

PREPARED BY AND RETURN TO:  
Lynn Solomon, Assistant City Attorney  
City of Fort Lauderdale  
1 E. Broward Blvd., Suite 1320  
Fort Lauderdale, FL 33301

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**CITY OF FORT LAUDERDALE, A MUNICIPAL CORPORATION OF THE STATE OF  
FLORIDA IS EXEMPT FROM PAYMENT OF EXCISE TAXES ON DOCUMENTS.**

**CITY OF FORT LAUDERDALE  
REHABILITATION/REPLACEMENT HOUSING PROGRAM SECOND MORTGAGE**

THIS MORTGAGE entered into on this 5<sup>th</sup> day of December, 2025, between, **Nina Phillips Mitchell**, a single woman, hereinafter called, and if more than one party, individually, jointly and severally hereinafter called "Mortgagor(s)", residing at **2210 NW 23<sup>rd</sup> Lane, Fort Lauderdale, Florida, 33311**, in favor of the City of Fort Lauderdale, a municipal corporation of the State of Florida, hereinafter called "Mortgagee".

WITNESSETH: That to secure the payment of an indebtedness of State Housing Initiatives Partnership (SHIP) funds in the principal amount of **Eighty-Five Thousand Dollars and No/100 Dollars (\$85,000.00)**, with soft costs and interest if any, thereon, which shall be payable in accordance with the terms of the Participation Agreement between Mortgagor and Mortgagee on file with the office of the City Clerk, City of Fort Lauderdale and certain Promissory Note(s), hereinafter called "Note(s)", and all other indebtedness which the Mortgagor is obligated to pay to the Mortgagee pursuant to the provisions of the Note(s) and this Mortgage, the Mortgagor hereby grants, conveys and mortgages to the Mortgagee:

ALL that certain lot, piece or parcel of land situate in Broward County, Florida, more particularly described as follows:

Legally described as:

Lot 2, Block 1, ROCK ISLAND ESTATES, according to the Map or Plat thereof, recorded in Plat Book 58, at Page 38, of the Public Records of Broward County, Florida. ("Property")

TOGETHER with all appurtenances thereto and all the estate and rights of the Mortgagor in and to such property or in anywise appertaining thereto; all buildings and other structures now or hereafter thereon erected or installed, and all fixtures and articles of personal property now or hereafter attached to, or used in, or in the operation of, any such land, buildings or structures which are necessary to the complete use and occupancy of such buildings or structures for the purposes for which they were or are to be used, erected or installed, including, but not limited to, all heating, plumbing, bathroom, lighting, cooking, laundry, ventilating, refrigerating, incinerating and air-conditioning equipment and fixtures, and all replacements thereof and additions thereto, whether or not the same are or shall be attached to such land, buildings or structures in any manner;

TOGETHER with any and all awards now or hereafter made for the taking of the property mortgaged hereby, or any part thereof (including any easement) by the exercise of the power of eminent domain, including any award for change of grade of any street or other roadway, which awards are hereby assigned to the Mortgagee and are deemed a part of the property mortgaged hereby, and the Mortgagee is hereby authorized to collect and receive the proceeds of such awards, to give proper receipts and acquittances therefor, and to apply the same toward the payment of the indebtedness secured by this Mortgage, notwithstanding the fact that the amount owing thereon may not then be due and payable; and the Mortgagor hereby agrees, upon request, to make, execute and deliver any and all assignments and other instruments sufficient for the purpose of assigning each such award to the Mortgagee, free, clear and discharged of any encumbrances of any kind or nature whatsoever. The fifteen (15) year period shall commence on the date the City issues a final certificate of occupancy or final inspection. If no sale, lease, transfer, or other event of default occurs during the fifteen (15) year period, the terms of this encumbrance shall be satisfied, and the Property Owner shall be issued a Satisfaction of Mortgage.

TOGETHER with all right, title and interest of the Mortgagor in and to the land lying in the streets and roads in front of and adjoining the above-described land (all the above-described land, buildings, other structures, fixtures, articles of personal property, awards and other rights and interests being hereinafter collectively called the "Mortgaged Property").

TO HAVE AND TO HOLD the Mortgaged Property and every part thereof unto the Mortgagee, its successors and assigns forever for the purposes and uses herein set forth.

AND the Mortgagor further covenants and agrees with the Mortgagee, during the term of this Mortgage as follows:

1. The Mortgagor shall promptly pay the principal of and interest, if any, on the indebtedness evidenced by the Note(s), and all other charges and indebtedness provided therein and, in this Mortgage, at the times and in the manner provided in the Note(s) and in this Mortgage.

2. The Mortgagor shall pay when due, as hereinafter provided, all ground rents, if any, and all taxes, assessments, water rates and other governmental charges, fines and impositions, of every kind and nature whatsoever, now or hereafter imposed on the Mortgaged Property, or any part thereof, and shall pay when due every amount of indebtedness secured by any lien to which the lien of this Mortgage is expressly subject.

3. This Mortgage and Note(s) were executed and delivered to secure monies credited in full to the Mortgagor by the Mortgagee as or on account of a Rehabilitation/Replacement Loan evidenced by the Note(s), for the purpose of making the improvements described or referred to in the Participation Agreement (Rehabilitation/Replacement) made and entered into between the Mortgagor and Mortgagee, hereinafter referred to as "Agreement", the same being incorporated herein verbatim and made a specific part of this Mortgage by reference, to or on the Mortgaged Property, and for such other purpose, if any, described or referred therein, which improvements are hereinafter collectively referred to as the "Improvements". The Mortgagor shall make or cause to be made all Improvements. If the construction or installation of the Improvements shall not be



carried out with reasonable diligence, in the sole opinion of the Mortgagee, or shall be discontinued at any time for any reason, other than strikes, lock-outs, acts of God, fires, floods, or other similar catastrophes, riots, war or insurrection, the Mortgagee, after due notice to the Mortgagor, is hereby authorized to: (a) enter upon the Mortgaged Property and employ any watchmen, protect the Improvements from depreciation or injury and to preserve and protect such property; (b) carry out any or all then existing contracts between the Mortgagor and other parties for the purpose of making any of the Improvements; (c) make and enter into additional contracts and incur obligations for the purposes of completing the Improvements pursuant to the obligations of the Mortgagor hereunder, either in the name of the Mortgagee or the Mortgagor; and, (d) pay and discharge all debts, obligations and liabilities incurred by reason of any action taken by the Mortgagee as provided in this Paragraph, all of which amounts so paid by the Mortgagee, with interest, if any, thereon from the date of each such payment, at the rate, if any, provided in the Note(s), shall be payable by the Mortgagor to the Mortgagee on demand and shall be additionally secured by this Mortgage.

4. The Improvements and all plans and specifications therefor shall comply with all applicable municipal ordinances, regulations and rules made or promulgated by lawful governmental authorities, and upon their completion, shall comply therewith and with such ordinances, rules and regulations having jurisdiction over the Mortgaged Property.

