



## DEPARTMENT OF SUSTAINABLE DEVELOPMENT-URBAN DESIGN & PLANNING

# HISTORIC DESIGNATION

Rev: 2 | Revision Date: 10/7/2019 | I.D. Number: DSD.UDP.HPB.HD

### HISTORIC PRESERVATION BOARD (HPB) Historic Designation Application

#### Table of Contents:

Deadline, Notes, and Fees  
Applicant Information Sheet  
Submittal Checklist

**DEADLINE** Submittals must be received by 4:00 PM by submittal deadline (see website for dates) Monday through Thursday and prior to 12:00 PM on Friday. The Department will review all applications to determine completeness within thirty (30) days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

**NOTE** Pursuant to Section 47-24.11.C.1, requests for historic designation may be made by any of the following, the term applicant shall include those identified in subsections a. through e. below:

- By motion of the HPB; or
- By motion of the City Commission; or
- By any property owner in respect to its own property; or
- A simple majority of property owners for designation within the boundaries of a proposed district by way of resolution or vote which must include the signature, name, address, phone number, and email address of each property owner; or
- By corporate resolution of a non-profit corporation executed by an officer authorized to bind the corporation. The non-profit corporation must be registered with the Florida Division of Corporations for a period of five years and have maintained a recognized interest in historic preservation for at least five years preceding the resolution.

**NOTE** Pursuant to Section 47-27.7 of the ULDR, mail notice shall be given to the owners of the land under consideration for designation at least thirty (30) days prior to the date set for the first public hearing of the Historic Preservation Board at the cost of the applicant.

**FEES** All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

<input checked="" type="checkbox"/> <b>Historic Landmark, Landmark Site, or Archaeological Site</b>	<b>\$ 650.00</b>
<input type="checkbox"/> <b>Historic District Designation</b>	<b>\$ 2450.00</b>

ID Number: DSD.UDP.HPB.HD  
Revision Number: 2  
Revision Date: 10/7/2019  
Page: Page 1 of 5

Approved by: Ella Parker, Urban Design and Planning Manager  
Uncontrolled in hard copy unless otherwise marked



## HPB Historic Designation Application - Applicant Information Sheet

**INSTRUCTIONS** The following information is requested pursuant to the City's Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

**NOTE:** To be filled out by Department

<b>Case Number</b>	UDP-HPD21001	<b>Date of Submittal</b>	AUGUST 27, 2021	<b>Case Intake</b>	Trisha Logan
--------------------	--------------	--------------------------	-----------------	--------------------	--------------

**NOTE:** To be filled out by **APPLICANT**

<b>Applicant Entity Name</b>	Broward Trust for Historic Preservation				
<b>Applicant's Contact Name</b>	Michaela M. Conca				
<b>Applicant's Signature</b>	Michaela M. Conca				
<b>Address, City, State, Zip</b>	335 SE 6th Avenue				
<b>E-mail Address</b>	michaela54@live.com	<b>Phone Number</b>	9545364297		

**NOTE:** If **AGENT** is to represent **APPLICANT**, notarized letter of consent is required

<b>Agent's Name</b>	Michaela M Conca				
<b>Agent's Signature</b>	Michaela M Conca				
<b>Address, City, State, Zip</b>	Same as above				
<b>E-mail Address</b>	" " "			<b>Phone Number</b>	

<b>Proposed Landmark or Historic District Name</b>	New River Castle				
<b>Project Address(es)</b> (For all parcels, for a historic district please attach list)	625 SW 5th Place Fort Lauderdale, FL 33315				
<b>Legal Description</b>	Resub Blk 36 Fort Lauderdale, 2-11 B LOT 11,12 BLK 36TOG with POR of ABUTTING SOUTH RIVER DRIVE PER CASE No. 80-14749				
<b>Tax ID Folio Numbers</b> (For all parcels, for a historic district please attach list)					
<b>Current Zoning Designation</b>	Mixed/Residential	<b>Current Use of Property</b>	Residential		

**Select type of applicant below:**

- ☐ By any property owner in respect to its own property (select property owner type below)
- ☐ Real Property Owner
- ☐ Condominium (the condominium association shall be considered the sole owner, so long as the condominium association has the support of the majority of condominium unit owners; applicant must submit proof of support as part of this application).
- ☐ Cooperative (When a building is owned by a cooperative corporation, the corporation shall be considered the sole owner.) ; or
- ☐ A simple majority of property owners for designation within the boundaries of a proposed district by way of resolution or vote which must include the signature, name, address, phone number, and email address of each property owner; or
- ☒ By corporate resolution of a non-profit corporation executed by an officer authorized to bind the corporation. The non-profit corporation must be registered with the Florida Division of Corporations for a period of five years and have maintained a recognized interest in historic preservation for at least five years preceding the resolution.

