



**COCOA REDEVELOPMENT AGENCY BOARD
REGULAR MEETING AGENDA**

DATE: Tuesday, December 6, 2016
TIME: 5:00 PM

LOCATION: Cocoa City Hall
65 Stone Street

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- I. **CALL TO ORDER**
 - ROLL CALL**
 - INVOCATION**
 - PLEDGE OF ALLEGIANCE**
 - II. **APPROVAL OF AGENDA AND MINUTES**
 - AGENDA: Regular Meeting of December 6, 2016
 - MINUTES: Regular Meeting of November 1, 2016 and Special Meeting of November 21, 2016
 - III. **DELEGATIONS**
 - IV. **PRESENTATIONS**
 - V. **OLD BUSINESS**
 - 1. Update on Dirty Oar Beer Company Façade Improvements (no back up provided)
 - 2. Eligibility of non-profits to apply for commercial façade grant (no back up provided)
 - 3. Commercial Façade Grant Application -- 11 Riverside Drive (Overland Missions)
 - VI. **NEW BUSINESS**
-
- VII. **ATTORNEY'S REPORT**
 - VIII. **AGENCY MEMBERS AND STAFF REPORTS**
 - IX. **NEXT MEETING DATE**

The next regularly scheduled meeting of the Cocoa Community Redevelopment Agency will be held on Tuesday, January 3, 2017 at 5:00 PM in the Council Chambers located in Cocoa City Hall, 65 Stone Street, Cocoa, Florida.
 - X. **ADJOURNMENT**

NOTICE TO THE PUBLIC:

This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend.

Pursuant to Section 286.0105, *Florida Statutes*, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

**MINUTES
CITY OF COCOA
COCOA COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
November 1, 2016**

The Cocoa Community Redevelopment Agency held its regularly scheduled meeting at 5:00 p.m. at Cocoa City Hall, 65 Stone Street, Cocoa, FL. as publicly noticed.

I. CALL TO ORDER /ROLL CALL:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Jan Stewart	Agency member
Jeri Blanco	Agency member
Ed Lanni	Agency member
Brenda Warner	Agency member
Anthony Garganese	Agency Counsel

Mayor Parrish called the meeting to order at 5:07 pm

PRESENT:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Jan Stewart	Agency member
Jeri Blanco	Agency member
Brenda Warner	Agency member (arrived 5:13pm)
Anthony Garganese	Agency Counsel (telephonically)
Monica Arsenault	Recording Secretary

ABSENT:

Ed Lanni	Agency member
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STAFF PRESENT:

John A. Titkanich Jr., AICP, City Manager, **Steven P. Belden, AICP**, Community Services Director, **Joan Junkala, CEG**, Economic Development Manager, and **Samia Singleton**, Economic Development Specialist.

City Manager Titkanich provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA /MINUTES:

- * **A MOTION was made by Vice Chairman Boisvert; SECONDED by Agency member Blanco to approve the agenda for the regular meeting of November 1, 2016 with the exception that an item be added under “Old Business” and that “New Business” be addressed before “Old Business”.**

AYES: Parrish, Blanco, Boisvert, Stewart

MOTION CARRIED UNANIMOUSLY (4-0)

- * **A MOTION was made by Vice Chairman Boisvert; SECONDED by Agency member Blanco to approve the minutes of the regular meeting of October 4, 2016.**

AYES: Parrish, Blanco, Boisvert, Stewart

MOTION CARRIED UNANIMOUSLY (4-0)

III. DELEGATIONS

NONE

IV. PRESENTATIONS:

NONE

V. OLD BUSINESS:

Direction Regarding the Old City Hall Site and Property Acquisition

Mr. Titkanich recapped the history and progress of the old City Hall site located at 603 Brevard Avenue. **Mr. Titkanich** expressed that he believed the City should continue to move forward with establishing commercial redevelopment at the Old City Hall site in order to extend Cocoa Village southward. **Mr. Titkanich** stated that the City purchased a piece of property at 6 Forrest Avenue as well as the old mobile home park located on Florida Avenue, across from El Charro Mexican Restaurant.

Mr. Titkanich shared that he previously met with **Mr. Aleck Greenwood** regarding the future of 603 Brevard Avenue. **Mr. Titkanich** explained that **Mr. Greenwood** believed that the back portion of the property should be used for parking and the front portion should be put out for a RFP, or request for proposal. **Mr. Titkanich** shared that his concern with **Mr. Greenwood's** idea is that future development could become limited if the entire back portion of the property was used for parking. **Mr. Titkanich** requested that the Agency share their input and give staff a direction in which to move forward regarding the future of 603 Brevard Avenue.

Chairman Parrish expressed that he, personally, would rather utilize the property as parking because of the major parking issues Cocoa Village has already.

Agency member Warner shared that she believed staff should move forward by issuing a RFP but continue to make the property available for parking until a project has been selected for development. **Agency member Warner** stated that if the site continued to be utilized for parking it needed to be cleaned up as there are large chunks of concrete that could create liability issues if a person were to fall. **Agency member Warner** also suggested that diagonal parking spaces be added along John Garren Lane on both sides of the street. **Mr. Titkanich** stated staff would reach out to Public Works.