5. No building or other structure or improvement, fixture or personal property mortgaged hereby shall be removed or demolished without the prior written consent of the Mortgagee. The Mortgagor shall not make, permit or suffer any alteration of or addition to any building or other structure or improvement now or which may hereafter be erected or installed upon the Mortgaged Property, or any part thereof, except the Improvements required to be made pursuant to Paragraph 3 hereof, nor shall the Mortgagor use, or permit or suffer the use of, any of the Mortgaged Property for any purpose other than the purpose or purposes for which the same is now intended to be used, without the prior written consent of the Mortgagee. The Mortgagor shall maintain the Mortgaged Property in good condition and state of repair and shall not suffer or permit any waste to any part thereof and shall promptly comply with all the requirements of Federal, State and Local governments, or of any departments, divisions or bureaus thereof, pertaining to such property or any part thereof.

6. The Mortgagor shall not voluntarily create, or permit or suffer to be created or to exist, on or against the Mortgaged Property, or any part thereof, any lien superior to the lien of this Mortgage, exclusive of the lien or liens, if any, to which this Mortgage is expressly subject, as set forth in the granting clause above, and shall keep and maintain the same free from the claims of all parties supplying labor or materials which shall enter into the construction or installation of the Improvements.

7. (a) The Mortgagor shall keep all buildings, other structures and improvements, including equipment, now existing or which may hereafter be erected or installed on the land mortgaged hereby, insured against loss by fire and other hazards, casualties and contingencies, including flood insurance, in such amounts and manner, and for such periods all as may be required from time to time by the Mortgagee pursuant to this Mortgage and the Agreement. Unless otherwise required by the Mortgagee, in the Agreement, all such insurances shall be affected by



Standard Fire and Extended Coverage Insurance Policies, in amounts not less than necessary to comply with the coinsurance clause percentage of the value applicable to the location and character of the property to be covered. All such insurance shall be carried in companies approved by the Mortgagee and all policies therefore shall be in such form and shall have attached thereto loss payable clauses in favor of the Mortgagee and any other parties as shall be satisfactory to the Mortgagee including the holder of a lien of a mortgage or similar instrument to which this Mortgage is expressly subject. Certificates satisfactory to the Mortgagee of all such policies, and attachments thereto, shall be delivered promptly to the Mortgagee. The Mortgagor shall pay promptly when due, as provided in the Agreement, any and all premiums on such insurance, and in every case in which payment thereof is not made from the deposits therefore required (if required) by this Mortgage, promptly submit to the Mortgagee for examination receipts or other evidence of such payment as shall be satisfactory to the Mortgagee. The Mortgagee at its option may obtain and pay the premium for every kind of insurance required in the Agreement upon the renewal date and in the amount of such premium required by the Agreement.

(b) In the event of loss or damage to the Mortgaged Property, the Mortgagor shall give to the Mortgagee immediate notice thereof by mail, and the Mortgagee may make and file proof of loss if not made otherwise promptly by or on behalf of the Mortgagor. Each insurance company issuing any such policy is hereby authorized and directed to make payment thereunder for such loss to the Mortgagor and the Mortgagee jointly, unless the amount of loss is payable first to the holder of a lien under a mortgage or similar instrument to which this Mortgage is expressly subject; and the insurance proceeds, or any part thereof, if received by the Mortgagee, may be applied by the Mortgagee, at its option, either in reduction of the indebtedness hereby secured, or to the restoration or repair of the Mortgaged Property damaged. In the event of foreclosure of this Mortgage, or of any transfer of title to the Mortgaged Property in extinguishment of such indebtedness, all right, title and interest of the Mortgagor in and to every such insurance policy then in force, subject to the rights and interest of the holder of any such prior lien, shall pass to the grantee acquiring title to the Mortgaged Property together with such policy and appropriate assignment of such right, title and interest which shall be made by the Mortgagor.

8. The Mortgagor reserves the right to prepay at any time all or any part of the principal and interest, if any, provided in the Note(s), without the payment of penalties or premiums. The City will recapture the entire amount of the direct subsidy provided to the homeowner, or net sale proceeds.

9. Upon any failure by the Mortgagor to comply with or perform any of the terms, covenants or conditions of the Agreement and this Mortgage requiring the payment of any amount of money by the Mortgagor, other than the principal amount of the loan evidenced by the Note(s), interest, if any, and other charges, as provided in the Note(s), the Mortgagee may, at its option, make such payment. Every payment so made by the Mortgagee (including reasonable attorney's fees incurred thereby), with interest, if any, thereon from the date of such payment, at the rate provided in the Note(s), except any payment for which a different rate of interest is specified in the Agreement, shall be payable by the Mortgagor to the Mortgagee on demand and shall be secured by this Mortgage. This Mortgage with respect to any such amount and the interest, if any, thereon shall constitute a lien on the Mortgaged Property prior to any other lien attaching or accruing subsequent to the lien of this Mortgage.



10. The Mortgagee, by any of its agents or representatives, shall have the right to inspect the Mortgaged Property from time to time at any reasonable hour of the day. Should the Mortgaged Property, or any part thereof, at any time require inspection, repair, care or attention of any kind or nature not provided by this Mortgage as determined by the Mortgagee in its sole discretion, the Mortgagee may, after notice to the Mortgagor, enter or cause entry to be made upon the Mortgaged Property and inspect, repair, protect, care for or maintain such property, as the Mortgagee may in its sole discretion deem necessary, and may pay all amounts of money therefore, as the Mortgagee may in its sole discretion deem necessary.

11. The principal amount owing on the Note(s) together with interest, if any, thereon and all other charges, as therein provided, and all other amounts of money owing by the Mortgagor to the Mortgagee pursuant to and secured by this Mortgage or provided in the Agreement, shall immediately become due and payable without notice or demand upon the appointment of a receiver or liquidator, whether voluntary or involuntary, for the Mortgagor or any of the property of the Mortgagor, or upon the filing of a petition by or against the Mortgagor under the provisions of any State insolvency law, or under the provisions of the Federal Bankruptcy Act, as the same now exists or as it may later be amended, or upon the making by the Mortgagor of an assignment for the benefit of the Mortgagor's creditors. The Mortgagee is authorized to declare, at its option, all or any part of such indebtedness immediately due and payable upon the happening of any of the following events:

- (a) Failure to pay the remaining balance or deferred principal and interest, if any, or other charges payable on the Note(s), which have become due under the terms of the Agreement, this Mortgage, and the Note(s).
- (b) Nonperformance by the Mortgagor of any covenant, understanding, term or condition of the Agreement, this Mortgage, or of the Note(s) (except as otherwise provided in subdivision (a) hereof) or of any other agreement heretofore, herewith or hereafter made by the Mortgagor with the Mortgagee in connection with such indebtedness, after the Mortgagor has been given due notice by the Mortgagee of such nonperformance.
- (c) Failure of the Mortgagor to perform any covenant, agreement, term or condition in any instrument creating a lien upon the Mortgaged Property, or any part thereof, which shall have priority over the lien of this Mortgage.
- (d) The Mortgagee's discovery of the Mortgagor's failure in any application of the Mortgagor to the Mortgagee to disclose any fact deemed by the Mortgagee to be material, or for the making therein, or in the Agreement entered into by the Mortgagor with the Mortgagee (including, but not limited to, the Note(s) and this Mortgage) of any misrepresentation by or on behalf of, or for the benefit of the Mortgagor.
- (e) The sale, lease, transfer, or disposition of the Mortgaged Property, or any part thereof, without the prior written consent of the Mortgagee, in the manner provided in the Agreement. The Mortgagee's failure to exercise any of its rights hereunder shall not constitute a waiver thereof. All the events in this Paragraph enumerated upon the



happening of any of which the Note(s) shall become, or may be declared to be, immediately due and payable are in the Agreement and this Mortgage called "Events of Default".

