



**Agenda  
City of Cocoa  
Regular Meeting**

**September 9, 2025  
4:00 PM**

**65 Stone Street, Cocoa, FL 32922**

**I. CALL TO ORDER**

1. Invocation
2. Pledge of Allegiance
3. Roll Call

**II. APPROVAL OF AGENDA AND MINUTES**

1. Agenda: Special Meeting of the Cocoa CRA held on Tuesday, September 9, 2025.
2. Minutes: Regular Meeting of the Cocoa CRA held on Monday, August 4th, 2025

**III. DELEGATIONS**

**IV. PRESENTATIONS**

**V. ACTION ITEMS**

1. Request Agency approval for option one or two on a quote provided by Allied Universal Security Services to have a security guard in the Cocoa Village, effective October 2025 to September 2026. Option one is for an unarmed security guard for 92 hours a week at an annual rate of \$127,254.40. While option two is for an armed security guard for 92 hours a week at an annual rate of \$147,347.20.
2. Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application to award an amount not to exceed \$10,000 for the property located at 501 Florida Avenue and authorize the City Manager to complete and execute a CFIP Agreement.

**VI. ATTORNEY'S REPORT**

**VII. UPDATES AND STAFF REPORTS**

**VIII. NEXT MEETING DATE - October 6, 2025 at 6:00 PM**

**IX. 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.

# COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: 07/10/2025  
Agenda Date: 9/9/2025  
Prepared By: Peyton Fink, Redevelopment Coordinator  
Through: Charlene Neuterman, Community Services Director  
Requested Action: Request Agency approval of the Agenda of Cocoa CRA meeting for September 9, 2025 as written or with amendments.

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## **BACKGROUND:**

Request Agency approval of the Agenda of Cocoa CRA meeting for September 9, 2025 as written or with amendments.

## **PRIORITY AREA CONNECTION:**

Economic and Community Development

## **BUDGETARY IMPACT:**

## **PREVIOUS ACTION:**

## **RECOMMENDED MOTION:**

Request Agency approval of the Agenda of Cocoa CRA meeting for September 9, 2025 as written or with amendments.



**COCOA COMMUNITY REDEVELOPMENT AGENCY BOARD  
SPECIAL MEETING AGENDA**

DATE: Tuesday, September 9, 2025

LOCATION: Cocoa City Hall, 65 Stone Street

TIME: 4:00 p.m.

- 
- I. **CALL TO ORDER**  
**INVOCATION**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**
  - II. **APPROVAL OF AGENDA & MINUTES:**  
AGENDA: Special Meeting of the Cocoa CRA held on Tuesday, September 9, 2025.  
MINUTES: Regular Meeting of the Cocoa CRA held on Monday, August 4, 2025.
  - III. **DELEGATIONS**
  - IV. **PRESENTATIONS**
  - V. **ACTION ITEMS**
    1. Request Agency approval for option one or two on a quote provided by Allied Universal Security Services to have a security guard in the Cocoa Village, effective October 2025 to September 2026. Option one is for an unarmed security guard for 92 hours a week at an annual rate of \$127,254.40. While option two is for an armed security guard for 92 hours a week at an annual rate of \$147,347.20.
    2. Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application to award an amount not to exceed \$10,000 for the property located at 501 Florida Avenue and authorize the City Manager to complete and execute a CFIP Agreement.
  - VI. **ATTORNEY'S REPORT**
  - VII. **UPDATES AND STAFF REPORTS**
  - VIII. **NEXT MEETING DATE**  
The next meeting of the Cocoa Community Redevelopment Agency will be on **Monday, October 6, 2025 at 6:00 pm**, Cocoa, Florida.
  - IX. **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**

### **COCOA CRA**

**August 4, 2025**

The Regular Meeting of the Cocoa Community Redevelopment Agency was held on Monday, August 4, 2025, in Cocoa City Hall, in City Council Chambers, located at 65 Stone Street, in Cocoa, Florida, 32922, as publicly noticed.

#### **I. CALL TO ORDER:**

Chairperson BLAKE called the meeting to order at 6:00 p.m.

**INVOCATION:** Agency Member Goins led the assembly in the Invocation.

**PLEDGE OF ALLEGIANCE:** Nick Herring led the assembly in the Pledge of Allegiance.

Chairperson introduced the new Redevelopment Coordinator.

|                        |                   |                     |
|------------------------|-------------------|---------------------|
| <b><u>PRESENT:</u></b> | Michael C. Blake  | Chairperson         |
|                        | Patricia Weeks    | Vice Chairperson    |
|                        | Alex Goins        | Agency Member       |
|                        | Lavander Hearn    | Agency Member       |
|                        | Lorraine Koss     | Agency Member       |
|                        | Janne Etz         | Agency Member       |
|                        | Candace Rogers    | Agency Member       |
|                        | Anthony Garganese | City Attorney       |
|                        | Peyton Fink       | Recording Secretary |

**ABSENT:** None

#### **OTHER STAFF MEMBERS PRESENT:**

City Manager, Stockton Whitten, and Community Services Director, Charlene Neuterman were in attendance.

**II. Approval of Agenda and Minutes:**

Agenda: Regular Meeting held on August 4, 2025, either as written or with amendments.

- \* MOTION by Vice Chairpersons Weeks; Seconded by Agency member Koss to approve the Agenda for the Regular meeting of August 4, 2025, as written.

**THE VOTE ON THE MOTION WAS:**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

**Minutes: Regular Meeting held on July 7, 2025, either as written or with amendments.**

- \* **MOTION by Vice Chairperson WEEKS; Seconded by Agency Member ROGERS to approve the Minutes for the Regular meeting of July 7, 2025, with an amendment on page 2.**

**THE VOTE ON THE MOTION WAS:**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

**III. DELEGATIONS: None**

**IV. PRESENTATIONS: None**

**V. ACTION ITEMS:**

1. Staff are requesting the Agency approve the FY 2026 Budget.

Director Neuterman began by discussing the action item and giving details regarding what it entails. After the budgetary information was given, the Chairperson voiced his concerns about hurricanes and what would happen if we were to be hit by a storm that causes damage that we are not expecting. He wants to make sure there is a reserved fund. Director Neuterman replied to this by

explaining that in such an incident a lot of funding would actually come from the general fund not through the CRA because it would be a FEMA expense. She also stated that future projects would be budgeted accordingly based on the fiscal year we are in. Agency member Rogers then asked if FEMA would assist with future funding. Director Neuterman responded by sharing that though there have been discussions regarding different funding, there is no guarantee for anything at this point.