**ID Number:** DSD.UDP.HPB.HD  
**Revision Date:** 10/7/2019  
**Page:** Page 2 of 5

Approved by: Ella Parker, Urban Design and Planning Manager  
 Uncontrolled in hard copy unless otherwise marked



## CRITERIA FOR HISTORIC DESIGNATION

Pursuant to ULDR Section 47-24.11.C.7, the designation of property as a landmark, landmark site or historic district shall be based on one (1) or more of the following criteria and evaluated in conjunction with guidance provided within the National Register Bulletin series published by the National Park Service. (Circle all that apply):

- a. Its value as a significant reminder of the cultural or archeological heritage of the city, state, or nation; or
- b. Its location as a site of a significant local, state or national event; or
- c. Its identification with a person or persons who significantly contributed to the development of the city, state, or nation; or
- d. Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, state, or nation; or
- e. Its value as a building recognized for the quality of its architecture, and sufficient elements showing its architectural significance; or
- f. Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials; or
- g. Its character as a geographically definable area possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events or aesthetically by plan or physical development; or
- h. Its character as an established and geographically definable neighborhood, united in culture, architectural style or physical plan and development.

## SUBMITTAL CHECKLIST

Applicant shall provide to the Urban Design & Planning counter a complete application, one (1) complete application, and any additional requirements, as specified below. Within thirty (30) days of receipt, Urban Design & Planning staff shall review the application to determine its completeness.

The applicant will be required to submit one (1) original and twelve (12) additional sets of plans/applications/photos with any additional requirements.

*\*The City of Fort Lauderdale is committed to serving the needs of all of its citizens and visitors, and our goal is to ensure access to information for a diverse audience. Please incorporate accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements into all application submittal documents.*

### Place a check for each box below to ensure completion of all submittal requirements

- ☐ Complete application. No items are to be left blank. If it does not apply, indicate with 'N/A'.
- ☒ Most recently available copy of the Broward County Property Appraiser's record for the property; and
- ☐ Proof of ownership (deed); and
- ☒ Sketch map (all sketch maps shall include a scale and a north arrow):

Historic Landmark, Landmark Site, and Archaeological Site Designations. Clearly show the boundaries of the property as it relates to a legal description as found in the Broward County Official Records; and outline of any structures, objects, and buildings on the site; and their relationship to streets. Each designation of a landmark shall automatically include the designation of the site upon which the landmark exists as a landmark site. If the applicant is requesting boundaries that vary from the legal description of a parcel as found in the Broward County Official Records, a current sign and sealed survey (no less than six months old), which is signed and sealed by a licensed professional surveyor, authorized to engage in the practice of surveying and mapping in the State of Florida in accordance with Chapter 472, Florida Statutes must be provided; or

Historic Districts. Clearly show the boundaries of the proposed district; all buildings and structures (with their addresses and status as a contributing or non-contributing structure); and all streets within the proposed boundaries. Historic district boundaries shall in general be drawn to include all contributing structures reasonably contiguous within an area and may include properties which individually do not contribute to the historic character of the district, but which require regulation in order to control potentially adverse influences on the character and integrity of the district; and

ID Number: DSD.UDP.HPB.HD  
Revision Date: 10/7/2019  
Page: Page 3 of 5

Approved by: Ella Parker, Urban Design and Planning Manager  
Uncontrolled in hard copy unless otherwise marked