12. The Mortgagee may from time to time cure each default under any covenant or agreement in any instrument creating a lien upon the Mortgaged Property, or any part thereof, which shall have priority over the lien of this Mortgage, to such extent as the Mortgagee may exclusively determine, and each amount paid, if any, by the Mortgagee to cure any such default shall be paid by the Mortgagor to the Mortgagee, and the Mortgagee shall also become subrogated to whatever rights the holder of the prior lien might have under such instrument.

13. (a) After the happening of any default hereunder, the Mortgagor shall, upon demand of the Mortgagee, surrender possession of the Mortgaged Property to the Mortgagee, and the Mortgagee may enter such property, and let the same and collect all rents therefrom which are due or to become due, and apply the same, after payment of all charges and expenses, on account of the indebtedness hereby secured, and all such rents and all leases existing at the time of such default are hereby assigned to the Mortgagee as further security for the payment of the indebtedness secured hereby; and the Mortgagee may also dispossess, by the usual summary proceedings, any tenant defaulting in the payment of any rent to the Mortgagee.

(b) In the event that the Mortgagor occupies the Mortgaged Property or any part thereof, the Mortgagor agrees to surrender possession of such property to the Mortgagee immediately after any such default hereunder, and if the Mortgagor remains in possession after such default, such possession shall be as a tenant of the Mortgagee, and the Mortgagor shall pay in advance, upon demand by the Mortgagee, as a reasonable monthly rental for the premises occupied by the Mortgagor, the greater of: an amount at least equivalent to one-twelfth of the aggregate or the twelve monthly installments payable in the current calendar year, if any, plus the actual amount of the annual ground rent, if any, taxes, assessments, water rates, other governmental charges, and insurance premiums payable in connection with the Mortgaged Property during such year, or an amount to be determined by the Mortgagee based on rents of comparable properties; and upon the failure of the Mortgagor to pay such monthly rental, the Mortgagor may also be dispossessed by the usual summary proceedings applicable to tenants. This covenant shall become effective immediately upon the happening of any such default, as determined in the sole discretion of the Mortgagee, who shall give notice of such determination to the Mortgagor, and in the case of foreclosure and the appointment of a receiver of the rents, the within covenant shall inure to the benefit of such receiver.

14. The Mortgagee in any action to foreclose this Mortgage shall be entitled to the appointment of a receiver without notice, as a matter of right and without regard to the value of the Mortgaged Property, or the solvency or insolvency of the Mortgagor or other party liable for the payment of the Note(s) and other indebtedness secured by this Mortgage.

15. The Mortgagor, within ten (10) days upon request in person or within twenty (20) days upon request by mail, shall furnish promptly a written statement in form satisfactory to the Mortgagee, signed by the Mortgagor and duly acknowledged, a statement of the amount then owing on the Note(s) and other indebtedness secured by this Mortgage, and whether any offsets or defenses exist against such indebtedness or any part thereof.



16. The Mortgagor shall give immediate notice by registered or certified mail to the Mortgagee of any fire, damage or other casualty affecting the Mortgaged Property, or of any conveyance, transfer or change in ownership of such property, or any part thereof, occurs.

17. Notice and demand or request may be made in writing and may be served in person or by mail.

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18. In case of a foreclosure sale of the Mortgaged Property, it may be sold in one parcel.

19. The Mortgagor shall not assign the rents, if any, in whole or in part, from the Mortgaged Property, or any part thereof, without the prior written consent of the Mortgagee.

20. The Mortgagor is lawfully seized, in fee simple title, of the Mortgaged Property and has good right, full power and lawful authority to sell and convey the same in the manner above provided and shall warrant and defend the same to the Mortgagee forever against the lawful claims and demands of any and all parties whatsoever.

21. The Mortgagor hereby waives the benefit of all homestead exemptions as to the debt secured by this Mortgage and as to any expenditure for insurances, taxes, levies, assessments, dues or charges incurred by the Mortgagee pursuant to any provision of this Mortgage.

22. It is further covenanted and agreed by the parties hereto that this Mortgage also secures the payment of and includes all future, or further advances as shall be made by the Mortgagee herein or its successors or assigns, to or for the benefit of the Mortgagors, or their heirs, personal representatives, or assigns, for the term of indebtedness under the Agreement, Promissory Note(s) and Mortgage, to the same extent as if such future advances were made on the date of the execution of this Mortgage.

The total amount of indebtedness that may be secured by this Mortgage may decrease or increase from time to time, but the total unpaid balance so secured at any one time shall not exceed the maximum allowable amount under the existing City of Fort Lauderdale Rehabilitation/Replacement Program, together with interest thereon, if any, and any and all disbursements made by the Mortgagee for the payment of taxes, levies or insurance on the property covered by the lien of this Mortgage with interest on such disbursements at the rate specified in the Note(s) referred to in this Mortgage, and for reasonable attorneys' fees and court costs incurred in the collection of any and all of such sums of money.

Such further or future advances shall be wholly optional with the Mortgagee, and the same shall bear interest at the rate as specified in the Note(s) referred to herein, unless said interest rate shall be modified by subsequent agreement.

23. This Mortgage and all the covenants, agreements, terms and conditions herein contained shall be binding upon and inure to the benefit of the Mortgagor and the heirs, legal representatives and assigns of the Mortgagor, and, to the extent permitted by law, every subsequent owner of the Mortgaged Property, and shall be binding upon and inure to the benefit to the



Mortgagee and its assigns. If the Mortgagor, as defined herein, consists of two or more parties, this Mortgage shall constitute a grant and mortgage by all of them jointly and severally, and they shall be obligated jointly and severally under all the provisions hereof and under the Note(s). The word "Mortgagee" shall include any person, corporation or other party who may from time to time be the holder of this Mortgage. Wherever used herein, the singular number shall include the plural, the plural number shall include the singular, and the use of any gender shall be applicable to all genders wherever the sense requires.

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IN WITNESS WHEREOF, this Note has been duly executed by the Maker(s), as of its date.