Agency Member Rogers has six items she would like to discuss which includes the following: **1.** Transit Micro Shuttle (two 8 passenger golf carts) in conjunction with S.C.A.T., **2.** Pump Out through the Clean Vessel Act, **3.** Dock the C.O.P.D. marine boat at Lee Wenner Park, **4.** Strategic Monitored Camera through the Safe Program Grant, **5.** Add a lock and tow system in LWP, and **6.** Request the city council a moratorium on parking variances and bars for months. She starts off by making a motion for discussion which is seconded by Agency Member Koss. Agency Member Rogers begins reading off each item on the checklist (Which will be attached to these minutes). After all of the items on the list have been discussed, Chairperson Blake opens the floor up to the board members so they can ask questions. The first to ask a question is Vice Chairperson Weeks who wants clarification from Agency Member Rogers about what items from the list she wants addressed. Agency member Rogers responds by going through the items on her list again in detail. There is a conversation between Agency member Rogers, Agency member Etz, and Vice Chairperson Weeks regarding item five and how it affects people who are employed in the village that work after hours. After much discussion Agency member Rogers clarifies item five and states that exceptions can be made for people whether they are employees or even commercial fisherman, she wants the lock and tow system to apply towards the individuals who camp and sit in parking spaces. The Vice chairperson is in favor of some items on this list and against others. She feels that item 6 in particular can be harmful to businesses. Which she explains to Agency member Goins by stating that business owner waivers are given out so if someone new comes in and sees that they will not receive parking, they may choose not to do business here. The Vice Chairperson and Agency Member Etz then discussed parking within the Cocoa Village and how it is impacted by the layout of the area. Vice Chairperson Weeks still believes that this would affect businesses by not having a variance to parking and it will make the City look unfriendly. She would like to see the CRA and/or the city acquire some of the empty spots to improve parking as it could prove beneficial.

Agency Member Rogers does not believe that the current laws regarding parking represent us, and her reasoning for looking into the moratorium was to take another look at space and zoning laws in case they need to be updated. Vice Chairperson Weeks pointed out that these changes take time, she then reiterated that this item will scare off businesses. Agency Member Rogers then shared a story about someone in the village who came in and asked for waivers as well as variances but there ended up being some issues, they got approved for a lot of what they

were requesting but there was an issue as they could only serve wine or beer if they had a special event. So, they came back to appeal, which was costly for them. Due to a situation like this occurring, Agency Member Rogers believes this is something that needs to be addressed.

The City Manager then addressed the items on the list provided by Agency Member Rogers and explained that there are multiple items that can be removed because they are either not attainable at the moment, or they are already taking place. He is also unsure of whether or not S.C.A.T. would work with us on item one.

Agency Member Goins wonders if we could just take S.C.A.T. off and buy the golf carts. To which Chairperson Blake interjects by stating that he would vote no right now as a whole. He would like to hear more from staff and come back to collaborate with Director Neuterman and the City Manager. Agency Member Goins notes that there may be benefits to being in conjunction with S.C.A.T. but wonders what is in it for them. He then gave an example of another city with a similar idea, but they used QR to charge for rides. He also wonders where it would be stored, who would drive it, and how much would it cost without S.C.A.T. being involved. Agency Member Rogers replied by saying that she understands his concerns, but she believes this would be a good way to ease into micro transportation. She says we could use a QR code, but overall, this could make it easier for people who don't want to look for a parking spot, or for people who do not want to walk miles around the village. Agency Member Goins stated that he does like the idea and goes on to mention that we need to begin having conversations on nightlife as it is growing within the village. He then asks the City Manager about his thoughts of having a conversation regarding where we are going with nightlife. The City Manager expressed his concern with being careful about what projects we choose to invest in during this time. He does not believe we will get anything from S.C.A.T. He believes that nightlife is a good discussion to have, and reports can be brought back to the board to take a deeper look at these issues. Agency Member Goins then asks if we can add a nightlife CRA meeting to the item.

Agency Member Hearn shares his perspective on nightlife, and he gave some ideas based on how other places deal with it. He noted that he travels frequently, and he sees a lot of cities using landscaping to block out some of the bad parts of nightlife such as excessive noise. This is also a way to improve some of the greenery around the Village. He also shared an item on his wish list which is to look at rolling over leftover funds from this year to look at purchasing the 517 Avenue property for a project.

Agency Member Koss wondered if the signage for the lock in tow system would be purchased by the CRA, which Director Neuterman answered by pointing out that the signage is something that Public Works would be responsible for. Agency Member Koss and the City Manager then began to discuss item five on the list, with the City Manager stating that there really are not a whole lot of public places

for parking so he does not know why this would not be a private matter. He goes on to say that we do close the gate to Lee Wenner Park and there are signs for no overnight parking but there are always bad actors who do not follow the rules. Agency Members Koss and Rogers have a discussion on what the motion should be, and Agency Member Rogers begins going through the list and seeing what items are still up for further discussion. It is decided that item six on the budget priority list will change to address the conversation on entertainment.

Chairperson Blake then asks for direction from City Attorney Garganese. Who states that procedurally this discussion might be an issue and suggest that the board addresses the agenda item (The Budget) and the wish list for comeback items should be a separate motion. Since the wish list is amended to the original motion to approve the budget, he suggests that they break it apart. Chairperson Blake makes motion to approve the action item which is seconded by Vice Chairperson Weeks. Agency Member Rogers then makes a motion that items 1-6 on the checklist will be up for staff direction, non-budgetary misdirection, and further discussion. This motion is seconded by Agency Member Koss. Items 3-6 are administrative, and this will include a discussion on entertainment. The motion passes unanimously (7-0). After the vote, Agency Member Etz commented that as far as the micro transportation issue, she does not know anyone who does not think this is a good idea. The Agency Member goes on to state that the moratorium needs to be really looked at. She ends her comments by agreeing with Agency Member Hearn's statement on the landscaping and stating that it is something she would like to look into.

Agency Member Hearn makes a motion for staff to bring back a list of options on how to purchase the 517 Hughlett Avenue property to address affordable housing and infield construction within the CRA. Chairperson Blake seconds this for discussion. Agency Member Goins asks if the City Manager could make an offer for the property, which the City Manager responds to by stating that the property costs close to \$1 million, but he can ask the owner for the price again. The property is 1.63 acres; it was purchased for \$635,000 in 2022. Agency Member Hearn would like to hear about negotiating options for the property as well as any creative tools that are available to potentially make the purchase happen.