Mr. Titkanich stated that he and **Mr. Aleck Greenwood** have discussed the additional lot for sale next to the old City Hall site. **Mr. Titkanich** suggested that the Agency incorporate the sale of the adjoining property in the RFP. **Mr. Titkanich** shared that he also discussed an environmental assessment of the adjoining property to 603 Brevard Avenue with **Mr. Greenwood** in order to help prepare the site for potential buyers.

Mr. Greenwood approached the Agency to share his concerns and ideas in regards to the inadequate parking in Cocoa Village.

VI. NEW BUSINESS:

1. Commercial Façade Grant Application –11 Riverside Drive (Overland Missions)

Ms. Samia Singleton presented the Agency with information pertaining to the Façade Grant Application for Overland Missions located at 11 Riverside Drive.

Chairman Parrish asked if all requirements were met for the Façade Grant. **Mr. John Titkanich** expressed that he was unsure whether or not a non-profit organization could apply for a Façade Grant. Several concerns were made about the organization's eligibility for the Façade Grant. A motion was made to table the item until the next scheduled meeting in order to allow time for staff to research a resolution to the issue.

- * **A MOTION was made by Agency member Warner; SECONDED by Vice Chairman Boisvert to table the Façade Grant Application until the next scheduled meeting.**

AYES: Parrish, Boisvert, Warner, Stewart, Blanco

MOTION CARRIED UNANIMOUSLY (5-0)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

1. Cocoa Riverfront Pedestrian Connector Update

Mr. Belden explained that once the bid package is ready to go out, contractors will have thirty (30) days to bid for the project. Ms. Junkala explained that staff will need to secure a signed construction contract before September 30, 2017.

2. Riverfront Boat Slip Design and Engineering Update

Mr. Belden explained that staff is currently awaiting responses for quotes that were submitted for the design and engineering of the Riverfront boat slips. Once the quotes have been received, staff will select a consultant and move forward with the design and engineering.

IX. NEXT MEETING DATE:

The next scheduled meeting of the Cocoa Community Redevelopment Agency will be held on Tuesday, December 6, 2016 at 5:00 PM in the Council Chambers located at Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

X. ADJOURNMENT:

- * **MOTION made by Vice Chairman Boisvert; SECONDED by Agency member Warner to adjourn the regular meeting of November 1, 2016.**

AYES: Parrish, Boisvert, Warner, Stewart, Blanco

MOTION CARRIED UNANIMOUSLY (5-0)

MEETING WAS ADJOURNED AT 6:18 pm

Henry U. Parrish III, Chairman

Respectfully Submitted By:

Monica Arsenault, Recording Secretary

**MINUTES
CITY OF COCOA
SPECIAL MEETING OF THE COCOA
REDEVELOPMENT AGENCY**

NOVEMBER 21, 2016

A Special meeting of the Cocoa Redevelopment Agency was held on Monday, November 21, 2016 at 9:30 a.m., in City Council Chambers, located in Cocoa City Hall, 65 Stone Street, in Cocoa, Florida as publicly noticed.

I. CALL TO ORDER:

Chairman Parrish called the meeting to order at 9:46 a.m.

Agency Member Lanni provided the invocation and Vice Chairman Boisvert led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

The City Clerk took the roll.

PRESENT:	Henry U. Parrish III	Chairman
	Don Boisvert	Vice Chairman
	Jeri Blanco	Agency member
	Ed Lanni	Agency member
	Brenda Warner	Agency member
	Anthony Garganese	Agency Counsel

ABSENT:	Jan Stewart	Agency member
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II. APPROVAL OF AGENDA & MINUTES:

- * **MOTION by Vice Chairman Boisvert; Seconded by Agency member Blanco, to approve the Agenda and Minutes for the Special meeting of November 21, 2016.**

AYES: Parrish, Boisvert, Blanco, Lanni, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

City Manager Titkanich clarified for the record that there were NO MINUTES to be approved, only the agenda.

III. NEW BUSINESS:

1. Approval of a Joint Resolution between the Cocoa Community Redevelopment Agency and the City of Cocoa approving a Second Modification to an Interlocal Agreement authorizing the re-conveyance of the 300 Brunson Avenue property from the Agency to the City, and authorizing the Cancellation in full of the \$1.5 million Promissory Note between the Agency and the City.

Agency Counsel Garganese presented the item noting that this was for the approval of a Joint Resolution and a Second Modification to an Interlocal Agreement authorizing the re-conveyance of the 300 Brunson Avenue property from the Agency to the City. This needs to be done in order to facilitate the redevelopment of real property at 300 Brunson Avenue and to construct a new fire station facility. The City anticipates construction will commence in early 2017. Additionally, the balance of the note would be forgiven.

He further advised that in August of 2013, the City entered into a Note Modification Agreement with the RDA to defer certain note payments until FY2017. 300 Brunson Avenue was included in this note payment modification. The repayment scheduled would recommence in 2017 unless the agenda item was approved.

Staff was requesting that the Agency authorize the cancellation in full of the \$1.5 million Promissory Note between the City and the Agency which has a current booked balance of \$1,422,099.37.