WITNESSES:

[Signature]  
Jason Adams  
Print Name

MAKER(S):

By: Nina Phillips Mitchell  
**Nina Phillips Mitchell**  
2210 NW 23<sup>rd</sup> Lane  
Fort Lauderdale, Florida 33311

914 NW 6th St Ste 103  
Fort Lauderdale, FL 33311  
Address

Danielle Sterling  
Danielle Sterling  
Print Name  
914 NW 6th St, Ste 103  
Fort Lauderdale, FL 33311  
Address

STATE OF: FLORIDA  
COUNTY OF: BROWARD

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 26 day of November, 2025, by **Nina Phillips Mitchell**.

[Signature]  
Signature of Notary Public, State of Florida  
Danielle Sterling  
Name of Notary Typed, Printed or Stamped



DANIELLE STERLING  
Commission # HH 292274  
Expires July 25, 2026

Personally Known \_\_\_\_\_ OR Produced Identification ✓

Type of Identification Produced FLDL

APPROVED AS TO FORM AND CORRECTNESS:  
D'Wayne M. Spence, Interim City Attorney

By: [Signature]  
Lynn Solomon, Assistant City Attorney

This instrument prepared by:  
Lynn Solomon, Assistant City Attorney  
City of Fort Lauderdale  
1 E. Broward Blvd., Suite 1320  
Fort Lauderdale, FL 33301

CITY OF FORT LAUDERDALE  
REHABILITATION/REPLACEMENT HOUSING PROGRAM PROMISSORY NOTE  
(Deferred Payment)  
STATE HOUSING INITIATIVES PARTNERSHIP

DATE: December 5<sup>th</sup>, 2025

CASE NO: RS25-019

NAME: **Nina Phillips Mitchell**, a single man

PROJECT: **State Housing Initiatives Partnership (SHIP) (2210 N.W 23rd Lane, Fort Lauderdale, Florida, 33311)**

FOR VALUE RECEIVED, the undersigned (referred to as "Maker(s)") jointly and severally promise to pay to the order of the CITY OF FORT LAUDERDALE, FLORIDA, a municipal corporation of the State of Florida (referred to as the "City"), or its successors in interest, the principal amount of **Eighty-Five Thousand Dollars and No/100 Dollars (\$85,000.00)** or as much shall be advanced.

1. TERM. Payment on the principal amount of the loan shall be deferred, so long as the property is occupied as the principal residence of the Maker(s), for a fifteen (15) year period. The fifteen (15) year period shall commence on the date the City issues a final certificate of occupancy or final inspection, whichever is applicable evidencing the house may be occupied by Maker(s). Repayment of the full loan amount will become due and payable upon sale, lease, or transfer of the property during the fifteen (15) year period. If no sale, lease, transfer, or other event of default occurs during the fifteen (15) year period, the terms of this encumbrance shall be satisfied, and the Maker(s) shall be issued a Satisfaction of Mortgage.
2. INTEREST RATE: The interest rate on the principal amount of the loan shall be zero percent (0%) per annum, except in any event of default under this Note, the Second Mortgage (as hereinafter defined), or the Agreement.
3. PAYMENT: Payment of the entire principal amount, or such part of the principal amount as has not been forgiven, is due immediately: (1) upon the sale, transfer or lease of the property identified and legally described in the Mortgage used to secure this Note, from the undersigned Maker(s) signing this Note (being the fee simple titleholder to the below referenced property), other than as a result of the transfer to heirs of the estate of the Maker(s); or (2) should the property be used for non-residential purposes; or (3) should the property not be maintained in standard condition; or (4) in the event of a default in the Mortgage, or in the performance of any of the covenants, understandings and agreements obtained and entered into to secure financing used in connection with this Note or in said



Mortgage. In such event, the entire unpaid principal amount and accrued interest, charged at the maximum rate allowed by law, if any, of this Note shall, become at once due and collectable without notice, time being of the essence, in accord with the Rehabilitation/Replacement Housing Program Participation Agreement (referred to as "Agreement") and Mortgage recorded in the public records as security for this note and notes executed in the future for construction of the Project as defined in the Mortgage. The unpaid principal amount and accrued interest, if any, shall both bear interest accruing thirty (30) calendar days after the time of such default until paid. Failure of the City to exercise its option shall not constitute a waiver of the right to exercise the same in the event of any subsequent default.

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The deferred payment on the principal amount of this Note is to be made in lawful money of the United States paid at:

CITY OF FORT LAUDERDALE  
FINANCE DEPARTMENT  
101 NE 3<sup>rd</sup> AVENUE, SUITE 2100  
FORT LAUDERDALE, FL 33301

The undersigned Maker(s) reserves the right to prepay at any time all or any part of the principal amount of this Note without the payment of penalties, interest or premiums. The City will recapture the entire amount of the direct subsidy provided to the homeowner, or net sale proceeds. During the deferred payment term of fifteen (15) years, this Note will not accrue interest except in the event of default. Any payment of this Note prior to any event of default during the term of the deferment shall be applied solely to the principal amount due on this Note.

If suit is instituted by the City to recover on this Note, the undersigned Maker(s) agrees to pay all costs of such collection, including reasonable attorney's fees and court costs at the trial and appellate levels.

This Note is secured by a City of Fort Lauderdale Rehabilitation/Replacement Housing Program Second Mortgage on real estate, for a substantial rehabilitation/replacement loan, recorded in Official Records Instrument # \_\_\_\_\_ of the Public Records of Broward County, duly filed for record in Broward County, Florida.

The City agrees to look solely to the real estate located at **2210 N.W 23rd Lane, Fort Lauderdale, Florida, 33311**, as security for this Note in part or in full, at any time to satisfy the debt established by this Note.

The undersigned Maker(s) hereby waives demand, protest and notice of demand and protest are hereby waived, and the undersigned Maker(s) hereby waives, to the extent authorized by law, any and all homestead and other exemption rights which otherwise would apply to the debt evidenced by this Note.

Whenever used herein the terms "City", and "Maker(s)" shall be construed in the singular or plural as the context may require or admit as of its date.

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IN WITNESS WHEREOF, this Note has been duly executed by the Maker(s), as of its date.