The City Manager also weighed in on the discussion of micro transportation by sharing that he and Director Neuterman have looked at options for moving people around the village so there is no problem with looking at the golf carts, but again staffing will be an issue. Staff reports will be brought back for either CRA or Council discussion. Information regarding what is open in the village after a certain period, what the codes currently allow, and the noise ordinance will be provided as well.

\* **MOTION by Chairperson Blake; Seconded by Vice Chairperson Weeks approve the FY 2026 Budget with a discussion for Budgetary Policies amended.**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**NAYS: None**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

- \* **MOTION by Agency Member ROGERS; Seconded by Agency Member KOSS for items 1-6 on the budgetary policies checklist to be up for staff direction, non-budgetary misdirection, and further discussion.**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**NAYS: None**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

- \* **MOTION by Agency Member ROGERS; Seconded by Agency Member KOSS for a later discussion on nightlife and entertainment in the Cocoa Village.**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**NAYS: None**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

- \* **MOTION by Agency Member HEARN; Seconded by Chairperson BLAKE for staff to bring back a list of options on how to purchase the 517 Hughlett Avenue property to address affordable housing and infield construction within the CRA.**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**NAYS: None**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

**VI. ATTORNEY REPORT: None**

**VII. UPDATES AND STAFF REPORTS:**

- Director Neuterman shared that registration for the FRA Conference is now open and asked for a show of hands of who is available to attend. the Agency members who would like to attend are Blake, Weeks, and Rogers.
- Director Neuterman also shared an update on Lee Winter Park. Lights are in and several light heads are going in tomorrow. Lights will all be installed by the end of this week. She is anticipating a final walkthrough with the contractors on August 19th. It will be ready to open at the end of the month/early September. We cannot

have a reopen ceremony just yet because we do not have the docks ready, so a reopen ceremony may happen at a different time. Businesses will be notified once we have a firm date.

**VIII. NEXT MEETING DATE:**

Monday, September 8, 2025, at 6:00 pm in the Council Chambers located in Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

**IX. ADJOURNMENT:**

- \* **MOTION by Vice Chairperson WEEKS; Seconded by Agency Member GOINS to adjourn the Regular meeting of August 4, 2025.**

**AYES: BLAKE, ETZ, GOINS, HEARN, KOSS, ROGERS, WEEKS.**

**THE MOTION PASSED UNANIMOUSLY (7-0)**

The meeting adjourned at 7:05 p.m.

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Michael C. Blake, Chairperson

Respectfully Submitted by:

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Peyton Fink, Recording Secretary

## **Budget Priorities C.R.A. 2026**

*submitted Augusts 4, 2025*

*by Candace Rogers*

1. Transit Micro Shuttle (two 8 passenger golf cart) in conjunction with S.C.A.T.
2. Pump Out through the Clean Vessel Act (sewer line in place)
3. Dock the C.O.P.D. marine boat at Lee Wenner Park
- 4, Strategic Monitored Cameras through the Safe Program Grant
5. Add a lock and tow system in LWP
6. Request the city council a moratorium on parking variances and bars for months.

# COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: 06/20/2025  
Agenda Date: 9/9/2025  
Prepared By: Peyton Fink, Redevelopment Coordinator  
Through: Charlene Neuterman, Community Services Director  
Requested Action: Request Agency approval for option one or two on a quote provided by Allied Universal Security Services to have a security guard in the Cocoa Village, effective October 2025 to September 2026. Option one is for an unarmed security guard for 92 hours a week at an annual rate of \$127,254.40. While option two is for an armed security guard for 92 hours a week at an annual rate of \$147,347.20.

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## **BACKGROUND:**

A quote was provided by Allied Universal Security Services regarding how much it would cost to have a full-time security guard in the Cocoa Village. On the quote, two options were provided. Both of these options have the same work schedule, which is provided below. The first option was for an unarmed security guard who would be paid at a rate of \$26.60 an hour, which is equal to \$127,254.40 a year. While the second option was for an armed security guard who would be paid at a rate of \$30.80 an hour, which is equal to \$147,347.20 a year. For both options, the security guard will be responsible for using a decibel meter to monitor the noise levels.

Allied Universal Security Services is currently under contract with the City for security services in City Hall. Should the Agency accept this proposal, a contract would be initiated after October 1, 2025. A budget amendment will be necessary and will be presented to the Agency at the October 6, 2025 Cocoa CRA meeting to approve adding funds to the FY 2026 budget.

The schedule represents the time when Staff believe it is necessary to have security in the district supporting those living, working and visiting the district. Typically on Monday, many shops and restaurants are closed and there is not a greater need to begin earlier than noon. All other days will begin at 10:00AM when most businesses are open in the district. The officer assigned will also be trained and certified to use a decibel meter for noise ordinance violations.

## **Option 1 & 2 Schedule (Total 92 hours per week)**

Monday (Noon – 8pm) 8 hours  
Tuesday (10am – 10pm) 12 hours  
Wednesday (10am-10pm) 12 hours  
Thursday (10am – midnight) 14 hours  
Friday (10am – 3am) 17 hours

Saturday (10am – 3am) 17 hours  
Sunday (10am – 10pm) 12 hours

Staff are seeking Agency approval on either option one or two of the quote provided by Allied Universal Security Services to have a security guard in the Cocoa Village as a way to improve safety.

**PRIORITY AREA CONNECTION:**

Public Safety/Community Standards

**BUDGETARY IMPACT:**

Budgeted? No (An amendment will be presented to the Agency to add funds in FY 2026)

For option 1 the CRA would pay Allied Universal Security Services \$127,254.40 a year, while with option 2 the CRA would pay Allied Universal Security Services \$147,347.20 a year.

**PREVIOUS ACTION:**

N/A

**RECOMMENDED MOTION:**

Request Agency approval for option one or two on a quote provided by Allied Universal Security Services to have a security guard in the Cocoa Village, effective October 2025 to September 2026. Option one is for an unarmed security guard for 92 hours a week at an annual rate of \$127,254.40. While option two is for an armed security guard for 92 hours a week at an annual rate of \$147,347.20.