- ☒ A written description of the architectural, historical, or archeological significance of the proposed landmark and landmark site, or buildings in the proposed historic district, and specifically address and document criteria for significance contained in Section 47-24.11.C.7 of the ULDR; and
- ☒ Provide responses in accordance with Section 47-24.11.C.7 of the ULDR explaining how the proposed landmark, landmark site, archaeological site or buildings in the proposed historic district meet the criteria; and
- ☒ Date structure(s) on the property were built, and the names of its current and all known past owners and, if available, their dates of ownership. Provide proof of date of construction which shall include but is not limited to the following: permits, original plans, certificate of occupancy, plat or Sanborn map, etc.; and
- ☒ Identify the period of significance of the proposed landmark and landmark site, archaeological site, or buildings in the proposed historic district; and
- ☒ Map identifying contributing structures within a proposed historic district or features of the individual landmark site; and
- ☒ Current color photographs of all sides of the property and historic photographs, if available; and
- ☒ Legal description from Broward County Official Records of landmark and landmark site, or archaeological site; and
- ☒ A list of references and citations for resources used to support the proposed designation including but not limited to published books or articles, newspaper articles or advertisements; and
- ☐ Applications for the designation of a historic district shall contain a written description of the boundaries of the district and a map identifying contributing and non-contributing structures; and
- ☐ Interior Landmark. Building interiors that meet the criteria for significance contained in Section 47-24.11.C.7 of the ULDR that are regularly open to the public may be subject to regulation under this section. The application shall describe precisely those features subject to review and shall set forth standards and guidelines for such regulations. Building interiors not so described shall not be subject to review under this section.
- ☐ Mail Notice. See page 5 of this application for mail notice and mail affidavit requirements.
- ☐ Criteria Considerations (Section 47-24.11.C.8). Ordinarily cemeteries, birth places, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past 50 years shall not be considered eligible for listing in the Fort Lauderdale Register of Historic Places. These property types must also fall into one (1) of the following categories, circle any that may apply:
  - a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
  - b. A building or structure removed from its original location, but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
  - c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
  - d. A cemetery that derives its primary significance from graves of persons of outstanding importance, from age, from distinctive design features, or from association with historic events; or
  - e. A reconstructed building when accurately executed in a suitable environment and presented appropriately as part of a restoration master plan and no other building or structure with the same association has survived; or
  - f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
  - g. A property achieving significance within the past 50 years if it is of exceptional importance.

### **Applicant's Affidavit**

I acknowledge that all requirements as listed above of this application are met.

Print Name Michaela M Conca Signature Michaela M Conca Date 8/16/21

ID Number: DSD.UDP.HPB.HD  
Revision Date: 10/7/2019  
Page: Page 4 of 5

Approved by: Ella Parker, Urban Design and Planning Manager  
Uncontrolled in hard copy unless otherwise marked



 Marty Kiar - Broward County Property Appraiser

<b>Site Address</b>	<b>625 SW 5 PLACE, FORT LAUDERDALE FL 33315</b>	<b>ID #</b>	5042 10 43 0070
<b>Property Owner</b>	COLE PROPERTIES & LAND LLC	<b>Millage</b>	0312
<b>Mailing Address</b>	PO BOX 2521 SANTA ROSA BEACH FL 32459	<b>Use</b>	01
<b>Abbr Legal Description</b>	RESUB BLK 36 FT LAUDERDALE 2-11 B LOT 11,12 BLK 36 TOG WITH POR OF ABUTTING SOUTH RIVER DR PER CASE NO 80-14749		

The just values displayed below were set in compliance with [Sec. 193.011](#), Fla. Stat., and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