WITNESSES:

MAKER(S):

[Signature]  
Jason Adams  
Print Name

By: [Signature]  
Nina Phillips Mitchell  
2210 NW 23rd Lane  
Fort Lauderdale, Florida 33311

914 NW 6th St Ste 103  
Fort Lauderdale, FL 33311  
Address

[Signature]  
Danielle Sterling  
Print Name  
914 NW 6th St Ste 103  
Fort Lauderdale FL 33311  
Address

STATE OF: FLORIDA  
COUNTY OF: BROWARD

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 26 day of November, 2025, by **Nina Phillips Mitchell.**

[Signature]  
Signature of Notary Public, State of Florida  
Danielle Sterling  
Name of Notary Typed, Printed or Stamped



DANIELLE STERLING  
Commission # HH 292274  
Expires July 25, 2026

Personally Known \_\_\_\_\_ OR Produced Identification ☒

Type of Identification Produced FLDL

APPROVED AS TO FORM AND CORRECTNESS:  
D'Wayne M. Spence, Interim City Attorney

By: [Signature]  
Lynn Solomon, Assistant City Attorney



**CITY OF FORT LAUDERDALE  
REHABILITATION/REPLACEMENT HOUSING PROGRAM  
PARTICIPATION AGREEMENT**

THIS AGREEMENT, entered into this 5<sup>th</sup> day of December, 2025 by  
and between:

**CITY OF FORT LAUDERDALE**, a municipal corporation of the State  
of Florida, hereinafter referred to as "City"

and

**Nina Phillips-Mitchell, a single woman**, hereinafter referred to as  
"Property Owner(s)" and/or "Participant(s)"

WHEREAS, the City Commission of City, at its meeting of March 18, 2025, approved CAM# 25-0299, which includes the 2025-2028 State Housing Initiatives Partnership (SHIP) program funds and policies and guidelines for the City of Fort Lauderdale Substantial Rehabilitation/Replacement Program; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to establish the requirements for the City to loan money to Property Owner(s) for the purpose of owner-occupied substantial rehabilitation/replacement construction of a house on Property Owner(s)'s property. The construction loan financing and this Agreement are subject to compliance with the existing City of Fort Lauderdale Housing Program Policy and Guidelines ("Program").

2. SCOPE. The loan proceeds obtained in conjunction with this Agreement shall be used solely in connection with the rehabilitation, replacement, construction, and related soft costs for the house, see attached Exhibit "A" on Property Owner(s)'s property ("Project") having the address of:

**2210 NW 23<sup>rd</sup> Lane  
Fort Lauderdale, Florida 33311**

Legally described as:

Lot 2, Block 1, ROCK ISLAND ESTATES, according to the Map or Plat thereof, as recorded in Plat Book 58, Page 38, of the Public Records of Broward County, Florida. ("Property")

3. FORM OF ASSISTANCE. The amount of the loan shall not exceed **Eighty-Five Thousand Dollars and No/100 Dollars (\$85,000.00)**. Upon execution of this Participation Agreement, the Program maximum amount of the loan shall be earmarked and set aside for the Property Owner(s) to be used solely for the Property Owner(s)'s Project. The monies provided

shall be withdrawn and used on behalf of the Property Owner(s) by City solely to pay for the Project costs. Payments shall be made in accordance with the procedures provided in the form Contractor Agreement and Construction Contract Addendum used by and on file with the City's administrator of the Program ("Construction Contract").

Participant(s) shall execute a promissory note in the full amount of the loan as provided in this Paragraph 3 that will be secured by the mortgage as provided in paragraph 6 of this Agreement, recorded in the public records of Broward County in the maximum amount of the loan provided in this Paragraph.

This Agreement may be modified by the parties during construction to increase the loan to cover additional costs of construction if additional funds become available. Upon completion of the Project, or if this Agreement is terminated for any reason prior to completion of the Project and funds remain in Property Owner(s)'s Project account that are unencumbered, a modification of the mortgage reducing the amount secured by the Mortgage will be executed by the City and recorded in the public records of Broward County.

Upon execution of this Agreement, Participant(s) agrees to execute the note in the full amount of the loan as provided in this Paragraph covering all Project costs to be incurred in order to secure and implement the Construction Contract and the mortgage securing the maximum loan amount, which Mortgage will be recorded in the public records of Broward County and constitute a lien against the Property.

(a) Interest Rate. The interest rate on the principal amount of the loan shall be zero percent (0%) per annum, except in any event of default as described in Paragraph 7.

(b) Term of Repayment. Payment on the principal amount of the loan shall be deferred, so long as the property is occupied as the principal residence of the Property Owner(s), for a fifteen (15) year period. The fifteen (15) year period shall commence on the date the City issues a final certificate of occupancy or final inspection, whichever is applicable, evidencing the house may be occupied by Participant(s). Repayment of the full loan amount will become due and payable upon sale, lease, or transfer of the Property during the fifteen (15) year period. If no sale, lease, transfer, or other event of default occurs during the fifteen (15) year period, the terms of this encumbrance shall be satisfied, and the Property Owner(s) shall be issued a Satisfaction of Mortgage. The City will recapture the entire amount of the direct subsidy provided to the homeowner, or net sales proceeds.

4. OCCUPANCY. Property Owner(s) must provide annual certification to the City which confirms that the Property is the principal residence of Property Owner(s).

5. INSPECTION. Property Owner(s) shall permit reasonable inspection of the Property by inspectors of the City or its agents, to determine compliance with all applicable governmental regulations.

6. SECURITY. City shall secure the loan for this Agreement with a Mortgage on the Property.



7. DEFAULT. The Property Owner(s) acknowledges and understands that the provisions as specified below constitute events of default under this Agreement:

- (a) Nonperformance by Property Owner(s) of any covenant, agreement, term or condition of this Agreement or of any other agreement heretofore, herewith, or hereinafter made by the Property Owner(s) with the City in connection with this Program, after the Property Owner(s) has been given due notice by the City of such nonperformance.
- (b) Failure of the Property Owner(s) to perform any covenant, agreement, term or condition in any instrument creating a lien upon the Property.
- (c) The City's discovery of Property Owner(s)'s failure in the Application to the City to disclose any fact, or the City's subsequent discovery of any fact, deemed by the City to be material, and one upon which the City relied in order to enter into this Agreement, or any other agreements entered into by the City with Property Owner(s) (including, but not limited to, any other agreements arising in connection with this Agreement and entered into by the Property Owner(s)), or City's discovery of any misrepresentation by, on behalf of, or for the benefit of the Property Owner(s).
- (d) Property Owner(s)'s non-residential use, or disposition of the Property without the prior written consent of the City;
- (e) Property Owner(s)'s failure to maintain the Property in a standard, habitable condition;
- (f) Property Owner(s) acquiring additional indebtedness upon the Property without the specific written consent by the City; and/or
- (g) The transfer of the Property to another, other than Property Owner(s)'s legal heirs.

In the event of default, the entire sum due is payable immediately and interest may be charged at the maximum rate allowed by law. Participant(s) acknowledges that if the Project is terminated before completion, either voluntarily or otherwise, it will constitute an ineligible activity and any funds invested in the Project must be repaid by the Property Owner(s) to the City.

8. CLOSING. The closing on this loan property shall occur within thirty (30) days after the date of execution of this Agreement. The closing shall be conducted at the City of Fort Lauderdale, Housing and Community Development Division, 914 Sistrunk Boulevard, Suite 103, Fort Lauderdale, Florida, 33311 or such other place as may be selected and designated by the City.

9. ADMINISTRATION. As an administrative function, the City shall serve in the capacity of an escrow agent for Property Owner(s) in the event that the Property Owner(s) selects a contractor whose costs otherwise exceed the policies and guidelines on determining the maximum reasonable costs for this Program, or for contract items or additional work which are at the sole cost of, and payment by the Property Owner(s). In such case, the deposit from the Property Owner(s) shall be provided to the City at the closing on the loan for the additional funds or the cost differential plus contingency reserve necessary to fully fund the work being undertaken in



connection with this Agreement. Any escrowed funds shall be promptly deposited by the City and the Property Owner(s) shall not be entitled to receipt of any interest on any such required sum deposited and held in escrow. The City shall return to the Property Owner(s) any unused portion of the contingency reserve within ten (10) working days from the date of completion and acceptance of the work, which shall be the date of the Certificate of Completion for the Project.