DATE

8/14/2025

**Bill To:**

Charlene Neuterman  
Community Services Director  
Phone: (321) 433-8509  
E-Mail: cneuterman@cocoafl.gov  
Address: 65 Stone Street • Cocoa, FL 32922  
Website: www.CocoaFL.gov

**SUBJECT: QUOTE FOR SECURITY SERVICES**

Thank you for your interest in working with Allied Universal Security Services for security services. Per your request, please see the following quote:

| Description                                                        | Hours Per Week | Bill Rate | Weekly Total | Monthly Total | Annual Total |
|--------------------------------------------------------------------|----------------|-----------|--------------|---------------|--------------|
| <b>Effective Dates - October 2025 - September 2026</b>             |                |           |              |               |              |
| <b>OPTION 1</b>                                                    |                |           |              |               |              |
| <b>Level 2 - Unarmed Security (Full-Time), Region 6</b>            |                |           |              |               |              |
| Service Length - Long Term Commitment: One or more years           |                |           |              |               |              |
| Full Time: 35 to 40 hours per week                                 |                |           |              |               |              |
| <b>HOURS:</b> 1 security guard                                     |                |           |              |               |              |
| Monday (Noon – 8pm) 8 hours                                        |                |           |              |               |              |
| Tuesday (10am – 10pm) 12 hours                                     |                |           |              |               |              |
| Wednesday (10am-10pm) 12 hours                                     |                |           |              |               |              |
| Thursday (10am – midnight) 14 hours                                |                |           |              |               |              |
| Friday (10am – 3am) 17 hours                                       |                |           |              |               |              |
| Saturday (10am – 3am) 17 hours                                     |                |           |              |               |              |
| Sunday (10am – 10pm) 12 hours                                      |                |           |              |               |              |
| <b>LOCATION:</b> Cocoa Village                                     |                |           |              |               |              |
|                                                                    | 92             | \$26.60   | \$2,447.20   | \$10,604.53   | \$127,254.40 |
| <b>OPTION 2</b>                                                    |                |           |              |               |              |
| <b>Level 3 - Armed Security (Full-Time), Region 6</b>              |                |           |              |               |              |
| Service Length - Long Term Commitment: One or more years           |                |           |              |               |              |
| Full Time: 35 to 40 hours per week                                 |                |           |              |               |              |
| <b>HOURS:</b> 1 security guard                                     |                |           |              |               |              |
| Monday (Noon – 8pm) 8 hours                                        |                |           |              |               |              |
| Tuesday (10am – 10pm) 12 hours                                     |                |           |              |               |              |
| Wednesday (10am-10pm) 12 hours                                     |                |           |              |               |              |
| Thursday (10am – midnight) 14 hours                                |                |           |              |               |              |
| Friday (10am – 3am) 17 hours                                       |                |           |              |               |              |
| Saturday (10am – 3am) 17 hours                                     |                |           |              |               |              |
| Sunday (10am – 10pm) 12 hours                                      |                |           |              |               |              |
| <b>LOCATION:</b> Cocoa Village                                     |                |           |              |               |              |
|                                                                    | 92             | \$30.80   | \$2,833.60   | \$12,278.93   | \$147,347.20 |
| <b>Duties:</b> Decibel meter for monitoring noise levels at night. |                |           |              |               |              |
| <b>TOTAL</b>                                                       |                |           |              |               |              |

The quote provided above is based on the Florida Department of Management Services State Term Contract No. 92121500-24-STC For Security Guard Services. Rates are fixed for the effective dates shown above. Annual rate increases will be set at 3% or the Consumer Price Index for All Urban Consumers (CPI-U) as reported by U.S. the U.S. Bureau of Labor Statistics to be mutually agreed upon.

FEIN: Please use FEIN 560515447 'Universal Protection Service' when creating your Purchase Order (PO).

Sincerely,



Taylor McDonald  
Director Government Services | Southeast Region | 954-415-7419, Tavlор.McDonald@aus.com

# COCOA REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: 08/07/2025  
Agenda Date: 9/9/2025  
Prepared By: Peyton Fink, Redevelopment Coordinator  
Through: Charlene Neuterman, Community Services Director  
Requested Action: Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application to award an amount not to exceed \$10,000 for the property located at 501 Florida Avenue and authorize the City Manager to complete and execute a CFIP Agreement.

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## **BACKGROUND:**

Sean Roberts, owner of Roberts Building of Cocoa, a building located at 501 Florida Avenue. Has submitted a Commercial Façade Improvement Program (CFIP) Grant Application to be awarded an amount not to exceed \$10,000. Though the total scope of work is worth an excess of \$50,000, the amount of work relevant to the Façade Grant is a little over \$20,000 so the applicant is requesting a \$10,000 grant from the city. The costs associated with this project will go towards siding as well as other exterior wood repairs and paint to restore the building located at 501 Florida AVE back to pristine condition.

The proposed renovation work includes the following:

- Remove damaged siding around exterior of building and replace with new siding provided by owner to match.
- Replace skirting around exterior of building as needed to secure and remove termite damage.
- Remove and replace trim on exterior corners of building and repair steps and ramp going to deck on 1<sup>st</sup> and 2<sup>nd</sup> floor
- Replace railings on handicap ramp and ground floor deck
- Exterior wood columns and trim repaint
- Exterior wood stairs repaint
- Caulking and sealing exterior siding with up to 40 tubes of silicone caulking.
- General Conditions (2)

Per the application and quotes, the applicant is proposing the total amount of the facade project will be \$20,289 which could be awarded up to \$10,000. The applicant has submitted all the required documentation and is requesting grant funds not to exceed \$10,000.

Pursuant to Article II of the Commercial Facade Improvement Program Policy, the amount of any grant shall be determined at the Board's sole discretion based on the following factors:

1. The estimated value of the proposed private investment.
2. The extent that the private investment incorporates more primary improvements versus ancillary improvements such as building cleaning and painting.
3. The historical and cultural significance of the property.
4. The potential economic and fiscal impact of the proposed project on the City of Cocoa, and
5. Whether the applicant is a for-profit or non-profit entity.

Staff requests approval of the grant application for an amount not to exceed \$10,000. Upon approval, Staff will complete and the City Manager will execute a CFIP agreement with the applicant.

**PRIORITY AREA CONNECTION:**

Investment in Public Infrastructure  
Economic and Community Development

**BUDGETARY IMPACT:**

Budgeted? Yes

Source/Use of Funds

| <u>Account Number</u> | <u>Amount</u> |
|-----------------------|---------------|
| 110-3230-559-83-00    | \$10,000 NTE  |

**PREVIOUS ACTION:**

**RECOMMENDED MOTION:**

Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application to award an amount not to exceed \$10,000 for the property located at 501 Florida Avenue and authorize the City Manager to complete and execute a CFIP Agreement.