- * **MOTION by Agency member Warner; Seconded by Vice Chairman Boisvert, to approve a Joint Resolution between the Cocoa Community Redevelopment Agency and the City of Cocoa approving a Second Modification to an Interlocal Agreement authorizing the re-conveyance of the 300 Brunson Avenue property from the Agency to the City, and Authorizing the Cancellation in full of the \$1.5 million Promissory Note between the Agency and the City.**

AYES: Parrish, Boisvert, Blanco, Lanni, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

City Manager Titkanich mentioned the mobile home trailer park and noted that they would be looking at other opportunities that the CRA might be able to capitalize on projects. They will work together to bring back an opportunity or plan for that property.

IV. ADJOURNMENT.

- * **MOTION by Agency member Warner; Seconded by Vice Chairman Boisvert, to adjourn the Special Cocoa RDA meeting.**

AYES: Parrish, Boisvert, Blanco, Lanni, Warner

THE MOTION CARRIED UNANIMOUSLY (5-0)

The meeting adjourned at 9:53 a.m.

Henry U. Parrish III, Chairman

ATTEST:

Carie Shealy, City Clerk



AGENDA ITEM V-3

Commercial Façade Grant Application – 11 Riverside Drive (Overland Missions)

MEMO DATE: November 28, 2016
AGENDA DATE: December 6, 2016
PREPARED BY: Joan A. Junkala, Economic Development Manager 

REQUESTED ACTION: Approve a request for a Commercial Façade Grant in the amount of \$5,000.00 for Overland Missions, located at 11 Riverside Drive.

BACKGROUND

The property located at 11 Riverside Drive is owned by a non-profit organization, Overland Missions, Inc. The property's exterior paint is faded and peeling. Overland Missions will be making exterior improvements to include painting the entire building and doors, which first requires pressure washing the exterior, repairing cracks, and sealing the walls and trim. The popular Cocoa Village restaurant, Crush 11, is expected to remain as are the other businesses currently located at 11 Riverside Drive.

STAFF COMMENTS

Staff fully supports the request for a commercial façade grant for proposed improvements to the property. The exterior improvements are expected to result in a more aesthetically appealing property that will enhance the image of the Cocoa CRA and, therefore, downtown Historic Cocoa Village. Mitigating deterioration of buildings will continue to

attract businesses and visitors to this property as well as facilitate additional improvements to nearby properties.

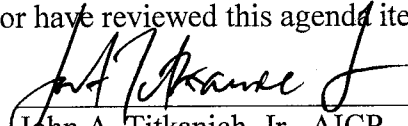
BUDGETARY IMPACT

Based on staff's recommendation, there would be a reduction of \$5,000.00 from the Commercial Façade Grant Program (Account 110-3230-559.83-00).

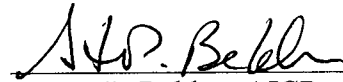
REVIEWED

The City Manager and Community Services Director have reviewed this agenda item.

City Manager


John A. Titkanich, Jr., AICP

Community Services Director


Steven P. Belden, AICP

REQUESTED MOTION

Approve a request for a Commercial Façade Grant in the amount of \$5,000.00 for Overland Missions, located at 11 Riverside Drive.

Pre-Application Counseling Date: Oct 23, 2016
Staff Member Initials: JH
Date Submitted: Oct 23, 2016

COCOA REDEVELOPMENT AGENCY COMMERCIAL FAÇADE PROGRAM APPLICATION

The Cocoa Community Redevelopment Agency (Cocoa RDA) sponsors a Commercial Façade Improvement Program to benefit property owners in the RDA Area. Matching grants of up to \$5,000.00 are available per commercial parcel to qualified owners. **Matching grants of \$10,000 are available to applicants whose property is located in that portion of the Cocoa Redevelopment Agency within the Cocoa Enterprise Zone. No property located on Brevard Avenue is considered eligible. Applications must be submitted two weeks in advance of each RDA meeting.** The Cocoa RDA meets on the first Tuesday of each month. (Please print or type using either blue or black ink).

PROPERTY OWNER/APPLICANT NAME: JASON KOCHEN
APPLICANT'S PHONE NUMBER: 321-368-6076
MAILING ADDRESS: P.O. Box 5146 CAPE CANAVERAL FL 32920
PROPERTY ADDRESS: 11 RIVERSIDE DR COCOA FL 32922
BUSINESS NAME: OVERLAND MISSIONS INC.
DESCRIPTION OF PLANNED IMPROVEMENTS:
EXTERIOR BUILDING RENOVATION AND PAINTING.

TOTAL PROJECT COST: \$13,435.00
GRANT FUNDS REQUESTED: \$5,000.00

PLEASE ATTACH THE FOLLOWING:

1. Copy of Deed/Proof of Ownership
2. Copy of City Occupational Business License
3. Color Photographs/Slides of Current Condition
4. Site Survey (required ONLY in the case of landscaping improvements)
5. Estimates/quotes/bids for all costs associated with the project ("Sweat equity" hours will not be credited.)