* 2021 values are considered "working values" and are subject to change.					
Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2021*	\$411,990	\$78,070	\$490,060	\$490,060	
2020	\$411,990	\$73,030	\$485,020	\$485,020	\$9,517.82
2019	\$411,990	\$71,280	\$483,270	\$483,270	\$9,292.44
<b>2021* Exemptions and Taxable Values by Taxing Authority</b>					
	<b>County</b>	<b>School Board</b>	<b>Municipal</b>	<b>Independent</b>	
<b>Just Value</b>	\$490,060	\$490,060	\$490,060	\$490,060	
<b>Portability</b>	0	0	0	0	
<b>Assessed/SOH</b>	\$490,060	\$490,060	\$490,060	\$490,060	
<b>Homestead</b>	0	0	0	0	
<b>Add. Homestead</b>	0	0	0	0	
<b>Wid/Vet/Dis</b>	0	0	0	0	
<b>Senior</b>	0	0	0	0	
<b>Exempt Type</b>	0	0	0	0	
<b>Taxable</b>	\$490,060	\$490,060	\$490,060	\$490,060	
<b>Sales History</b>				<b>Land Calculations</b>	
<b>Date</b>	<b>Type</b>	<b>Price</b>	<b>Book/Page or CIN</b>	<b>Price</b>	<b>Factor</b>
5/25/2021	WD-Q	\$1,500,000	<a href="#">117311235</a>	\$30.00	13,589
2/27/2017	QCD-T	\$100	<a href="#">114235864</a>	\$1.01	4,275
2/27/2017	TD-T	\$100	<a href="#">114235863</a>		
7/24/2012	D-T	\$100	<a href="#">48949 / 380</a>		
6/14/2006	WD	\$100	<a href="#">42761 / 1551</a>		
				<b>Adj. Bldg. S.F. (Card, Sketch)</b>	794
				<b>Units</b>	1
				<b>Eff./Act. Year Built: 1970/1924</b>	
<b>Special Assessments</b>					
<b>Fire</b>	<b>Garb</b>	<b>Light</b>	<b>Drain</b>	<b>Impr</b>	<b>Safe</b>
03					F1
R					
1					1

Prepared by and return to:  
Cynthia Kelley  
McNeese Title, LLC  
36468 Emerald Coast Parkway, Suite 1201  
Destin, Florida 32541

File Number: 21-0490CK

## Warranty Deed

Made this May 26, 2021 A.D. By **Charles Leikauf and Kathy Leikauf, husband and wife and Richard A. Joyner, a single man**, whose address is: 2110 Riverland Road, Fort Lauderdale, Florida 33312, hereinafter called the grantor, to **Cole Properties & Land, LLC, a Florida limited liability company**, whose address is: PO Box 2521, Santa Rosa Beach, Florida 32459, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Broward County, Florida, viz:

Lots 11 and 12, a RE-SUBDIVISION OF BLOCK 36, FORT LAUDERDALE, FLORIDA, 2-11B, according to the Plat thereof, recorded in Plat Book 2, Page 11 of the Public Records of Broward County, Florida, together with the portion of land abutting South River Dr., per case No. 80-14749, and that 25 foot portion of the vacated right of way of Southwest 7th Avenue.

Parcel ID Number: **504210-43-0070**

**Said** property is not the homestead property of the Grantor as defined by the Constitution of the State of Florida.

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except for all covenants, conditions, restrictions, reservations, limitations and easements of record, and to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any and taxes accruing subsequent to December 31, 2020.

Prepared by and return to:  
Cynthia Kelley  
McNeese Title, LLC  
36468 Emerald Coast Parkway, Suite 1201  
Destin, Florida 32541

File Number: 21-0490CK

**In Witness Whereof**, the said grantor has signed and sealed these presents the day and year first above written.

*Signed, sealed and delivered in our presence:*

Witness Signature

*[Signature]*

Witness Printed Name

CONNIE SALERNO

Charles Leikauf

*[Signature]*

Witness Signature

*[Signature]*

Witness Printed Name

SUSAN N. LITTLETON

Kathy Leikauf

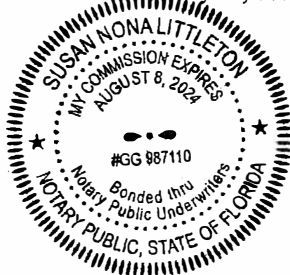
*[Signature]*

State of Florida

County of

Broward

The foregoing instrument was acknowledged before me by means of physical presence, this 25 day of May, 2021, by Charles Leikauf, Kathy Leikauf and Richard A. Joyner, who are personally known to me or who produced Driver's License as identification.



Notary Public

Print Name:

Susan N. Littleton

My Commission Expires:

(Seal)

Prepared by and return to:  
Cynthia Kelley  
McNeese Title, LLC  
36468 Emerald Coast Parkway, Suite 1201  
Destin, Florida 32541

File Number: 21-0490CK

**In Witness Whereof**, the said grantor has signed and sealed these presents the day and year first above written.

*Signed, sealed and delivered in our presence:*

Witness Signature

*[Signature]*

Witness Printed Name

CONNIE SALERNO

Witness Signature

*[Signature]*

Witness Printed Name

Susan N. Littleton

State of Florida

County of

Broward

The foregoing instrument was acknowledged before me by means of physical presence this 25 day of May, 2021, by Richard A. Joyner, who are personally known to me or who produced Drivers License as identification.