Commercial/Residential Façade Improvement Program File Inventory

Applicant Name: Sean Roberts

Address: 5359 Brookline Drive Orlando, FL 32819

CRA Approval Date:

|     |               |                                                                                                                                                                               |                   |
|-----|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| ✓   | Date: 8/5/25  | W-9 with App.<br>Application Received                                                                                                                                         | \$20,289          |
| ✓   | Date: 8/5/25  | Supporting Documents Received                                                                                                                                                 | \$10,144 eligible |
| ✓   | Date: 8/5/25  | Brevard Property Appraiser Research<br>Deed/Title Research (if applicable)<br>Corporate License Research (if applicable)<br>Income Qualification Verification (if applicable) |                   |
| ✓   | Date: 7/31/25 | W-9 Received / Vendor Request Submitted                                                                                                                                       |                   |
| ___ | Date: ___     | Staff Report/Board Approved at ___ meeting                                                                                                                                    |                   |
| ___ | Date: ___     | Letter of Award and Contract Sent                                                                                                                                             |                   |
| ___ | Date: ___     | Signed Contract Returned                                                                                                                                                      |                   |
| ___ | Date: ___     | Contract/Mortgage Recorded with County Clerk<br>and Returned                                                                                                                  |                   |
| ___ | Date: ___     | Purchase Order                                                                                                                                                                |                   |
| ___ | Date: ___     | Invoices Submitted                                                                                                                                                            |                   |
| ___ | Date: ___     | Received / Payment Disbursed                                                                                                                                                  |                   |
| ___ | Date: ___     | Building/Property Inspection                                                                                                                                                  |                   |
| ___ | Date: ___     | Copy of Recorded Contract Sent to Applicant                                                                                                                                   |                   |

Year begins at date of CRA Approval



### COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION

The Cocoa Community Redevelopment Agency (Cocoa CRA) sponsors a Commercial Façade Improvement Program (CFIP) to assist in the improvement of real property located in the Cocoa CRA Area. Matching grants of up to \$20,000 are available per commercial parcel/project to qualified applicants whose property is located in that portion of the Cocoa Redevelopment Area eligible for grant funding. **Applications must be submitted ONE MONTH in advance of each Cocoa CRA meeting.** The Cocoa CRA meets on the first Monday of each month.

Property Owner: ROBERTS BUILDING OF COCOA, LLC  
Applicant Name: SEAN ROBERTS  
Phone Number: (C) 321-427-8190  
Email Address: sean.j.roberts@disney.com  
Mailing Address: 5359 Brookline Drive, Orlando, FL 32819  
Property Address: 501 Florida Avenue, Cocoa, FL 32922  
Business Name: ROBERTS BUILDING OF COCOA, LLC

Description of planned improvements:

See attached description of planned improvements and ability for plans to meet criteria.

Total Project Cost: in excess of \$50,000  
Grant Funds Requested: \$10,000

#### Applicant/Owner Certification

I hereby submit this application and required documents. I have read the CFIP Grant requirements. I understand that the project must be completed within one year from the date written approval is received, unless otherwise approved or extended. I understand that grant funds will be provided on a reimbursement basis once all work is complete. I agree to leave the completed project in its approved design and colors for a period of five years from the date of completion. I understand that this Agreement will contain a covenant running with the land that binds future successors to also maintain the improvements and failure to maintain the improvements shall be a breach of the covenant and will result in having to pay back the entire amount of the grant plus interest.

  
Signature of Owner/Applicant

8/5/2025  
Date

*Sean J. Roberts*  
*Roberts Building of Cocoa, LLC*  
*(321) 427-8190*

August 5, 2025

**Via Email Delivery**

Peyton Fink  
Redevelopment Coordinator  
Charlene Neuterman  
Community Services Director  
City of Cocoa – CFIP Program  
65 Stone Street  
Cocoa, Florida 32922

Re: Commercial Façade Improvement Program Application for 501 Florida Avenue

Dear Peyton & Charlene:

Thank you for the information and follow up guidance you provided to assist me in the submission of the attached Commercial Façade Improvement Program (CFIP) Grant Application. I have attached the completed application along with the supporting information requested.

While I am performing a variety of improvements on the building that may have qualified for the CFIP, I started the largest part of the work which is adding a second floor structure to protect the exposed porches/decks from the elements so I am not seeking any grant funds associated with that work. However, the total improvements I am making to the building will cost me in excess of \$50,000.

As you will see, I am only looking for assistance with a portion of the costs associated with siding and other exterior wood repairs and paint that need to be completed as part of brining the building back to its pristine condition and repair of damage done by termites and the elements. The siding and other wood repairs and paint I have estimates for will cost in excess of \$20,000 plus materials so I am seeking a \$10,000 grant from the City.

If you have any questions regarding the enclosed materials, please feel free to contact me at (c) 321-427-8190. Thank you again for everything.

Regards,



Sean J. Roberts

*5359 Brookline Drive, Orlando, Florida 32819*

## **Copy of Deed/Proof of Ownership**

*Schilling & Coleman P.A.*

*E*

PREPARED BY AND RETURN TO  
Sean J Roberts, Esq  
611 South Bumby Avenue  
Orlando, FL 32803

*County  
Recording  
Information*

*2*

**QUIT CLAIM DEED**

THIS QUIT CLAIM DEED is made and executed this 5<sup>th</sup> day of May, by SEAN JOSEPH ROBERTS, a single man (hereinafter called the "Grantor") to ROBERTS BUILDING OF COCOA, LLC, a Florida limited liability company (hereinafter called the "Grantee"), whose address is 611 South Bumby Avenue, Orlando, Florida 32803.

**WITNESSETH:**

THAT for Ten Dollars (\$10.00) and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged by the Grantor, the Grantor do hereby remise, release and quit claim unto the Grantee forever, all the right, title, interest, claim and demand which the Grantor has in and to the land situate, lying and being in the County of Orange, State of Florida (the "Property"), and more particularly described as follows:

The East 75 feet of the North 75 feet of Lot 27, Hardee's Plat of Indian River City, according to the Plat thereof, as recorded in Plat book 1, Page 28, Public records of Brevard County, Florida.