10. ASSUMPTION. This Agreement may be assumed only by the legal heirs of Property Owner(s), under the same terms and conditions of the original Agreement. Assumption is only valid after written notice is given to the City and only after execution of such assumption documents as deemed necessary by the City.

11. DISBURSEMENTS. Charges incurred in connection with closing the loan made pursuant to this Agreement shall be paid directly to the charging party, and the Property Owner(s) shall receive a written record of these charges on the disclosure statement provided at the closing.

Disbursements for hard costs to the General Contractor shall be made payable both to the General Contractor, requiring the Property Owner(s)'s signature in countersigning and releasing the check for payment(s) to the General Contractor. The Property Owner(s) shall not unreasonably withhold approval of any partial or final payments to General Contractor, subject to the requirements set forth or referred to in the City's Program Guidelines.

12. CONDITIONS PRECEDENT. The City's administrative obligations under this Agreement to disburse funds shall be conditioned upon, and no portion of any of the loan proceeds shall be disbursed until, the Property Owner(s) delivering the following documents to the City:

Copies of insurance policies or certificates of insurance evidencing Standard Fire and Extended Coverage Insurance and Flood Insurance with coverage in the maximum loan amount specified in Paragraph 3 for the Property plus the remaining principal balance of any existing mortgages, unless a lesser amount is otherwise determined acceptable at the sole discretion of the City. Such policies shall be issued by a company, or companies of such financial responsibility acceptable to the City, and the policies shall be endorsed to reflect the City's legal interest in the Property. In the event any sum of money becomes payable under such policy or policies, City shall have the option to receive and apply the same on account of the indebtedness hereby secured, after satisfaction of the Property Owner(s)'s similar obligation to superior mortgages, if any, or else the City may permit the Property Owner(s) to receive and use the same or any part thereof for other purposes, without thereby waiving or impairing any equity, lien or right under or by virtue of this Agreement and the Mortgage. Policies issued pursuant to this Paragraph of the Agreement shall initially be for at least a one (1) year term for Standard Fire and Extended Coverage Insurance and for Flood Insurance, which shall be prepaid in full upon the closing of this loan as a condition precedent to the disbursement of any loan proceeds; said insurance coverage shall be maintained by the Property Owner(s) in full force and effect during the term of this Agreement.

13. INSURANCE. The City shall obtain a title search report in form and substance acceptable to the City. Such report shall reflect the status of title and identify all encumbrances, restrictions covenants and conditions. Any title defects or other adverse matters must be cleared prior to disbursement satisfactory to the City in its sole discretion.



14. TERMINATION. This Agreement may be terminated by the Property Owner(s) by providing written notice to the City within three (3) business days from the date of closing.

15. COMMUNICATIONS. Any and all communications arising under this Agreement shall be transmitted as follows:

(a) All notices, demands, requests, instructions, approvals, proposals, and claims shall be in writing.

(b) Notice by either party under this Agreement should be deemed sufficient if given in writing and hand delivered and return receipt requested or sent by registered or certified mail, postage prepaid and return receipt requested, to the appropriate parties indicated below:

AS TO THE CITY:  
Rickelle Williams, City Manager  
City of Fort Lauderdale  
101 NE 3<sup>rd</sup> Avenue, Suite 2100  
Fort Lauderdale, Florida, 33301

AS TO THE PROPERTY OWNER(S):

**Nina Phillips Mitchell**  
**2210 NW 23rd Lane**  
**Fort Lauderdale, FL 33311**

(c) Any such notices shall be deemed to have been given as of the time of actual delivery or, in the case of mailing, when the same has been deposited in the mail.

16. SEVERABILITY. If any section, subsection, clause, sentence, or provision of this Agreement shall be held invalid for any reason, the remainder of the Agreement shall not be affected thereby.

17. INTEGRATION. This Agreement and all exhibits attached hereto, specifically referenced within, shall constitute the entire agreement between City and Participant(s); no prior written, prior, or contemporaneous oral promises or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

18. GOVERNING LAWS. This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County for the purpose of any litigation that may arise out of this Agreement.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

WITNESSES:

**CITY OF FORT LAUDERDALE**, a municipal corporation of the State of Florida

*[Signature]*

Luisa Agathon  
Witness Name – Printed or Typed

101 NE 3<sup>rd</sup> Ave., Ste 2100

Fort Lauderdale, FL 33301  
Address

By: *Rickelle Williams*  
Rickelle Williams, City Manager

APPROVED AS TO FORM AND CORRECTNESS:  
D'Wayne M. Spence, Interim City Attorney

*[Signature]*  
Joseph Andrew Jordan  
Witness Name – Printed or Typed

101 NE 3<sup>rd</sup> Ave., Ste 2100

Fort Lauderdale, FL 33301  
Address

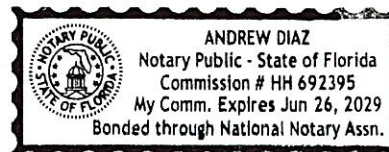
By: *[Signature]*  
Lynn Solomon, Assistant City Attorney

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 5<sup>th</sup> day of December, 2025, by Rickelle Williams as City Manager for the City of Fort Lauderdale, a municipal corporation of the State of Florida.

*Andrew Diaz*  
Signature of Notary Public, State of Florida

Andrew Diaz  
Name of Notary Typed, Printed or Stamped



Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



EXHIBIT "A"  
Scope of Work

IN WITNESS WHEREOF, this Participation Agreement has been duly executed by the parties as of its date.

WITNESSES:

[Signature]  
Jason Adams

Print Name

914 NW 6th St Suite 103

Fort Lauderdale, FL 33311

Address

[Signature]  
Danielle Sterling

Print Name

914 NW 6th St Suite 103

Fort Lauderdale FL 33311

Address

PROPERTY OWNER:

By: [Signature]  
Nina Phillips Mitchell

2210 NW 23rd Lane

Fort Lauderdale, Florida 33311

Date: 11/26/2025

STATE OF: FLORIDA

COUNTY OF: BROWARD

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 26 day of November, 2025, by **Nina Phillips Mitchell**.