*[Signature]*  
Richard A Joyner



(Seal)

Notary Public

Print Name

*[Signature]*  
Susan N. Littleton

My Commission Expires:





## The Broward Trust for Historic Preservation, Inc.

*The Broward Trust for Historic Preservation is dedicated to identifying, preserving, restoring and maintaining the architectural heritage of Broward County.*

• 335 SE 6<sup>th</sup> Street Fort Lauderdale, FL 33301 •

### BOARD

APRIL KIRK  
MICHAELA M. CONCA  
PAMELA BARTON  
CLIVE TAYLOR  
DAVE PARKER

We, the undersigned, being all Board members of Broward Trust for Historic Preservation, organized and existing under the Bylaws of Broward Trust for Historic Preservation, and having its principal place of business at 335 SE 6<sup>th</sup> Avenue, Fort Lauderdale, FL 33301.

We now certify that the following is a true and correct copy of a resolution to apply for Landmark Historic Designation. The address of such property is 625 SW 5<sup>th</sup> Place, Fort Lauderdale, FL 33315. This resolution was adopted and sent electronically to the Board of Directors on 6/23/2021 from [Michaela54@live.com](mailto:Michaela54@live.com), President of BTHP. Upon receipt, a quorum established by electronic means on this date 6/24/2021, and that such resolution is not modified, rescinded, or revoked and is at present in full force and effect:

Therefore, it is resolved:

By affirmative votes noted as signatures collected through electronic means, a majority vote of the Members of this Board with authority to bind the Trust approves the form and content of this resolution, to be effective immediately.

April Kirk, Yay

Michaela M Conca, Yay

Pamela Barton, Yay

Clive Taylor, Yay

Dave Parker, Yay

I, Michaela M. Conca, President of the BTHP, certifies that she is the duly elected and qualified President of Broward Trust for Historic Preservation, Inc. and warrants that the above is a true and correct record of the resolution that the Trust duly adopted this vote 6/24/2021.

*Michaela M. Conca*



MARIA ROQUE  
Commission # GG 204577  
Expires April 8, 2022  
Bonded Thru Budget Notary Services

*Maria Roque*

*DL: C500-553-54-746-0*

**BY-LAWS  
BROWARD TRUST FOR HISTORIC  
PRESERVATION, INC.**

**ARTICLE 1. OFFICES**

**SECTION 1. PRINCIPLE OFFICE**

The Corporation shall have and continuously maintain a registered office and a registered agent in Broward County, Florida. The principal office of the Corporation location is in Fort Lauderdale, Florida.

**SECTION 2. CHANGE OF ADDRESS**

The Board may change the Corporations principal address by vote or amendment of these bylaws.

**ARTICLE 2. NON-PROFIT PURPOSES**

**SECTION 1. IRS SECTION 501(c)(3) PURPOSES**

This Corporation is organized exclusively for one or more of the purposes as specified in section 501 (C)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as example organizations under section 501C3 of the Internal Revenue Code.

**SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES**

The Broward Trust for Historic Preservation, Inc. is a non-profit 501(c)(3) non-governmental Corporation dedicated to identifying, preserving, restoring, and maintaining architectural heritage in Broward County.

The mission of the Broward Trust for Historic Preservation is to preserve, restore and enhance the historic character of Broward County and support education and research with regards to historic preservation; to advocate historic designation of significant buildings and districts throughout the County and work for that status on local and, where appropriate, national levels; to increase the involvement of residents and visitors in preserving Broward County's historical legacies, and to support other historic preservation communities in their endeavors.

**ARTICLE 3. DIRECTORS AND OFFICERS**

**SECTION 1. NUMBER**

The Corporation shall have no fewer than (5) five or more than (15) fifteen directors, and collectively they shall be known as the Board of Directors.

The Corporation shall have such powers as are necessary to carry out its purposes into effect.

It shall be incorporated under the provisions of the General Not For Profit Corporation Act of the State of Florida. And shall have such powers as are now, or may hereafter be, granted by such Act.

