



# 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  
Teresa A. & Calvin Brown

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 K. 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: 2/25/2024

## 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 #: FEB129 Date Received: 2/26/26 Received From: CLO

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

**RIGHT OF ENTRY AND LIABILITY WAIVER AGREEMENT**

This Agreement is entered into by and between:

Owner(s)	<u>TERESA A. BROWN &amp; Calvin Brown</u>
Property Address	<u>1211 NW 5<sup>th</sup> STREET</u>
City/Town	<u>FORT LAUDERDALE, FL 33311</u>
Folio No(s)	<u>5042-04-06-1070</u>
Legal Description (attach if available)	<u>FIRST ADD TO TUSKEGEE PARK 9-65 B LOT 23 BLK 5</u> <u>" " " " " " " " LOT 24 BLK 5</u> <u>" " " " " " " " LOT 25 BLK 5</u> <u>And " " " " " " " " LOT 26 BLK 5</u>

Fort Lauderdale Community Redevelopment Agency, a community redevelopment agency organized pursuant to Chapter 163, Part III of the Florida Statutes ("NPFCRA").

**RECITALS**

Whereas, the NPFCRA was created in part to improve the appearance of the Northwest-Progresso-Flagler Heights Community Redevelopment Area ("CRA Area"); and whereas, the NPFCRA has created a program for exterior improvements for Owner(s) in the CRA 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)
- Exterior lighting, in accordance with the selections made by the Owner(s)
- Driveway repairs and/or installation, in accordance with the selections made by the Owner(s)
- Fence repairs and/or installation, in accordance with the selections made by the Owner(s)

**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.

**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):**

TERESA A. BROWN  
[Print Name]

Calvin Brown  
[Print Name]

Teresa A. Brown  
[Signature]

Calvin Brown  
[Signature]

**Witness:**

Deborah Martinez  
[Signature]

Deborah Martinez  
[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 Teresa Ann Brown.

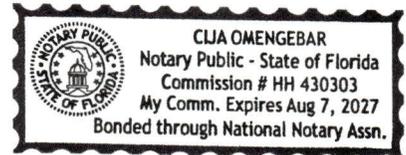
[Signature]

(SEAL)

Notary Public, State of Florida

CIJA OMENGE BAR

Name of Notary Typed, Printed or Stamped



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]

Lynn Solomon  
[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): TERESA A. BROWN

Property Address (Print): 1211 NW 5<sup>th</sup> STREET, 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: Teresa A. Brown Date: 01/21/2026

Signature: [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: Melissa A. Brown Date: 01/21/2026

Signature: Calvin Brown Date: \_\_\_\_\_



**INSTR # 101175936**  
**OR BK 31847 PG 1826**  
 RECORDED 07/13/2001 03:25 PM  
 COMMISSION  
 BROWARD COUNTY  
**DOC STMP-D 0.70**  
 DEPUTY CLERK 2030

A298-10  
 R298-04

**QUITCLAIM DEED**

**THIS QUITCLAIM DEED**, Executed this 9TH day of JULY, 2001,

by first party, Grantor, DEEDRA D. MINCEY

whose post office address is 2951 NW 24TH COURT  
 FORT LAUDERDALE, FLORIDA 33311

to second party, Grantee, TERESA A. STRIGGLES

whose post office address is 1211 NW 5TH STREET  
 FORT LAUDERDALE, FLORIDA 33311

**WITNESSETH**, That the said first party, for good consideration and for the sum of ten Dollars (\$ 10.00 ) paid by the said second party, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the said second party forever, all the right, title, interest and claim which the said first party has in and to the following described parcel of land, and improvements and appurtenances there- to in the County of BROWARD, State of FLORIDA to wit:

FIRST ADD TO TUSKEGEE PARK  
 9-65B  
 LOT 23 BLK 5

ZBHE  
 (1)

(Revised 3/97)

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 If your state requires 8 1/2" x 11" forms, cut off the bottom of this page at the dotted line.