[Signature]  
Signature of Notary Public, State of Florida

Danielle Sterling  
Name of Notary Typed, Printed or Stamped



DANIELLE STERLING  
Commission # HH 292274  
Expires July 25, 2026

Personally Known \_\_\_\_\_ OR Produced Identification ☒

Type of Identification Produced FLD



City of Fort Lauderdale  
Housing and Community Development Division  
Housing Rehabilitation/Replacement Program

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REHABILITATION SCOPE OF WORK  
PROJECT ADDRESS: 2210 NW 23<sup>rd</sup> Lane  
PROJECT HOMEOWNER: **Nina-Phillips Mitchell**

CASE NO. RS25-019

**GENERAL NOTES TO BIDDERS:**

To be eligible to submit a bid, Contractors are required to attend a pre-bid meeting. The contractor is required to arrive on time and be present throughout the meeting. There will be a **ten-minute** grace period. Contractors may not participate in the bidding process if they arrive after the ten-minute mark. **NO EXCEPTIONS.**

**Section 3**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income individuals, particularly persons who are recipients of HUD assistance for housing.

**Minimum requirement: Awarded Contractor must be a licensed General Contractor.**

- 1) Bid submittal shall be acknowledged as the Contract bid amount, irrespective of any error in the computation of line items. Bids with computation errors may be disqualified.
  - 2) Bid submittal shall include all costs to obtain permits; testing (such as but not limited to lead based paint test or asbestos testing), labor, material and supplies, as
-

indicated per line item. A Certificate of Occupancy is required from the City of Fort Lauderdale Building Services Division.

- 3) All work must be performed per the current Florida Building Code (FBC), the National Electric Code (NEC) and within acceptable industry standards.

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- 4) Good workmanship: Contractor shall perform work within good construction practices. Construction materials must be of good quality and free of defects.
- 5) Clean site: Contractor shall keep the site clean and free of construction debris and waste at all times. All construction waste and debris must be disposed of in a timely fashion as per local, State and Federal regulations.
- 6) Secured areas: Contractor shall make a reasonable and conscientious effort to exclude unauthorized individuals from the site/work area. Contractors may use barriers, signage, and/or any other reasonable means of exclusion.
- 7) Timeline: Awarded Contractor must submit a written work schedule when signing the Homeowner/Contractor Agreement. Failure to provide the appropriate documentation will result in automatic forfeiture and a project award to the next successful bidder. The contractor shall complete the project within 50 working days from the date of Building Permit Issuances.
- 8) Payment requests may be submitted in a maximum of two intervals with the first interval representing 60% of work completed and a final payment of 40%.
- 9) If not otherwise stated, the bidder shall include, as a separate item, any task or provision not specified in the work write-up and must be deemed necessary for successful project completion.
- 10) All measurements and quantities specified in this document are approximate and must be checked and verified to be true by the bidder prior to submitting a bid. Discrepancies must be reported immediately via [City's on-line strategic sourcing platform](#). If the Contractor has any comments or questions regarding the work item specifications please follow [City's on-line strategic sourcing platform](#) instructions.
- 11) The General Contractor is required to obtain Housing and Community Development's (HCD) cover letter to expedite the permitting process. The contractor may



be subject to a fine of \$250 per day for any days over the completion date. Liquidated damages shall affect the contract sum and may be withheld from payment.

12) The contractor is required to provide all required insurance certificates (including subcontractor) to HCD within five (5) business days of the award. Failure to provide appropriate insurance documentation will result in automatic forfeiture and the award made to the next successful bidder.

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13) All building permits and plans/drawings must be submitted for review to the Construction Review Specialist (CRS) prior to submittal to the Building Services Division.

14) Contractor shall obtain signed and notarized Homeowner Selection Sheet provided by HCD with selection of items including but not limited to paint, tile, grout, kitchen and bathroom cabinets, and countertops. A copy shall be provided to the CRS.

**ALL PERMIT FEES ARE TO BE INCLUDED IN BID PRICE**

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## **1. Impact Window Replacement – 4 Units**

The contractor shall remove and properly dispose of four (4) existing non-impact windows and replace them with new Florida Building Code (FBC)–approved, impact-rated windows. The approximate sizes of the openings are as follows: 38.5" x 37", 38.5" x 37", 37" x 36", and 36.5" x 38".

All new windows shall have current Florida Product Approval or Miami-Dade Notice of Acceptance (NOA), meeting impact and energy performance standards.

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Installation shall include the full removal of existing window units, preparation of the rough openings, and installation of new impact windows per manufacturer's specifications and FBC requirements. Proper shimming, fastening, and sealing of all units shall be ensured, using approved sealants for a watertight and airtight installation. All perimeter joints shall be caulked and finished to prevent water infiltration. Minor stucco and drywall patching caused by removal and installation shall be repaired to match existing adjacent surfaces.

Upon completion, each window shall be tested for smooth operation, alignment, and weather tightness. All debris and materials shall be disposed of properly, and the work area shall be left clean and orderly. All work shall comply with FBC, applicable local amendments, and manufacturer installation standards.

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## **2. Electric Water Heater Replacement – 1 Unit**

The contractor shall remove and properly dispose of the existing 40-gallon GE electric water heater. All electrical and plumbing connections shall be safely disconnected in accordance with the Florida Building Code (FBC) and National Electrical Code (NEC).

A new **Energy Star-rated, 40-gallon, 240V electric water heater** (Rheem, Bradford White, or equivalent) shall be supplied and installed, meeting Florida Department of Energy (FDOE) and local efficiency standards.

Installation shall include new dielectric unions, shut-off valve, temperature and pressure relief (TPR) valve with drain line piped to code-approved termination, new electrical whip, and properly sized copper flex water connectors. The water heater shall be set on a corrosion-resistant drain pan with a ¾" PVC drain line routed to an approved discharge location.

All work shall comply with FBC Residential, NEC, and manufacturer specifications, and shall include a final inspection. The contractor shall test for leaks, verify thermostat operation, and ensure all safety devices function correctly. Upon completion, the

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homeowner shall be provided with a **one-year labor warranty** and all manufacturer warranty documentation.

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### **3. Exterior Back Door Replacement – 1 Unit (24" x 79")**

The contractor shall remove and properly dispose of the existing exterior back door and frame assembly, including jambs and casings, and replace them with a new **impact-rated fiberglass or steel pre-hung exterior door** measuring approximately 24" x 79".

The new door shall include a factory-installed jamb system and new interior and exterior casings. The door shall have current Florida Product Approval and meet wind-load and impact-resistance requirements in accordance with the FBC.

Installation shall include setting the new pre-hung door unit plumb, level, and square, securing the jambs with approved fasteners and shims, and ensuring proper threshold and weatherstripping alignment. All perimeters shall be sealed with FBC-approved sealant. Minor stucco or drywall repairs shall be completed as needed to match existing finishes. The door shall be tested for proper operation and latch function.

All work shall comply with FBC Residential, local amendments, and manufacturer installation specifications. A one-year labor warranty shall be provided.

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### **4. Front Door Replacement – 1 Unit (80" x 35.5")**

The contractor shall remove and properly dispose of the existing front entry door and install a new **impact-rated fiberglass or steel pre-hung front door** measuring approximately 80" x 35.5".

Installation shall follow the same procedures and code requirements outlined for the back door replacement, ensuring a secure, plumb, and watertight installation. New interior and exterior casings shall be installed, all joints caulked, and finishes touched up as needed.