Pre-Application Counseling Date: _____

Staff Member Initials: _____

Date Submitted: _____

6. Complete, written scope of rehabilitation work
7. Complete, written description of the projects ability to meet the design criteria for funding outlined on the third page of this application
8. Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. (The Commercial Façade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and sub-contractors have been paid in full.)
9. Proof of insurance coverage (Please ask your insurance agent to send the Accord Form)

PLEASE BE AWARE OF THE FOLLOWING PROGRAM STIPULATIONS

FUNDING:

1. All funding is subject to approval by the Cocoa Redevelopment Agency Board, which will review applications on a monthly basis.
2. The borrower must be the property owner, as evidenced by a deed.
3. Applicants may receive up to \$5,000 on a one-to-one (public to private fund) matching basis. Notwithstanding, no grant or grants provided under the Commercial Façade Improvement Program shall be awarded in excess of \$5,000.00 as applied to any commercial parcel of property during any one (1) year period. The funds will be provided on a reimbursement basis once all work is complete. All receipts and invoices reflecting payment in full for any improvements of qualifying costs and expenses is required for reimbursement.
4. All private funds must be invested, and related work elements completed, prior to the release of grant funds. The property owner will be responsible for any and all debt incurred.
5. All funds provided shall be secured by a Deferred Payment Promissory Note and a mortgage on the property to ensure the maintenance and protection of funded improvements for a five-year period.
6. No repayment is required and all debt is forgiven on a pro-rata annual basis over a five-year period provided no default occurs.
7. Transfer of ownership is allowed, at the sole discretion of the Cocoa RDA, so long as the property buyer agrees to assume and undertake all obligations relating to maintaining or upgrading any funded improvements for the remainder term of the indebtedness and agrees to execute an agreement, to the satisfaction of the Cocoa RDA, acknowledge and assuming any outstanding debt and agreeing to the terms and condition of the grant.

NOTE: Multi-family/Single family residential property will not be eligible for the program.

Pre-Application Counseling Date: _____
Staff Member Initials: _____
Date Submitted: _____

DESIGN CRITERIA FOR FUNDING CONSIDERATION:

1. The proposed façade improvements must be conducted on a commercial property located within the Cocoa Redevelopment Area. (Threshold requirement)
2. All criteria, elements, or information requested in the application must be complete. (Threshold requirement)
3. Priority will be given to projects which preserve or restore the historical or heritage elements of the commercial building, site, or Cocoa Redevelopment Area.
4. Priority will be given to visible projects having a major or substantial neighborhood impact (i.e. greater weight will be given to those that incorporate structural modifications as opposed to a "paint over". Roof improvements will be considered if the improvements are visible from the public right-of-way).
5. Priority will be given to the projects which address the safety of customers and/or employees at the commercial location.
6. Priority will be given to projects which address the security of customers and/or employees at the commercial location.
7. Priority will be given to projects which address the convenience of employees and/or customers at the commercial location.
8. Priority will be given to projects which will prevent, diminish or eliminate a blighted condition.
9. Priority will be given to projects that reflect a greater proportion of private funds to be utilized over those funds being provided under the Cocoa Façade Improvement Program.
10. Priority will be given to "partner projects" which will cause the upgrade and structural improvements to two or more properties simultaneously.

ELIGIBLE EXPENSES:

1. Exterior improvements that are visible from the public right-of-way and are intended to preserve and protect the structural integrity of the commercial building;
2. Lighting;
3. Landscape Improvements;
4. Awnings;
5. Signage;
6. Painting of other coatings or similar application.

Pre-Application Counseling Date: _____
Staff Member Initials: _____
Date Submitted: _____

APPLICATION PROCESS:

1. Applicant shall submit completed application packets, in accordance with the minimum requirements contained herein, to the City of Cocoa Office of Economic Development.
2. All application packets must be received by the Office of Economic Development at least two (2) weeks before the Cocoa RDA meeting, otherwise the application will be reviewed at the following meeting (approximately one (1) month later).
3. All applications will be reviewed upon receipt by the Office of Economic Development. Any application which does not contain all of the minimum required elements and/or information shall be returned to the Applicant for completion and re-submittal.
4. All completed applications shall be ranked by the Office of Economic Development in accordance with the commercial façade improvement's guidelines.
5. All completed and ranked applications shall be scheduled for consideration by the Cocoa RDA.
6. Applicants should be present and prepared to discuss their project and request in detail.

Note: No improvements are to begin prior to RDA Board approval.
Improvements started before the board approval will not be funded.

The undersigned understand the criteria required for grant request approval.



Signature of Applicant/Owner

10/14/14

Date

JASON KOCHEN,
ADMINISTRATOR FOR OVERLAND MISSIONS

Pre-Application Counseling Date: _____
Staff Member Initials: _____
Date Submitted: _____

**COCOA REDEVELOPMENT AREA DESIGN CRITERIA
REVIEW FORM**

On an attached sheet(s), please provide the following information in as concise a manner as possible.

THIS FORM IS TO BE COMPLETED BY A STAFF MEMBER

- | | |
|--|----------|
| 1. Historical and/or heritage elements preserved or restored | ___ |
| 2. Neighborhood impact assessment | ___ |
| 3. Safety based improvements for employees and/or customers | ___ |
| 4. Convenience based improvements for employees and/or customers | ___ |
| 5. Security based improvements for employees and/or customers | ___ |
| 6. Eliminates, prevents or diminishes a blighting condition | ✓
___ |
| 7. Provides 50% more private funding than the public funding being requested of the redevelopment agency | ✓
___ |
| 8. Upgrades two or more properties simultaneously | ___ |
| 9. The property location is within the Cocoa RDA area | ✓
___ |
| 10. The application is complete | ✓
___ |
| Total | 4
___ |

PREPARED BY AND RETURN TO:

VICTOR M. WATSON, ESQ.
Watson, Soileau, Deleo,
Burgett & Pickles P.A.
3490 North US Highway 1
Cocoa, Florida 32926
(321) 631-1550
Our File No: 16-2011
REC: \$27.00
DOC: \$10,640.00

WARRANTY DEED

GRANTOR: JOSEPH GLOWACKI

GRANTEE: OVERLAND MISSIONS, INC., a not-for-profit Florida corporation

GRANTEE'S MAILING ADDRESS: P.O. BOX 566
CAPE CANAVERAL, FL 32920

DATE: JUNE 30, 2016

LEGAL DESCRIPTION OF PROPERTY LOCATED IN BREVARD COUNTY, FLORIDA:

SEE ATTACHED EXHIBIT "A"

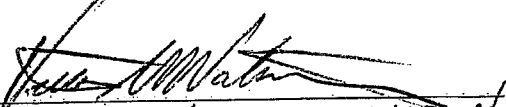
THE PROPERTY HEREIN DESCRIBED IS COMMERCIAL PROPERTY, AND IS NOT AND HAS NEVER BEEN THE HOMESTEAD PROPERTY OF THE GRANTOR, NOR IS IT ADJACENT THERETO.

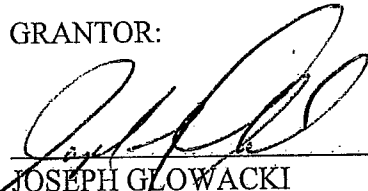
The Grantor, for and in consideration of the sum of TEN DOLLARS, and other good and valuable considerations to the Grantor in hand paid by the Grantee, the receipt of which is acknowledged, has granted, bargained and sold to the Grantee, and the Grantee's heirs and assigns forever the land described above. The Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

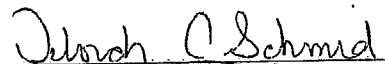
This conveyance is subject to restrictions and matters appearing on the plat or otherwise common to the subdivision; public utility easements of record and taxes for the year 2016 which are not yet due and payable.

Execution of deed witnessed by:

GRANTOR:


Witness Name: VICTOR M. WATSON


JOSEPH GLOWACKI
9451 Buffalo Street
Hamtramck, MI 48212


Witness Name: Deborah C. Schmid

ACKNOWLEDGMENT

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this 30th day of June, 2016, by Joseph Glowacki, who is personally known to me _____ or who has produced a Michigan Chauffeur's Lic. as identification and who did not take an oath.


Notary Public, State of Florida
My Commission Expires:

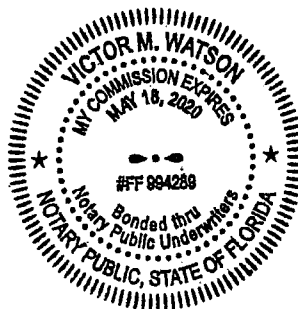


EXHIBIT "A"

LEGAL DESCRIPTION:

Parcel 1:

All of Lot 2 of Hardee's and Ronalds Subdivision, according to plat of said subdivision, recorded in Plat Book 1, Page 32, Public Records of Brevard County, Florida, and that part of Lot 1 of said Hardee's and Ronalds Subdivision, described as follows:

Beginning on the dividing line between Lots 1 and 2, according to plat of Hardee's and Ronalds Subdivision, recorded in Plat Book 1, Page 32, Brevard County records, said land being in Section 33, Township 24 South, Range 36 East, at a point 101.5 feet East of the Southwest corner of Lot 1 of the above-described plat; thence running along said dividing line in an Easterly direction 190 feet, more or less, to the shore of the Indian River; thence meandering along the water's edge of said river in a general Northwesterly direction to a point where the prolongation of a line drawn from the above-described point of beginning to a point on the Western boundary of the public road, as shown upon said plat 10 feet from the South line of Lot 1 of said plat (measuring along the line of the road in a general Northwesterly direction) would intersect said meandering line; thence along the last-described line in a general Southwesterly direction to the point of beginning. Subject to public easement in the 30 foot public road as shown upon said above-described plat.

Parcel 2:

Lot 3, Hardee's and Ronalds Addition to Cocoa, according to the plat thereof, recorded in Plat Book 1, Page 32, of the Public Records of Brevard County, Florida, except road rights-of-way.

Appraiser's Identification Number: 24-36-33-77-00000.0-0002.00

City of Cocoa
LOCAL BUSINESS TAX RECEIPT
65 Stone Street
Cocoa, Florida 32922
(321) 433 - 8501
Receipt Number 17-00007528
10/16-09/17

OVERLAND MISSIONS INC.
P.O. BOX 566
CAPE CANAVERAL FL 32920

BASE FEE	ADDITIONAL CHARGE	LATE PENALTY	TOTAL PAID
0.00	0.00	0.00	0.00

NAICS Code: 813
Classification: Religious, Grantmaking, Civic, Prof
Local Business Tax Receipt Number: 17-00007528
Date Issued: October 14, 2016
Expiration Date: September 30, 2017



Location Address:
11 RIVERSIDE DR 5 UN
COCOA FL 32922

A penalty will be imposed on any persons failing to post this receipt conspicuously in the place of business or for not renewing by September 30th. This receipt is transferable only under conditions stated in Chapter 12, Cocoa City Code.

This Local Business Tax Receipt does not constitute an endorsement approval or disapproval of the holder's skill or competence or for the compliance or non-compliance of the holder with other laws, regulations or standards.

