



# 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  
Lucretia R. McClinton

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 Keiper 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 \*email scan to Erica K. Department: CRA Ext: 4508

*\*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: 1

Route to CMO Date: 02/25/26 Route to Mayor Date: \_\_\_\_\_

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

LOG #: FEB114 Date Received: 2/24/26 Received From: CAO

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

Approved Init.: [Signature] 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





#### **Contractor Selection and Documentation**

The Owner(s) may select a qualified Contractor(s) of its own choosing to perform the Work. Before the NPFCA 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 NPFCA. NPFCA 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 NPFCA 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 NPFCA.

#### **Disbursements and Payment Procedures**

A Notice of Commencement is required and the NPFCA must be listed on the Notice as an additional party to receive notice to Owner(s). The NPFCA 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 NPFCA 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 NPFCA. In some instances, the NPFCA 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 NPFCA 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 NPFCA 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. NPFCA 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.

**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 23 day of January, 2026.

[SIGNATURE PAGE FOLLOWS]

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

**Property Owner(s):**

Lucretia R. McClinton

[Print Name]

[Print Name]

*Lucretia R. McClinton*  
[Signature]

[Signature]

Witness:

*Latavia Striggles*  
[Signature]

LATAVIA STRIGGLES

[Print Name]

**STATE OF FLORIDA  
COUNTY OF BROWARD**

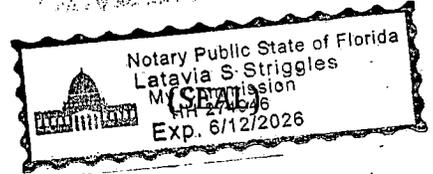
The foregoing instrument was acknowledged before me by means of  physical presence or  online, this 23 day of JANUARY, 2026, by LUCRETIA MCCLINTON

*Latavia Striggles*  
Notary Public, State of Florida

Notary Public, State of Florida

LATAVIA STRIGGLES

Name of Notary Typed, Printed or Stamped



Personally Known  OR Produced Identification

Type of Identification Produced FLDL



**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 23 day of January, 2026.

[SIGNATURE PAGE FOLLOWS]

WITNESSES:

*[Handwritten signature]*

[Witness signature]

Andrew Diaz

[Witness type or print name]

*[Handwritten signature]*

[Witness signature]

Joab Hrusc HKA

[Witness type or print name]

ATTEST:

*[Handwritten signature]*

David R. Soloman,  
CRA Secretary



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

## Improvement Selection Agreement

Owner(s) Name (Print): Lucretia R. McClinton

Property Address (Print): 740 NW 19th terrace, Fort Lauderdale, FL 33311

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: *Lucretia McClinton*

Date: 1-23-2026

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: James M. Clark Date: 1-23-2026

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Document Prepared By:  
JANE C. RANKIN, ESQUIRE  
KUBICKI DRAPER  
ONE E. BROWARD BLVD. SUITE 1600  
FORT LAUDERDALE, FL. 33301

96-050201 110002  
02-01-96 11:06AM

96-050201 110002  
02-01-96 11:06AM  
\$ 77.00  
DOCU. STAMPS-DEED

RECVD. BROWARD CTY  
B. JACK OSTERHOLT  
COUNTY ADMIN.

Parcel ID Number: 0204-18-006 & 0204-18-0061  
Grantor #1 TIN:

# Warranty Deed

This Indenture, Made this 19th day of January, 1996 A.D., Between

of the County of BROWARD, State of Florida, grantor, and  
LUCRETIA R. McCLINTON, a single woman,

whose address is: 740 N.W. 19TH TERRACE, FORT LAUDERDALE, Florida 33311

of the County of BROWARD, State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of TEN & NO/100 (\$10.00) DOLLARS, and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs and assigns forever, the following described land, situate, lying and being in the County of BROWARD, State of Florida to wit:  
Lots 13, 14 and 15, Block 1, of LIBERTY PARK, according to the Plat thereof, as recorded in Plat Book 7, Page 27, of the Public Records of Broward County, Florida.

The property herein conveyed DOES NOT constitute the HOMESTEAD property of the Grantor. The Grantor's HOMESTEAD address is 1700 N.W. THIRD COURT FORT LAUDERDALE, FLORIDA 33311.

\*\*\*-NOTE: THIS DEED IS BEING RE RECORDED TO CORRECT A SCRIVINER'S ERROR IN THE PROPERTY ADDRESS AS NOTED ABOVE. THE CORRECT ADDRESS HAS BEEN ADDED ACCORDINGLY.