**SECTION 3. DUTIES**

The Board of Directors shall manage the Corporation's affairs, make all rules and regulations deemed necessary to accomplish the Corporation's purposes. It may adopt such laws and regulations not inconsistent with these Bylaws that it may consider necessary for its governance. In addition, it shall annually adopt the annual budget of the Corporation.

**SECTION 4. ELECTION AND TERMS OF OFFICE**

Board members shall be elected at the last quarterly meeting of the annual meetings of the Corporation. The Board will select the directors appointed according to the provisions of Section 2. of this Article. A selection of persons nominated by the Nominating Committee is also included in the vote by the Board. All board members shall actively serve for two (2) years and, at the option of the Board, may be renewed for up to two more two-year terms (six years total). In addition, the President and Vice President may serve four (4) consecutive two-year terms (8 years entire).

**SECTION 5. COMPENSATION**

Directors shall serve without compensation. However, reasonable reimbursement of except at a reasonable fee may be paid to directors for attending regular and special board meetings. In addition, board members are allowed likely advancement or reimbursement of expenses incurred in the performance of their duties. Reimbursement is provided with prior consent from the Executive Committee.

#### **SECTION 6. PLACE LOCATION OF BOARD MEETINGS**

Meetings are held at the principal office of the Corporation. If otherwise agreed upon by most of the Board members, the location meeting may change provided a majority of board members agree.

#### **SECTION 7. REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

Regular meetings of the Board of Directors shall be held a minimum of eight (8) times a year (generally, once a month considering summer break and the winter holidays).

#### **SECTION 8. SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called by the President, Chairperson of the Board, the Vice President, Secretary, or any two directors. Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the person or persons calling the special session. Defer to Roberts Rules of Order for Special Meeting.

#### **SECTION 9. NOTICE OF MEETINGS**

Unless otherwise provided by the Articles of Incorporation, these Bylaws, Robert Rules of Order, the following provisions shall govern giving notice for meetings.

- (a) Regular meetings.  
No notice of any regular meeting is necessary.
- (b) Special meetings.  
Notice provided at least one week prior by the Secretary of the Corporation to each Board member of each special meeting.

#### **SECTION 10. QUORUM OF MEETINGS**

Unless otherwise noted under the Articles of Incorporation, these Bylaws, or Roberts Rules of Order A quorum shall consist of 50% plus one (rounding down to the following whole number) of the Board. The Board shall conduct no business at any meeting at which the required quorum is not present. The only motion which the chair shall entertain at such meeting is a motion to adjourn.

#### **SECTION 11. MAJORITY ACTION AS BOARD ACTION**

Every act performed, or decision made by a majority of the directors present at a meeting duly held at which a quorum is present is at the Board's discretion. If a quorum is not present, the meeting shall be adjourned.

#### **SECTION 12. ELECTRONIC VOTING**

The Board may perform any act or make any decision by electronic mail or any other means of communication that does not allow the participating directors to hear each other simultaneously. Any action performed or judgment rendered in this manner is practical when most directors have signed consents to approve electronic voting. The Board's Secretary must retain all electronic votes or consents as part of the Board's official minutes.

#### **SECTION 13. CONDUCT OF MEETINGS**

The President of the Board shall preside over all meetings. In their absence, the presiding officer shall appoint another person to add as Secretary of the meeting. In the absence of the Vice President, the Secretary of the Corporation shall preside over all board meetings. Roberts Rules of Order shall govern meetings insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or Roberts Rules of Order.

## **SECTION 14. VACANCIES**

Any director may resign effective upon giving written notice to the President, the Secretary, or any Board of director. The written notice includes a message sent via email communication.

No director may resign if the Corporation would be left without a duly elected director or directors in charge of its affairs.

If a Board member is absent for three (3) consecutive meetings of the Board of Directors, including regularly scheduled meetings and special meetings duly called and noticed, will be asked to resign. In that case, the Board of Directors shall, in its discretion, declare the office of such director vacated and elect a new director to fill its vacancy.

When the number of directors on the Board is less than a quorum, the vacancy may be filled by consent of a majority of the directors. A person elected to fill a vacancy on the Board shall hold office until the next election.