Tax Parcel Identification Number 24-36-33-35-00000.0-0027.00  
Physical Address: 501 Florida Avenue, Cocoa, Florida

TO HAVE AND TO HOLD the Property, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the Grantors therein or thereto, either in law or equity, to the only proper use, benefit and behoof of the Grantee forever

[The remainder of this page is blank. Signature page follows ]

IN WITNESS WHEREOF, the Grantor has executed this Quit Claim Deed as of the date first above written

Signed, sealed and delivered in the presence of:

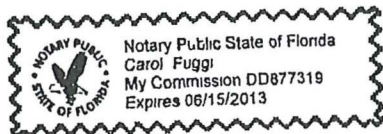
Diana L. Newell  
Print Name: DIANA L. Newell

SEAN JOSEPH ROBERTS  
SEAN JOSEPH ROBERTS

C-S-  
Print Name: CAROL FUGGI

STATE OF FLORIDA  
COUNTY OF ORANGE

I hereby certify that the foregoing Deed was acknowledged before me this 3<sup>rd</sup> day of May by SEAN JOSEPH ROBERTS who ☒ is personally known to me or ~~has produced~~ as identification.



C-S-  
NOTARY PUBLIC  
← Affix Notary Stamp/Seal

## **Copy of City Business Tax Receipt**

**City of Cocoa**  
**Local Business Tax Receipt**  
**Renewal Notice**



**(THIS IS A BILL)**

ROBERTS BLDG OF COCOA, LLC  
5359 BROOKLINE DRIVE  
ORLANDO FL 32819

Please make checks payable to: City of Cocoa  
Community Services  
65 Stone Street  
Cocoa, FL 32922

Local Business Tax Receipt Number: 25-00004516  
Date: July 31, 2025

**Your Local Business Tax Receipt will expire on September 30th. To avoid penalties, please renew and return on time.**

**Business Information**

**(Please verify or provide all information below, then sign and date)**

|                                                                                                                                                   |                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Name: ROBERTS BLDG OF COCOA, LLC<br>Fed Tax ID:<br>NAICS Code: 531RT<br>Business Address:<br>501 FLORIDA AVE<br>Description: Real Estate | Issue Date: August 21, 2024<br>Business Opened: June 1, 2011<br>Phone: 321-427-8190<br>Emergency/Cell Phone:                                           |
| Owner's Name:<br>Applicant's Name: SEAN ROBERTS                                                                                                   | Current Tax Term: 10/24-09/25<br>Tax Base Fee: 74.00<br>Additional Fee: 0.00<br>Penalty Fee: 0.00<br>Total Current Fee: 74.00<br>Outstanding Fee: 0.00 |

If no longer in business, please check here ☐ and return to City of Cocoa.

STATE LICENSE/BREV CO CC

Signature:   
Above declaration must be updated and signed.

Date: 8/5/2025

***This is not your Local Business Tax Receipt. Failure to obtain or renew a Local Business Tax Receipt may result in a fine of up to \$250 per Florida Statute 205.053(3). Late Penalties: as of October 1<sup>st</sup> 10%. As of November 1<sup>st</sup> 15%. As of December 1<sup>st</sup> 20%. As of January 1<sup>st</sup> 25%. Operating a business without a Local Business Tax Receipt is subject to civil actions and a penalty of up to \$250.***

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.

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

## **Estimates/quotes/bids for Work**

## MATSON CONSTRUCTION COMPANY INC.

### JAMES D WALSH FRAMER

#### 1. CONSTRUCTION OF ROOF OVER 2ND FLOOR DECK PER PLANS

##### Labor only

1. Prepare existing deck and roof for posts.
2. Set posts and construct headers.
3. Install all hardware ( uplift connectors etc..)
4. Set trusses, deck and dry-in with peel and stick.
5. Create a temporary roofing tie-in at valley.

**TOTAL COST FOR FRAMING** **\$11,800**

##### PAYMENTS

|                                                                    |         |
|--------------------------------------------------------------------|---------|
| A deposit is necessary for starting job.                           | \$4,500 |
| When prepped for trusses                                           | \$3,000 |
| Balance when framing is completed<br>And passed framing inspection | \$4,300 |

#### 2. REPAIR OF DAMAGED SIDING ON EXTERIOR OF BUILDING

##### Labor Only

1. Remove damaged siding around exterior of building (approx 750 linear feet) and replace with new siding provided by owner to match – paint not included
  - a. If more than 750 linear feet of siding needs replacing then additional charges will apply
2. Replace skirting around exterior of building as needed to secure and remove termite damage
3. Remove and replace trim on exterior corners of building and repair steps and ramp going to deck on 1<sup>st</sup> and 2<sup>nd</sup> floor.
4. Replace railings on handicap ramp and ground floor deck

**TOTAL COST FOR REPAIRS** **\$8,650.00**

##### PAYMENTS

|                                          |         |
|------------------------------------------|---------|
| A deposit is necessary for starting job. | \$2,500 |
| Balance when completed                   | \$6,150 |

**Terms and Conditions:**

The Homeowner, homeowner's representative or prime contractor is responsible for the following

- A Responsible for obtaining the permit to perform work onsite and/or receive HOA approval, if needed
- B To select materials for selected color and style prior to the beginning of the installation
- C Any additional materials, labor, steps, drains, excavation, walls, sealant, equipment, root issues, extra base or till that is not outlined in this contract, will result in extra charges
- D Provide water and electricity on onsite
- E One year warranty on labor by MLX Group, LLC All warranties either expressed or implied are not valid until order is PAID IN FULL

\* MLX Group, LLC is not responsible for damages caused by owner neglect or other contractors on site during or after the work

\* All sales are made in accordance with the reseller's samples which purchaser has seen and approved MLX Group cannot guarantee an exact color match to sample Color may vary slightly from batch to batch

\* MLX Group IS NOT responsible for damage to sod, sprinklers or any buried irrigation, cable lines or electrical lines

\*\*\* Changes in the manufacturer's production schedule or delivery are beyond the control of MLX Group

**Payment Terms & Conditions**

A minimum non-refundable deposit of 50% of the agreed costs (unless otherwise agreed in writing) is due within 24 hours of signed contract A 3% convenience fee will be charged for all credit card payments The signed contract or approval and deposit must be received before the material order can be placed You, the owner, may cancel this transaction prior to midnight on the second business day after the date of this transaction Upon completion a final walk-thru will be performed to ensure the contracted work is complete and to the customers' satisfaction During that time, the remainder balance will be due in full

