS-8 - RESIDENTIAL SINGLE FAMILY/LOW MEDIUM DENSITY
	Year Built: 1975	Abbr. Legal Des.: DORSEY PARK SECOND ADD 23-10 B LOT 3 BLK 12
	Units/Beds/Baths: 1 / 3 / 1	

PROPERTY ASSESSMENT

Year	Land	Building / Improvement	Agricultural Saving	Just / Market Value	Assessed / SOH Value	Tax
2026	\$16,200	\$353,730	0	\$369,930	\$46,700	
2025	\$16,200	\$353,730	0	\$369,930	\$45,480	\$1,156.53
2024	\$16,200	\$285,140	0	\$301,340	\$44,200	\$1,010.74

EXEMPTIONS AND TAXING AUTHORITY INFORMATION

	County	School Board	Municipal	Independent
Just Value	\$369,930	\$369,930	\$369,930	\$369,930
Portability	0	0	0	0
Assessed / SOH 94	\$46,700	\$46,700	\$46,700	\$46,700
Granny Flat				
Homestead 100%	\$25,000	\$25,000	\$25,000	\$25,000
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exemption Type	0	0	0	0
Affordable Housing	0	0	0	0
Taxable	\$21,700	\$21,700	\$21,700	\$21,700

SALES HISTORY FOR THIS PARCEL

Date	Type	Price	Book/Page or Cin
08/10/2010	Quit Claim Deed Non-Sale Title Change	\$100	47298 / 422
08/10/2010	Quit Claim Deed Non-Sale Title Change	\$100	47298 / 420

LAND CALCULATIONS

Unit Price	Units	Type
\$3.00	5,400 SqFt	Square Foot

Date	Type	Price	Book/Page or Cin
07/27/2010	Personal Representatives Deed Non-Sale Title Change	\$100	47298 / 416
06/01/1983	Special Warranty Deed	\$38,500	
07/01/1982	Certificate of Title	\$1,000	

RECENT SALES IN THIS SUBDIVISION

Property ID	Date	Type	Qualified/ Disqualified	Price	CIN	Property Address
504204250370	10/24/2025	Warranty Deed	Qualified New Construction	\$525,000	120561179	532 NW 17 AVE FORT LAUDERDALE, FL 33311
504204250380	10/24/2025	Warranty Deed	Disqualified Sale	\$525,000	120556927	538 NW 17 AVE FORT LAUDERDALE, FL 33311
504204250210	08/19/2025	Warranty Deed	Qualified Sale	\$420,000	120407352	537 NW 16 AVE #1-2 FORT LAUDERDALE, FL 33311
504204250610	04/08/2025	Quit Claim Deed	Disqualified Sale	\$63,400	120169597	409 NW 17 AVE FORT LAUDERDALE, FL 33311
504204250241	03/26/2025	Warranty Deed	Qualified Sale	\$449,000	120134003	517 NW 16 AVE FORT LAUDERDALE, FL 33311

SPECIAL ASSESSMENTS

Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
Ft Lauderdale Fire-rescue (03)						FT Laud Stormwater Cat I (F1)		
Residential (R)						1.00		

SCHOOL

North Fork Elementary School: B
Parkway Middle School: C
Stranahan High School: B

ELECTED OFFICIALS

Property Appraiser	County Comm. District	County Comm. Name	US House Rep. District	US House Rep. Name
Marty Kiar	8	Robert McKinzie	20	Sheila Cherfilus-McCormick

Florida House

Rep. District	Florida House Rep. Name	Florida Senator District	Florida Senator Name	School Board Member
99	Daryl Campbell	32	Rosalind Osgood	Dr. Jeff Holness

RETURN TO:
BARBARA K. SUNSHINE
5237 West Broward Boulevard
Plantation, FL 33317

THIS INSTRUMENT PREPARED BY:
BARBARA K. SUNSHINE
5237 West Broward Boulevard
Plantation, FL 33317

Folio Number: 5042 04 25 0880

Q U I T - C L A I M D E E D

THIS QUIT-CLAIM DEED, Executed this ¹⁰ day of August, 2010, by GARY V. MONROE, a married man, whose post office address is 432 N.W. 16 Avenue, Ft. Lauderdale, FL 33311, First Party, to ROBERTA M. McWHITE, whose post office address is 436 N.W. 16 Avenue, Ft. Lauderdale, FL 33311, Second Party:

WITNESSETH: That the said First Party, for and in consideration of the sum of TEN AND NO/100 (\$10.00) DOLLARS in hand paid by the Second Party, the receipt of which is hereby acknowledged, does hereby remise, release, and quit-claim unto the said second party forever, all the right, title, interest, claim, and demand which the said first party has in and to the following described lot, piece, or parcel of land, situate, lying, and being in the County of Broward, State of Florida, to-wit:

Lot 3, Block 12, DORSEY PARK SECOND ADDITION, according to the Plat thereof, recorded in Plat Book 23, Page 10, of the Public Records of Broward County, Florida.

GRANTOR HEREIN AFFIRMS THAT SUBJECT PROPERTY IS NOT HIS HOMESTEAD AND THAT IT IS NOT CONTIGUOUS THERETO AND THAT HIS RESIDENCE ADDRESS IS SET FORTH ABOVE.

TO HAVE and to HOLD, the same together with all and singular the appurtenances thereunto belonging on in anywise appertaining, and all the estate, right, title, interest, lien, equity, and claim whatsoever of the said first party, either in law or equity, to the only proper use, benefit, and behoof of the said second party forever.

"First Party" and "Second Party" are used for singular or plural, as context requires.

IN WITNESS WHEREOF, the said First Party has signed and sealed these presents the day and year first above written.

Signed, sealed, and delivered in the presence of:

Bea Gibbons
Signature of Witness

Bea Gibbons
Printed Name of Witness

Ann Roundtree
Signature of Witness

Ann Roundtree
Printed Name of Witness

Gary V. Monroe
GARY V. MONROE

STATE OF FLORIDA
COUNTY OF BROWARD

I HEREBY CERTIFY that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared GARY V. MONROE, known to me to be the person described in and who executed the foregoing Quit-Claim Deed, who acknowledged before me that he executed same. Said person is () personally known to me or () provided photo identification.

WITNESS my hand and official seal in the County and State last aforesaid this 10th day of August, 2010.



Rebecca Jean-Baptiste
NOTARY PUBLIC, STATE OF FLORIDA

/AFF/Mathis.QCD