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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 presence of:

Erica F Rogers  
Signature of Witness

Deedra Mincey-Johnson  
Signature of First Party

Erica F Rogers  
Print name of Witness

Deedra Mincey-Johnson  
Print name of First Party

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of First Party

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Print name of First Party

State of Florida  
County of Broward

On July 13, 2001 before me, Erica Frederick Rogers

appeared Deedra mincey Johnson  
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Erica Frederick Rogers

Signature of Notary



Affiant  Known  Produced ID  
Type of ID FLA. DL  
J525-173-70-748-0 (Seal)

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )  
On \_\_\_\_\_ before me,  
appeared

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.  
WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary

Affiant  Known  Produced ID  
Type of ID \_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Print Name of Preparer

\_\_\_\_\_  
Address of Preparer

(2)  
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If your state requires 8 1/2" x 11" forms, cut off the bottom of this page at the dotted line.



**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> 504204061070	<b>Millage Code:</b> 0312	<b>Appraisers Number:</b> 954-357-6831
<b>Property Owner(s):</b> BROWN, TERESA A	<b>Adj. Bldg. S.F.:</b> 1637	<b>Email:</b> <a href="mailto:realprop@bcpa.net">realprop@bcpa.net</a>
<b>Mailing Address:</b> 1211 NW 5 ST FORT LAUDERDALE, FL 33311-8080	<b>Bldg Under Air S.F.:</b> 1488	<b>Zoning:</b> RS-8 - RESIDENTIAL SINGLE FAMILY/LOW MEDIUM DENSITY
<b>Property Address:</b> 1211 NW 5 STREET FORT LAUDERDALE, 33311-8080	<b>Effective Year:</b> 1993	<b>Abbr. Legal Des.:</b> FIRST ADD TO TUSKEGEE PARK 9-65 B LOT 23 BLK 5
	<b>Year Built:</b> 1992	
	<b>Units/Beds/Baths:</b> 1 / /	

**PROPERTY ASSESSMENT**

Year	Land	Building / Improvement	Agricultural Saving	Just / Market Value	Assessed / SOH Value	Tax
2026	\$6,800	\$503,740	0	\$510,540	\$66,700	
2025	\$6,800	\$503,740	0	\$510,540	\$64,950	\$1,336.88
2024	\$6,800	\$441,860	0	\$448,660	\$63,120	\$1,203.10

**EXEMPTIONS AND TAXING AUTHORITY INFORMATION**

	County	School Board	Municipal	Independent
Just Value	\$510,540	\$510,540	\$510,540	\$510,540
Portability	0	0	0	0
Assessed / SOH 94	\$66,700	\$66,700	\$66,700	\$66,700
Granny Flat				
Homestead 100%	\$25,000	\$25,000	\$25,000	\$25,000
Add. Homestead	\$16,700	0	\$16,700	\$16,700
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	\$25,000	\$41,700	\$25,000	\$25,000

**SALES HISTORY FOR THIS PARCEL**

Date	Type	Price	Book/Page or Cin
07/13/2001	Quit Claim Deed	\$100	31847 / 1826
08/10/1992	Multi Warranty Deed	\$100	19854 / 761

**LAND CALCULATIONS**

Unit Price	Units	Type
\$3.00	2,268	Square Foot

## RECENT SALES IN THIS SUBDIVISION

Property ID	Date	Type	Qualified/ Disqualified	Price	CIN	Property Address
504204060010	12/19/2025	Multi Warranty Deed	Excluded Sale	\$875,000	120618989	1448 NW 6 ST FORT LAUDERDALE, FL 33311
504204060011	12/19/2025	Multi Warranty Deed	Excluded Sale	\$875,000	120618989	NW 6 ST FORT LAUDERDALE, FL 33311
504204061180	10/13/2025	Warranty Deed	Excluded Sale	\$318,000	120495071	536 NW 13 AVE FORT LAUDERDALE, FL 33311
504204061980	10/10/2025	Warranty Deed	Qualified Sale	\$240,000	120492774	429 NW 14 TER FORT LAUDERDALE, FL 33311
504204062400	08/07/2025	Warranty Deed	Qualified Sale	\$289,900	120396334	424 NW 15 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

Walker Elementary  
School: C  
Sunrise Middle School: B  
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