\* Payment is due per the terms above A finance charge of 10% shall be applied to all accounts not paid per the payment terms above and an additional 10% each month thereafter All material will remain the property of MLX Group, LLC until payment has been received in full Right of access and removal is granted to MLX Group in the event of nonpayment per the terms of this contract The customer agrees to pay all interests and costs incurred in the collection of this debt, including collection management and attorney's fees If the customer refuses to allow MLX Group to begin or complete work, or to accept materials contracted for, customer agrees to pay liquidated damages of a sum equal to 100% of entire contracted price

By approving this estimate, you acknowledge and accept the above Terms and Conditions

## **MLX Group, LLC**

Daniel Delacruz

407-865-4678

### **Billing Address**

Sean Roberts

Office Phone: 321-427-8190

sean.j.roberts@disney.com

## **Estimate**

**Estimate Number:** E250804846

**Estimate Date:** 08/04/2025

**Payment Terms:** Due On Receipt

**Estimate Amount:** 11,639.00

**Created By:** Daniel De La Cruz

### **Job Site**

501 Florida Ave

Cocoa, FL 32922

Office Phone: 321-427-8190

sean.j.roberts@disney.com

| Item # | Item Name                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Unit Price | Taxable | Total    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|---------|----------|
| 9.602  | Paint Exterior<br>Exterior repaint: Colors to be selected by owner<br><br>Material:<br>Loxon products are true protection for masonry substrates. An offering of coatings and sealants engineered for the unique needs of protecting concrete and masonry, Loxon products defend against harsh weather and efflorescence, improve application efficiency, resist mildew and high alkalinity. | 1.00     | 8,567.00   |         | 8,567.00 |
| 6.255  | Exterior Wood Columns and trim Repaint                                                                                                                                                                                                                                                                                                                                                       | 1.00     | 865.00     |         | 865.00   |
| 6.350  | Exterior Wood Stairs Repaint                                                                                                                                                                                                                                                                                                                                                                 | 1.00     | 433.00     |         | 433.00   |
| 6.270  | Caulking and sealing exterior siding with up to 40 tubes of silicone caulking. Addition charges for more than 40.                                                                                                                                                                                                                                                                            | 1.00     | 824.00     |         | 824.00   |
| 1.000  | General Conditions                                                                                                                                                                                                                                                                                                                                                                           | 1.00     | 100.00     |         | 100.00   |
| 1.000  | General Conditions                                                                                                                                                                                                                                                                                                                                                                           | 1.00     | 850.00     |         | 850.00   |

Total Quantity: 6.00

### **Comments:**

We look forward to working with you! Please contact us if you have any questions or concerns.

**Subtotal:** \$ 11,639.00

**Estimate Amount** \$ 11,639.00

## **Complete Written Scope of Rehabilitation Work and Project's Ability to Meet Criteria**

**Scope of Rehabilitation Work and Project's Ability to Meet Criteria for Façade Improvement Program (CFIP) Application**

**A. Description of Planned Improvements:**

My planned improvements include the following:

- a. addition of a second floor structural roof over the porch (including all new framing, truss system and metal roof to match existing);
- b. repairs to the 1<sup>st</sup> and 2<sup>nd</sup> floor porch railings, decking, framing and structure due to significant damage caused by the elements and termites
- c. repairs to the siding on all four sides of the exterior of the building (primarily on the Florida Avenue and Lemon Street sides). The repairs are necessary due to termite damage.
- d. repair and replacement of sections of the skirting around the perimeter of the building due to termite damage.
- e. paint the entire exterior of the building as necessary so paint is all matched after repairs.

**B. Background**

The subject property is located at 501 Florida Avenue immediately across from City Hall. I relocated the building on the property in 2008-2010 to save it from demolition when plans were made to construct what is now The Village Bier Garten. After relocation, significant investment was made to restore the building. While the building was treated for termites in connection with the original restoration, last year significant damage was done to the exterior components of the building by Formosan termites. The Formosan termite is often nicknamed the super-termite because they are so destructive and consume wood at a rapid rate. These are not the ordinary termites that are so common to old buildings, these were super-termites. For more information on them, see: [https://en.wikipedia.org/wiki/Formosan\\_subterranean\\_termite](https://en.wikipedia.org/wiki/Formosan_subterranean_termite) Within just a few weeks after identifying the termites, they did significant damage to the exterior siding, handicap ramp, trim and deck areas.

The termites have all been **eliminated** and now a termite bond is in place with Stark Exterminators – they regularly monitor the bait stations now installed on and around the building. Stark Exterminators are of the opinion that water and exposure of the two-story wooden deck on the north side of the building is what attracted the Formosan termites. Due to the water and exposure, I have already rebuilt the deck/balcony area twice in 10 years.

To help preserve the building for the long-run and avoid attracting termites again, I am planning to repair all the damage caused by the termites and construct a structural roof over the second-floor deck to keep the moisture and elements off the building. The plan is to also repair all the other siding damage and then repaint the building (sealing with caulking, etc.).

**C. Compliance with the Commercial Façade Improvement Program (CFIP) Policies**

The following descriptions are how I believe my application complies with the CFIP policies.

- 1. The proposed façade improvements must be conducted on a commercial property located within the Cocoa Redevelopment Area.**

Proposed Project: The proposed project is within the RDA Area and is within the City of Cocoa Enterprise Zone. The proposed project is located at 501 Florida Avenue immediately across Florida Avenue from City Hall.

- 2. All criteria, elements, or information requested in the application must be complete.**

Proposed Project: All information requested in the application has been provided.

- 3. A factor taken into consideration by the Board is the historical and cultural significance of the property.**

Proposed Project: The proposed improvements are to one of the City's oldest commercial structures, built in 1888. The history of the building is long and interesting, and is one of the buildings highlighted on the Visit Cocoa Village website at: <https://visitcocoavillage.com/discover/sur-le-parc>. Importantly, the building is also located adjacent to City Hall, representing a great example of what the City provides in terms of historic character and charm.

- 4. Priority will be given to projects that promise a greater economic impact or incorporate more primary improvements to the property.**

Proposed Project: The proposed project incorporates more primary improvements than repairs. Specifically, scope of work planned is being performed not only to address damage/deterioration of the building, but also to add a structure over the second-floor balcony/porch (see attached plans). While the roof over the second floor deck may not be eligible for grant funds because I had to start it ASAP due to the termite damage, these improvements are a significant improvement to the property and increase the experience of Cocoa residents, City Hall employees and guests to our City by increasing the character and façade of the building.

- 5. Priority will be given to projects which preserve or restore the historical or heritage elements of the commercial building, site, or Cocoa Redevelopment Area.**

Proposed Project: The proposed project helps preserve the City of Cocoa's oldest commercial wooden structure. The proposed project is within the Cocoa Redevelopment Area and immediately across from City Hall.