TRI COUNTY WILL PICK UP:  
KUBICKI DRAPER/Shelia  
One E. Broward Blvd., Suite 1600  
Fort Lauderdale, FL 33306  
Telephone: 768-0011

RECORDED IN THE ORIGINAL RECORDS BOOK  
OF BROWARD COUNTY, FLORIDA  
COUNTY ADMINISTRATOR

RECORDED IN THE ORIGINAL RECORDS BOOK  
OF BROWARD COUNTY, FLORIDA  
COUNTY ADMINISTRATOR

BK 28757P60033

EX 24443P60598

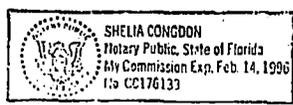
and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.  
In Witness Whereof, the grantor has hereunto set his hand and seal the day and year first above written.  
Signed, sealed and delivered in our presence:

Shelia Congdon  
Printed Name: SHELIA CONGDON  
Witness  
Nicholas G. Milroy  
Printed Name: Nicholas G. Milroy  
Witness

Bobby Young (Seal)  
BOBBY YOUNG  
P.O. Address 2120 N.W. SEVENTH STREET, FORT LAUDERDALE  
FL 33311

STATE OF FLORIDA  
COUNTY OF BROWARD  
The foregoing instrument was acknowledged before me this 19th day of January, 1996 by BOBBY YOUNG,

who is personally known to me or who has produced his Florida driver's license as identification.



Shelia Congdon  
Printed Name: SHELIA CONGDON  
NOTARY PUBLIC  
My Commission Expires: 2-14-96

4010249SB

015770  
1/25/96 Filed

Handwritten initials and marks at the bottom right of the page.



**PROPERTY SUMMARY**

<b>Tax Year:</b> 2026	<b>Property Use:</b> 01-01 Single Family	<b>Deputy Appraiser:</b> Residential Department
<b>Property ID:</b> 504204180060	<b>Millage Code:</b> 0312	<b>Appraisers Number:</b> 954-357-6831
<b>Property Owner(s):</b> MCCLINTON, LUCRETIA R	<b>Adj. Bldg. S.F.:</b> 2180	<b>Email:</b> <a href="mailto:realprop@bcpa.net">realprop@bcpa.net</a>
<b>Mailing Address:</b> 740 NW 19 TER FORT LAUDERDALE, FL 33311-7871	<b>Bldg Under Air S.F.:</b> 2031	<b>Zoning :</b> RM-15 - RESIDENTIAL MULTIFAMILY LOW RISE/MEDIUM DENSITY
<b>Property Address:</b> 740 NW 19 TERRACE FORT LAUDERDALE, 33311-7871	<b>Effective Year:</b> 2001	<b>Abbr. Legal Des.:</b> LIBERTY PARK 7-27 B LOTS 13,14,15 BLK 1
	<b>Year Built:</b> 1996	
	<b>Units/Beds/Baths:</b> 1 / /	

**PROPERTY ASSESSMENT**

Year	Land	Building / Improvement	Agricultural Saving	Just / Market Value	Assessed / SOH Value	Tax
2026	\$20,250	\$763,360	0	\$783,610	\$89,590	
2025	\$20,250	\$763,360	0	\$783,610	\$87,240	\$1,619.17
2024	\$20,250	\$669,840	0	\$690,090	\$84,790	\$1,461.48

**EXEMPTIONS AND TAXING AUTHORITY INFORMATION**

	County	School Board	Municipal	Independent
Just Value	\$783,610	\$783,610	\$783,610	\$783,610
Portability	0	0	0	0
Assessed / SOH 98	\$89,590	\$89,590	\$89,590	\$89,590
Granny Flat				
Homestead 100%	\$25,000	\$25,000	\$25,000	\$25,000
Add. Homestead	\$26,411	0	\$26,411	\$26,411
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	\$38,179	\$64,590	\$38,179	\$38,179

**SALES HISTORY FOR THIS PARCEL**

Date	Type	Price	Book/Page or Cin
01/19/1996	Rerecorded Deed Correction		28757 / 33
01/19/1996	Multi Warranty Deed	\$11,000	24443 / 598
02/24/1995	Multi Warranty Deed	\$7,000	23181 / 227
02/01/1975	Certificate of Title	\$1,400	4291 / 290

**LAND CALCULATIONS**

Unit Price	Units	Type
\$3.00	6,750	Square Foot

## RECENT SALES IN THIS SUBDIVISION

Property ID	Date	Type	Qualified/ Disqualified	Price	CIN	Property Address
504204180030	05/30/2025	Warranty Deed	Qualified Sale	\$425,000	120249295	735 NW 19 AVE FORT LAUDERDALE, FL 33311
504204180030	01/31/2025	Warranty Deed	Disqualified Sale	\$240,000	120030501	735 NW 19 AVE FORT LAUDERDALE, FL 33311
504204180650	12/05/2023	Warranty Deed	Qualified Sale	\$325,000	119296472	732 NW 20 AVE FORT LAUDERDALE, FL 33311
504204180070	06/02/2023	Warranty Deed	Qualified Sale	\$35,000	118917224	NW 19 TER FORT LAUDERDALE, FL 33311
504204180070	12/19/2022	Warranty Deed	Qualified Sale	\$32,000	118615343	NW 19 TER 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						1.00		

## SCHOOL

North Fork Elementary  
School: B  
Parkway Middle School:  
C  
Fort Lauderdale High  
School: A

## 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