All work shall comply with FBC Residential and manufacturer installation standards.

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### **5. Tent Fumigation – Whole House**

The contractor shall coordinate and perform **tent fumigation of the entire residence** for pest eradication in accordance with Florida Department of Agriculture and Consumer Services (FDACS) regulations.

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All plants, pets, food, and perishable items shall be removed or properly sealed prior to treatment. Licensed pest control professionals shall perform the fumigation, ensuring compliance with all safety protocols, state regulations, and manufacturer guidelines for the fumigant used.

Upon completion, the home shall be properly aerated and cleared for safe re-entry following clearance testing.

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## **6. Baseboard Replacement – Master Bedroom & Laundry Room**

The contractor shall remove existing baseboards and install new primed wood or PVC baseboards in the following areas:

- Master Bedroom:  $6'4" + 6'4" + 5'7" + 9'9" = \text{approximately 28 linear feet}$
- Laundry Room:  $6'4" + 6'4" + 5'7" + 9'9" = \text{approximately 28 linear feet}$

**Total Baseboard Replacement: approximately 56 linear feet.**

Baseboards shall be caulked, nailed securely, and painted to match existing trim color. All joints shall be finished neatly.

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## **7. Master Bathroom Remodel**

The contractor shall **demolish and dispose of** existing shower wall tile, floor tile, light fixtures, wall finishes, and all existing bathroom fixtures (including towel bars, toilet paper holder, and hand towel holder).

In the wet area, **cement backer board** shall be installed with a **waterproofing membrane** applied to all wet wall surfaces, per FBC requirements.

A new **prefabricated acrylic shower pan with integrated seat/bench** shall be installed. Wall tile shall extend to at least mid-height.

New plumbing fixtures, medicine cabinet, shower valve with trim, light fixture, towel bars, toilet paper holder, and hand towel holder shall be supplied and installed. All plumbing and electrical work shall be performed by licensed trades.

The homeowner's towel racks shall be reinstalled or replaced as part of the remodel. **Three safety grab bars** shall be installed—one outside the shower and two inside.

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Walls and ceilings shall be patched and painted with **two coats of moisture-resistant paint**, and all penetrations and seams sealed with mildew-resistant caulk. The existing vanity and toilet will remain.

A **one-year labor warranty** shall be provided.

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## **8. Master Closets – Shelving Installation**

The contractor shall remove existing shelves and install **two (2) new shelves on each wall** within the master closets.

Approximate wall measurements: **6'4", 6'4", and 5'6"**.

Shelves shall be securely fastened, leveled, and finished to match adjacent surfaces.

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## **9. Flooring Replacement**

The contractor shall remove existing carpet and install new **laminate flooring** in the following approximate areas:

- Master Bedroom – **approximately 126 sq. ft.**
- Bedroom Hallway – **approximately 16 sq. ft.**
- Closet – **approximately 37 sq. ft.**
- Laundry Room – **approximately 73 sq. ft.**

A vapor barrier underlayment shall be installed per manufacturer's recommendations. All transitions shall be finished with matching trim.

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## **10. Bedroom to Laundry Door Installation**

An existing opening already exists between the master bedroom and laundry room. The contractor shall **install a new door, jambs, and casings** in the existing framed opening.

Installation shall include securing the jamb system, attaching interior casing, hanging the door, and aligning hardware for proper operation. All joints shall be caulked, and surfaces finished to match the surrounding area.

All work shall comply with FBC Residential and manufacturer installation standards.

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### 11. Guest Bathroom Remodel (Vanity & Light Fixture)

The contractor shall remove the existing vanity and install a new **27" x 20" vanity cabinet with sink**. A new light fixture shall be installed above the vanity. All plumbing and electrical connections shall be completed by licensed trades.

All joints shall be sealed, and finishes matched to the existing adjacent surfaces.

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### 12. Appliance Replacement

The contractor shall **remove and properly dispose of** the following existing appliances: refrigerator, washer, dryer, stove, and freezer (33" x 24.5").

New appliances shall be installed and tested for proper operation. All electrical and plumbing connections shall comply with FBC Residential and NEC standards.

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### 13. Exterior Painting – Entire Home

The contractor shall **prepare and paint the entire exterior of the residence**, including all stucco walls, fascia, soffits, trim, doors, and other painted exterior surfaces.

Surface preparation shall include:

- Pressure washing to remove dirt, mildew, and loose paint.
- Repairing minor stucco cracks and imperfections with patching compound.
- Masking and protecting all non-painted surfaces, windows, and fixtures.

All painted surfaces shall receive **one (1) coat of primer (as needed)** and **two (2) coats of 100% acrylic exterior-grade paint** (Sherwin-Williams, Behr, or equivalent).

All colors shall be approved by the homeowner prior to application.

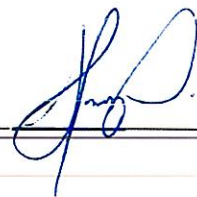
Upon completion, the contractor shall remove masking materials, clean the work area, and perform a walk-through inspection with the homeowner to ensure a uniform, high-quality finish.

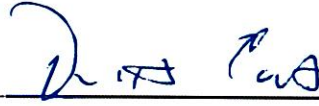
All work shall comply with manufacturer specifications and industry best practices.

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Homeowner  Date 10/21/2025

Construction Review Specialist  Date 10/21/2025

Housing Program Supervisor  Date 10/21/2025



## SECTION 1 | SUMMARY INFORMATION

Date: 12-01-2025☐ Commission Agenda Item ☐ Letter to the Commission (LTC) ☐ Letter to External Stakeholder(s) ☐ Other DocumentDocument Title/Purpose: Participation Agreement Mortgage & Note Department approval-Nina PhillipsCommission Meeting Date: 12-19-17 CAM #: 17-14103 Item #: CR-7CAM 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: \_\_\_\_\_ Router Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: HCD-CSD Router Name: Angella Walsh Ext: 6024Department Approval (Director/Chief): Name Porshia L. Garcia Init PLG Date: 12/1/2025\*Return Document To: Angella Walsh \*Email scan to Erica M. Department: HCD Ext: 6024

\*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 ☐ NoIs the attached Granicus document final? ☐ Yes ☐ No Number of Originals Attached: 2Attorney's Name: Lynn Solomon Approved as to Form: ☒ Yes ☐ No Initials: LSRoute to: Finance (if applicable) Date: \_\_\_\_\_ Route to: CCO Date: 12-3-25

## SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: \_\_\_\_\_ Number of Originals: 2Route to CMO Date: 12/03/25 Route to Mayor Date: \_\_\_\_\_

## SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: DEC18 Date Received: 12/3/25 Received From: CLCTo CM/ACM: ☐ R. Williams ☒ C. Cooper ☐ Y. Matthews ☐ B. RogersApproved Init.: AW for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: \_\_\_\_\_ Comments: \_\_\_\_\_

CMO Executive Assistant Route to: CCO | HR | OMB | Other: \_\_\_\_\_ Date: 12/5/25 Initial: APD