Please Note: If payment was made by check or credit card and returned to the City of Cocoa for "non-sufficient funds" or payment is refused by your credit card company then your Local Business Tax Receipt is not valid.

Customer Service Feedback Survey: Please take a moment to complete a brief customer service survey regarding your experience with the City of Cocoa Community Development Department.

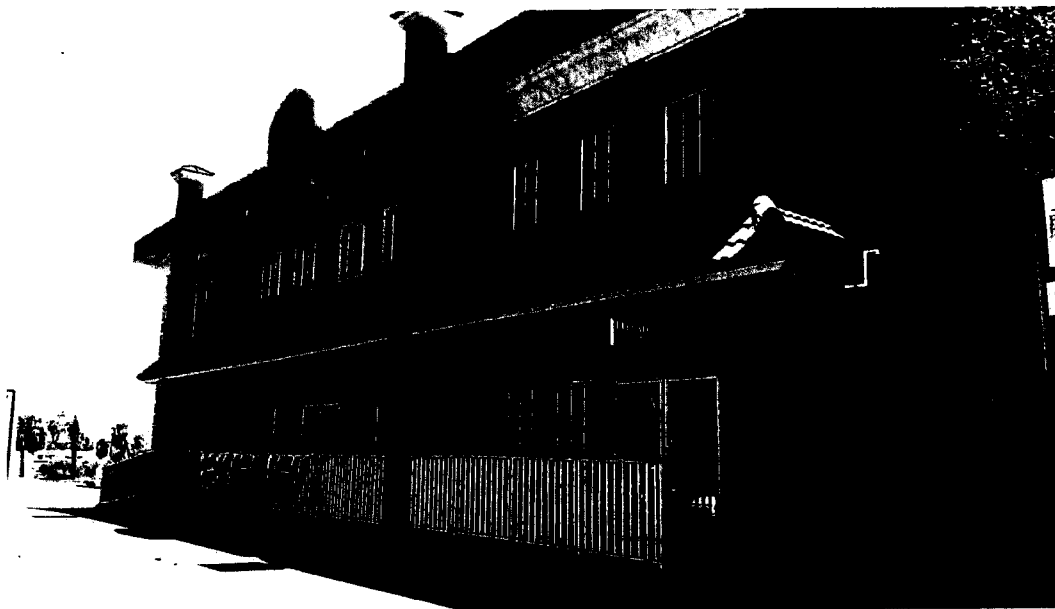
The online Customer Service Feedback Survey can be found at:

www.cocoafl.org/communityservicescustomersurvey

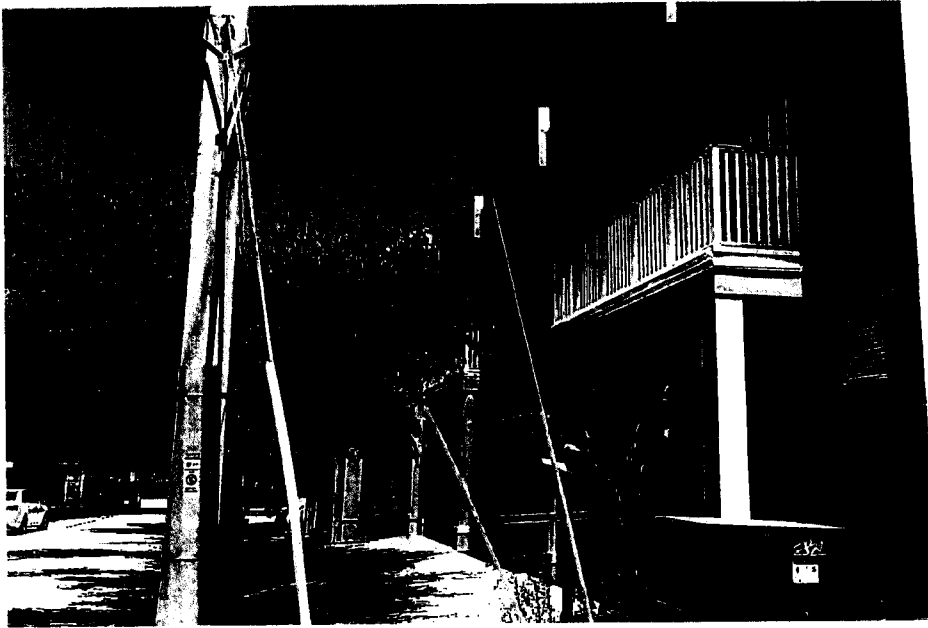
For any questions concerning this Local Business Tax Receipt, please contact a Permit/License Technician at (321) 433-8501 or 8502.