## **SECTION 15. NONLIABILITY OF DIRECTOR**

All directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

## **SECTION 16. INDEMNIFICATION BY CORPORATION OF DIRECTORS AND OFFICERS**

The Corporation shall indemnify the directors and officers of the Corporation to the fullest extent permissible under the laws of this State. The Board will carry Errors and Omissions once the Board reaches 15 members.

## **ARTICLE 4. OFFICERS & DUTIES**

### **SECTION 1. DESIGNATION & DUTIES OF OFFICERS**

The Officers of the Corporation shall be President, Vice President, Secretary, and Treasurer. The Corporation may also have one or more Vice Presidents as determined from time to time to support the Board of Directors' activities and oversee specific committees of the Board.

### **SECTION 2. QUALIFICATIONS**

Any person 21 years or older may serve as an Officer of the Corporation.

### **SECTION 3. PRESIDENT**

In the absence of a paid Executive Director, the President shall be the chief executive officer of the Corporation.

The President shall perform the duties prescribed by these bylaws and by the parliamentary authority

And such other duties applicable to the office as prescribed in these bylaws.

### **SECTION 4. DUTIES OF VICE PRESIDENT**

The Vice President shall perform all duties of the President, and when so acting in his absence

shall perform the duties prescribed by these bylaws and by the parliamentary authority

And any such other duties applicable to the office as defined in these bylaws.

### **SECTION 5. DUTIES OF THE SECRETARY**

The Secretary of the Corporation shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws.

The Secretary shall be the custodian of all meeting minutes of the Board of Directors, amended By-laws, and all other Corporation records, all correspondence, collection of dues, and membership data.

## **SECTION 9. DUTIES OF TREASURER**

The Treasurer of the Corporation shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation or by these Bylaws, or which may be assigned to them from time to time by the Board of Directors. The Treasurer shall have custody of and be responsible for all funds of the Corporation. Prepare the financial statements and annual tax returns to be included in any financial report.

## **ARTICLE 4. IRS SECTION 501( C ) (3) TAX EXEMPTION PROVISIONS AND DISTRIBUTION OF ASSETS**

Upon the dissolution of this Corporation, it shall distribute all assets remaining after payment, or provisions for compensation, of all debts and liabilities of this Corporation. All assets shall be distributed to one or more organizations for exempt purposes. Assets also may be distributed to the federal government or the State or local government for public purposes. This donation falls within the meaning of section 501(c)(3) of the Internal Revenue Code.

---





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation

BROWARD TRUST FOR HISTORIC PRESERVATION, INC.

### Filing Information

<b>Document Number</b>	N95000002526
<b>FEI/EIN Number</b>	65-0596154
<b>Date Filed</b>	05/26/1995
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	04/24/2006
<b>Event Effective Date</b>	NONE

### Principal Address

335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

Changed: 01/06/2020

### Mailing Address

335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

Changed: 01/06/2020

### Registered Agent Name & Address

Conca, Michaela  
335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

Name Changed: 03/31/2018

Address Changed: 01/06/2020

### Officer/Director Detail

#### **Name & Address**

Title VP

Conca, Michaela Marie  
335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

FORT LAUDERDALE, FL 33301

Title President

Kirk, April Renee  
335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

Title Recording Secretary

Barton, Pamela  
335 SE 6th Ave  
FORT LAUDERDALE, FL 33301

Title Director

Parker, Dave  
P.O. BOX 1060  
FORT LAUDERDALE, FL 33302

### **Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2019	03/24/2019
2020	01/06/2020
2021	04/29/2021

### **Document Images**

<a href="#">04/29/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/24/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/31/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/10/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/13/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/11/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/07/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/26/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/04/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/26/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/12/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/03/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/16/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/08/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/01/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/24/2006 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">04/29/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/21/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/10/2002 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">10/10/2002 -- Name Change</a>	<a href="#">View image in PDF format</a>

<a href="#">04/15/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/12/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/04/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/20/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">09/02/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/25/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/01/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/26/1995 -- DOCUMENTS PRIOR TO 1997</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations

**2021 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N95000002526

**Entity Name:** BROWARD TRUST FOR HISTORIC PRESERVATION, INC.**Current Principal Place of Business:**335 SE 6TH AVE  
BTHP C/O STRANAHAN HOUSE MUSEUM  
FORT LAUDERDALE, FL 33301**Current Mailing Address:**335 SE 6TH AVE  
FORT LAUDERDALE, FL 33301 US**FEI Number:** 65-0596154**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**CONCA, MICHAELA  
335 SE 6TH AVE  
FORT LAUDERDALE, FL 33301 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:** MICHAELA CONCA

04/29/2021

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title VP  
Name CONCA, MICHAELA MARIE  
Address 335 SE 6TH AVE  
City-State-Zip: FORT LAUDERDALE FL 33301

Title RECORDING SECRETARY  
Name BARTON, PAMELA  
Address 335 SE 6TH AVE  
City-State-Zip: FORT LAUDERDALE FL 33301

Title PRESIDENT  
Name KIRK, APRIL RENEE  
Address 335 SE 6TH AVE  
City-State-Zip: FORT LAUDERDALE FL 33301

Title DIRECTOR  
Name PARKER, DAVE  
Address P.O. BOX 1060  
City-State-Zip: FORT LAUDERDALE FL 33302

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** MICHAELA M CONCA

VP

04/29/2021

Electronic Signature of Signing Officer/Director Detail

Date

**COVER LETTER**

**TO:** Amendment Section  
Division of Corporations

**NAME OF CORPORATION:** Broward Trust for Historic Preservation, Inc.

**DOCUMENT NUMBER:** N95000002526

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Michaela M. Conca

(Name of Contact Person)

Broward Trust for Historic Preservation, Inc.

(Firm/ Company)

335 SE 6th Avenue

(Address)

Fort Lauderdale, FL 33301

(City/ State and Zip Code)

browardtrust@outlook.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Michaela M. Conca

954

5364297

at

(Name of Contact Person)

(Area Code) (Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- |   |  |   |  |
|---|--|---|--|
| <input checked="" type="checkbox"/> \$35 Filing Fee | <input type="checkbox"/> \$43.75 Filing Fee &<br>Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee &<br>Certified Copy<br>(Additional copy is<br>enclosed) | <input type="checkbox"/> \$52.50 Filing Fee<br>Certificate of Status<br>Certified Copy<br>(Additional Copy is<br>Enclosed) |
|---|--|---|--|

**Mailing Address**

Amendment Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

**Street Address**

Amendment Section  
Division of Corporations  
The Centre of Tallahassee  
2415 N. Monroe Street, Suite 810  
Tallahassee, FL 32303



**If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:**

*(Attach additional sheets, if necessary)*

*Please note the officer/director title by the first letter of the office title:*

*P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.*

*Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.*

Example:

<input checked="" type="checkbox"/> Change	PT	John Doe
<input checked="" type="checkbox"/> Remove	V	Mike Jones
<input checked="" type="checkbox"/> Add	SV	Sally Smith

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <input checked="" type="checkbox"/> Change ___ Add  ___ Remove	<u>President</u>	<u>Michaela M. Conca</u>	<u>335 SE 6th Avenue</u> <u>Fort Lauderdale</u> <u>Florida, 33301</u>
2) <input checked="" type="checkbox"/> Change ___ Add  ___ Remove	<u>Vice Pre</u>	<u>April Kirk</u>	<u>336 SE 6th Avenue</u> <u>Fort Lauderdale, Florida, 33301</u> <u>336 SE 6th Avenue</u>
3) <input type="checkbox"/> Change <input checked="" type="checkbox"/> Add ___ Remove	<u>Director</u>	<u>Clive Taylor</u>	<u>Fort Lauderdale</u> <u>Florida, 33301</u>
4) <input type="checkbox"/> Change ___ Add  ___ Remove	_____	_____	_____
5) <input type="checkbox"/> Change ___ Add  ___ Remove	_____	_____	_____
6) <input type="checkbox"/> Change ___ Add  ___ Remove	_____	_____	_____

**E. If amending or adding additional Articles, enter change(s) here:**

*(attach additional sheets, if necessary). (Be specific)*

---



---



---



---



---

- ☐ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 04/29/2021

Signature Michaela M Conca  
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Michaela M. Conca

(Typed or printed name of person signing)

Registered Agent, President

Michaela M Conca

(Title of person signing)