6. **Priority will be given to projects which address the safety or security of customers and/or employees.**

Proposed Project: The proposed project addresses the safety of customers and employees by repairing termite/water damage to the railings around the first and second floor deck, and the handicap ramp. These improvements facilitate customers and employees' access to the building in a safe manner.

7. **Priority will be given to projects which prevent, diminish or eliminate a blighted condition.**

Proposed Project: While the building looks ok, there is significant termite damage and wood damage being held together by exterior paint. To repair the termite damage, large sections of siding will need to be removed and replaced. All termites have been treated and the building has an active termite bond in place with Stark Exterminators.

8. **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.**

Proposed Project: The proposed project consists of significant work to add a second floor structure and undertake major repairs to siding, railings, walkways and skirting damaged by termites. The estimated cost of the improvements that could be eligible for reimbursement under the CFIP are a small percentage of the overall investment being made in the overall improvements. I anticipate the roof over the second floor deck alone with cost approximately \$50,000. The siding and other repairs to termite damage will likely exceed \$10,000, I have a proposal for labor only costs of \$8,650.00 but that will likely increase when they start removing all the rotten wood and replacing it. The proposal I have received to repaint the building after all the improvements and repairs is for \$11,639.00.

Taking into consideration all the improvements, I will spend more than \$50,000 but will hopefully get the City to provide only \$10,000 in matching funds for costs associated with repairs of the termite damage and paint (which two items alone are in excess of \$20k per the proposals I have included).

## **Evidence of Available Funds**



Good Evening, SEAN ROBERTS

# Brookline HELOC [REDACTED]

Last Updated: August 5, 2025 3:59 PM

**\$27,948.61**

Principal Balance

[Account Number](#) [Statements and Documents](#)[Transactions](#) [Details & Settings](#)

## DETAILS

|                       |              |                         |              |
|-----------------------|--------------|-------------------------|--------------|
| Total Amount Due      | \$50.52      | Payment Due Date        | Aug 15, 2025 |
| Principal Balance     | \$27,948.61  | Interest Rate           | 8.5 %        |
| Past Due Amount       | \$0.00       | Number of Days Past Due | 0            |
| Maturity Date         | Feb 19, 2029 | Net Payoff              | \$28,053.94  |
| Late Charge           | \$0.00       | Credit Line Amount      | \$173,760.00 |
| Credit Line Available | \$145,811.39 |                         |              |

## SETTINGS

Online Display Name

Brookline HELOC Visibility on Home 

## Text Banking

You are not enrolled in Text Banking, enroll inSettings

\$145K  
Available

## **Proof of Insurance**



**Johnson & Johnson**  
The Experience of the Past with a Vision for the Future

## COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS

### DESCRIPTION OF PREMISES

| Prem No. | Bldg No. | Location Address                                     | No. of Stories | Year Built | Protection Class | Construction |
|----------|----------|------------------------------------------------------|----------------|------------|------------------|--------------|
| 1        | 1        | 501 Florida Ave<br>Cocoa, FL 32922<br>COUNTY BREVARD | 2              | 1888       | 4                | FRAME        |

#### Class Code - Class Description

0321- Apartments with Mercantile Occupancies - Up to 10 Units

**COVERAGES PROVIDED** - Insurance at the described premises applies only for coverages for which a limit of insurance is shown

| Prem No.                                                | Bldg No. | Coverage                                   | Limit of Insurance | Covered Cause of Loss                        | Valuation | Co-insurance | Rate  | Premium |
|---------------------------------------------------------|----------|--------------------------------------------|--------------------|----------------------------------------------|-----------|--------------|-------|---------|
| 1                                                       | 1        | BUILDING                                   | \$350,000          | SPECIAL EXCLUDING THEFT, EXCLUDING WIND/HAIL | RCV       | 80%          | 0 750 | \$2,625 |
| Business Income Indemnity Options Monthly Indemnity     |          |                                            |                    |                                              |           |              |       |         |
| Deductible                                              |          | \$5,000 <input type="checkbox"/> EXCEPTION |                    |                                              |           |              |       |         |
| 1                                                       | 1        | BUSINESS INCOME WITH EXTRA EXPENSE         | \$24,000           | SPECIAL EXCLUDING THEFT, EXCLUDING WIND/HAIL |           |              | 0 750 | \$180   |
| Business Income Indemnity Options Monthly Indemnity 1/6 |          |                                            |                    |                                              |           |              |       |         |
| Deductible                                              |          | <input type="checkbox"/> EXCEPTION         |                    |                                              |           |              |       |         |
| 1                                                       | 1        | SIGN                                       | \$5,000            | SPECIAL EXCLUDING THEFT, EXCLUDING WIND/HAIL | RCV       | 80%          | 0 750 | \$38    |
| Business Income Indemnity Options Monthly Indemnity     |          |                                            |                    |                                              |           |              |       |         |
| Deductible                                              |          | \$5,000 <input type="checkbox"/> EXCEPTION | Earthquake         |                                              |           |              |       |         |

### MORTGAGEHOLDERS

SEE FORMS LIST

**FORMS AND ENDORSEMENTS:** SEE SCHEDULE OF FORMS AND ENDORSEMENTS

**TOTAL PREMIUM FOR THIS COVERAGE PART: \$2,843**

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

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br><b>Sean Roberts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                             |
|                                                        | 2 Business name/disregarded entity name, if different from above.<br><b>Roberts Building of Cocoa, LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                             |
|                                                        | 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br>(Applies to accounts maintained outside the United States.) |
|                                                        | 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                             |
|                                                        | 5 Address (number, street, and apt. or suite no.). See instructions.<br><b>5359 Brookline Drive</b><br>6 City, state, and ZIP code<br><b>Orlando, FL 32819</b><br>7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|---|---|
| Social security number         |   |   |   |   |   |   |   |   |   |   |
| 5                              | 9 | 0 | - | 0 | 5 | - | 0 | 2 | 3 | 5 |
| or                             |   |   |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |   |   |
| 2                              | 7 | - | 2 | 4 | 6 | 3 | 1 | 2 | 6 |   |

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

|                  |                                                                                                              |                     |
|------------------|--------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Sign Here</b> | Signature of U.S. person  | Date <b>7/30/25</b> |
|------------------|--------------------------------------------------------------------------------------------------------------|---------------------|

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## **Color Photographs of Building and Conditions**