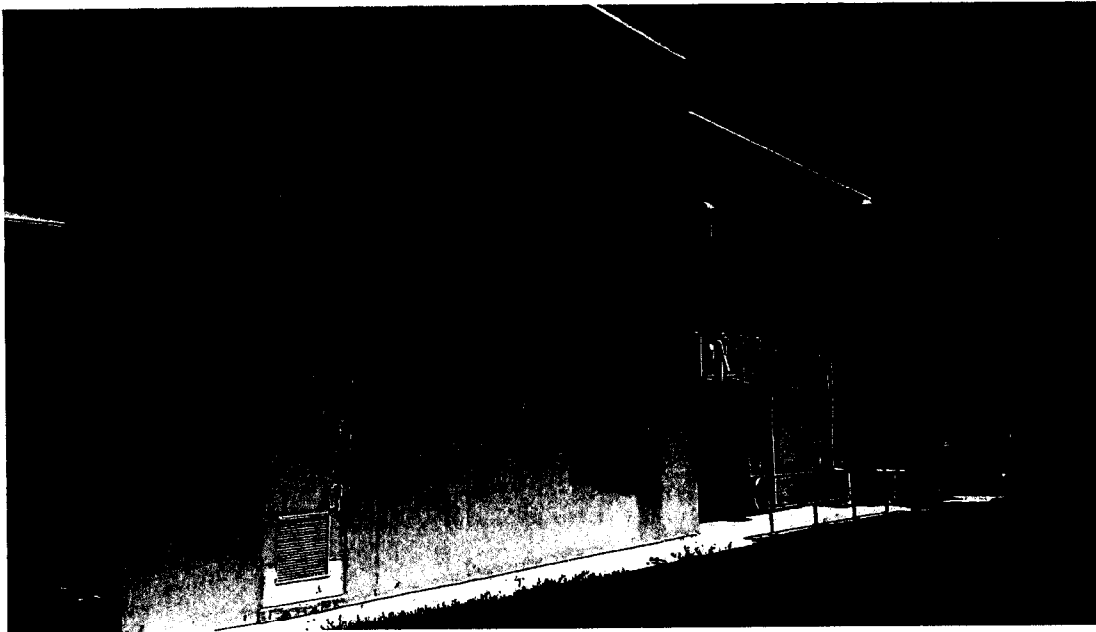
East Facing Exterior Wall



North Facing Exterior Wall



West Facing Exterior Wall



South Facing Exterior Wall

Keenan Painting Inc.

3387 Hoofprint Dr.
Melbourne, Florida 32940
321-794-4880 (Office) 321-259-9005 (Fax)
www.keenanpainting.com

September 25, 2016

TO: Overland Missions
11 Riverside Dr.
Cocoa, Florida 32922

321-576-6664 (Tim)
timiy@overlandmissions.com

We were recently asked for pricing information from our company to repaint the exterior of the building listed at the above address. The quote is listed below:

Exterior

Scope of Work:

- Pressure wash the exterior of the building to remove dirt, mildew and loose paint.
- Cover the windows with plastic or paper and tape.
- Protect all walkways, bushes and anything else that should not get paint on it using a combination of tape, paper, plastic and cloth drops.
- Repair any cracks in the stucco finish using waterproof caulk. Sponge off excess to reduce flashing
- Apply masonry conditioner (sealer) to the stucco walls and stone trim.
- Caulk all windows and door
- Apply acrylic latex exterior paint to the stucco body and the stucco and stone trim. Spray and back roll application
- Repaint the outside of the exterior doors.

Price **\$13,435.00**
***price includes materials**

Terms: **1/3 Payment at the start of the project**
Balance due upon completion

Scheduling: All scheduling is tentative and subject to change. We do our very best to minimize changes and give as much advance notice as possible to our customers when we have to make scheduling changes.

Colors: Choice of color may affect the number of coats required for adequate coverage. If beyond scope of work specified a Change Order may be required

Workmanship is warranted for a period of 10 Years. This warranty specifically excludes damage caused by accident/abuse, weather condition such as temperature changes or excessive moisture, defective building materials or faulty workmanship by others or the lack regular cleaning maintenance of the building's exterior.

Work crews are not authorized to complete work beyond the detailed specifications above without a written and signed change order. Please contact our office for an estimate on additional work

All materials are guaranteed per manufacture's specifications. All above work is to be performed and completed in a professional workmanlike manner.

Thank you for giving us the opportunity to bid for your business. We have been in business since 1988 and have established a reputation for quality. We look forward to showing you that it is well deserved.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date

Signature

Scope of Work

Applicant: Overland Missions, Inc.

Property: 11 Riverside Drive

Work: Exterior building rejuvenation and painting to prevent blighted conditions.

Scope: we are seeking matching assistance from the Community Redevelopment Agency (CRA) to improve, prevent and avoid blight conditions on our newly acquired building within the CRA Jurisdiction.

We will hire a bonded contractor to pressure wash, recondition, patch, restore and paint the exterior of our two-story, non-residential building, upon approval of this application. The work will include the protection and preservation of plants, trees and flowerbeds as well as protecting the structure from moisture for long-term improvement impact to our cocoa village community.

The overall cost of the project well exceeds the maximum matching grant of \$5,000 which we are prepared to pay upon CRA approval. It is our intent as a new building owner of this community to contribute to the masterplan in place by your leadership to improve the CRA district.

Thank you in advanced for your consideration.

Criteria for Funding Outline

This proposed project meets the design criteria for funding as follows:

- The proposed improvements are for a commercial property located within the Cocoa Redevelopment Area.
- All criteria, elements and information requested in the application are complete.
- The two story property is large and very visible to the Cocoa Village area. The building is currently painted with so many colors that it does not have a clean and professional appearance. The appearance of the building needs to be streamlined and given a consistent look.
- The project meets the requirement for eligible expenses because it is an exterior improvement that is visible from the public right-of-way.



P.O. Box 15284
Wilmington, DE 19850

OVERLAND MISSIONS, INC.
(SAVINGS ACCOUNT)
PO BOX 566
CAPE CANAVERAL, FL 32920-0566

Business Banking

Customer service information

Customer service: 1.888.852.5000

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Select Bus Int Max - FL Business Interest Maximizer

for September 1, 2016 to September 30, 2016

Account number: 1111111111

OVERLAND MISSIONS, INC. (SAVINGS ACCOUNT)

Account summary

Beginning balance on September 1, 2016	\$611,660.42
Deposits and other credits	55,469.15
Withdrawals and other debits	-581,151.03
Service fees	-0.00
Ending balance on September 30, 2016	\$85,978.54

of deposits/credits: 25

of withdrawals/debits: 3

of days in cycle: 30

Average ledger balance: \$455,669.55

Average collected balance: \$455,669.55

Annual Percentage Yield Earned this statement period: 0.05%.
Interest Paid Year To Date: \$187.37.



EVANSTON INSURANCE COMPANY

COMMON POLICY DECLARATIONS

POLICY NUMBER: 3EF2318

RENEWAL OF POLICY: New

Named Insured and Mailing Address (No., Street, Town or City, County, State, Zip Code)

Overland Missions Inc

PO Box 566

Cape Canaveral

FL

32920

Policy Period: From 07/14/2016 to 07/14/2017 , at 12:01 A.M. Standard Time at your mailing address shown above.

BUSINESS DESCRIPTION: Office / Restaurant - LRO

FORM OF BUSINESS

☐ Individual ☐ Joint Venture ☐ Partnership ☐ Organization (other than Partnership or Joint Venture)
☐ Limited Liability Company ☒ Corporation ☐ Other

Audit Period: Annual unless otherwise stated: ANNUAL

FTZ Code:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S), BUT ONLY FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Commercial Property Coverage Part	\$ NOT COVERED
Commercial General Liability Coverage Part	\$ 1,188.00
Commercial Inland Marine Coverage Part	\$ NOT COVERED
Commercial Ocean Marine Coverage Part	\$ NOT COVERED
Commercial Professional Liability Coverage Part	\$ NOT COVERED
Commercial Automobile Liability Coverage Part	\$ NOT COVERED
Liquor Liability Coverage Part	\$ NOT COVERED
Crime Coverage Part:	\$ NOT COVERED
Other Coverages: Terrorism	\$ NOT COVERED
	\$
Premium Total	\$ 1,188.00
Other Charges: POLICY FEE	\$ 35.00
SURPLUS LINES TAX- 5%	\$ 61.15
FSLSO -SERVICE FEE - 0.150%	\$ 1.83
EMPA FEE	\$ 4.00
State Surplus Lines License # A092313	GRAND TOTAL \$ 1,289.98

"THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER."

"SURPLUS LINES INSURERS' POLICY RATES AND FORMS ARE NOT APPROVED BY ANY FLORIDA REGULATORY AGENCY."

8/17/2016 EMB/BN

Producer Number, Name and Mailing Address

04890

James Gallaudet

Hull & Company, Inc.

1815 Griffin Rd, Suite 300

Dania Beach

FL 33004

Inspection Ordered: Yes No ☒

Program Code:

Endorsements

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

SEE SCHEDULE OF FORMS ATTACHED.

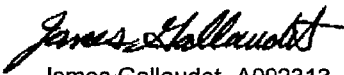
These declarations, together with the Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.

Countersigned: _____

Date 08/17/2016

BN

By: _____


James Gallaudet A092313

AUTHORIZED REPRESENTATIVE

OVERLAND



MISSIONS

ANY ROAD... ANY LOAD... ANY TIME

RE: New Business Account

June 30, 2016

To whom it may concern,

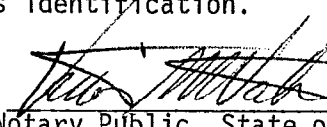
Overland Missions has recently purchased a piece of real estate in the City of Cocoa. As a non-profit corporation we needs to apply for a business accounts with government offices and a variety of contractors. I am granting permission to Jason Kochen to file applications and to oversee the details of creating new accounts on behalf of Overland Missions. Jason will be managing these accounts under the direction of our Board of Directors. Please feel free to discuss any necessary details about our new account with Jason without reservation. Thank you.

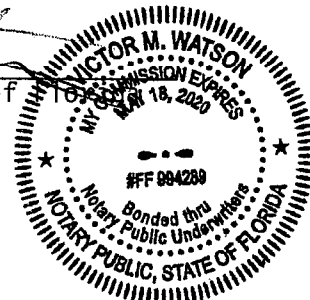
Sincerely,


Leon van Rooyen
Vice-President
Overland Missions

STATE OF FLORIDA
COUNTY OF BREVARD

Signed and acknowledged before me this 30th day of June, 2016, by
Leon Van Rooyen, as Vice President of Overland Missions, Inc., a not-for-profit
Florida corporation, on behalf of the corporation, who has presented
a Fl. driver's license as identification.


Notary Public, State of Florida



**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Overland Missions, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax

classification (required): ☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☒ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

PO Box 566

City, state, and ZIP code

Cape Canaveral, FL 32920

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

5 9 - 3 6 4 8 5 0 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Richelle Jap

Date ▶ *3/21/11*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note, if a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.