Agenda
City of Cocoa
Diamond Square Community Redevelopment Agency Regular Meeting

July 20, 2026
6:00 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: Regular Meeting of Diamond Square CRA for July 20, 2026.
2. Minutes: Regular Meeting of the Diamond Square CRA for June 15, 2026.

III. DELEGATIONS

IV. PRESENTATIONS

V. ACTION ITEMS

1. Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application for an amount not to exceed $20,000 for the property located at 1000 Holmes St Cocoa, FL 32922 and to authorize the City Manager to complete and execute a CFIP Agreement.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE - AUGUST 17, 2026 at 6:00 PM

IX. ADJOURNMENT

NOTICE TO 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.

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	11/19/2025
Agenda Date:	7/20/2026
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on July 20, 2026, either as written or with amendments.

BACKGROUND:
Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on July 20, 2026, either as written or with amendments.

PRIORITY AREA CONNECTION:
Economic and Community Development

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:
Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on July 20, 2026, either as written or with amendments.

Crystal McQueen
Chairperson

Angelia Smith
Vice Chairperson

Larry Brown
Board Member
*(Appointed by Brevard County)

Delores Martin
Board Member

Jackie Isom
Board Member

Tracy Moore
Board Member

Amy Robinson
Board Member

DIAMOND SQUARE REDEVELOPMENT AGENCY

DATE: Monday, July 20, 2026
TIME: 6:00 p.m.

Location: Council Chambers
City Hall
65 Stone Street

I. CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL

II. APPROVAL OF AGENDA AND MINUTES

AGENDA: Regular Meeting of July 20, 2026
MINUTES: Minutes of the Regular Meeting of June 15, 2025

III. DELEGATIONS

IV. PRESENTATIONS

V. ACTION ITEMS

1. Request Agency approval of a Commercial Façade Improvement Program (CFIP) grant application for an amount not to exceed $20,000 for the property located at 1000 Holmes St Cocoa, FL 32922 and to 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 Diamond Square Community Redevelopment Agency is Monday, August 17, 2026, at 6:00 PM. The meeting will be held at the Cocoa City Hall, Council Chambers, located at 65 Stone Street, Cocoa, FL 32922.

IX. ADJOURNMENT

NOTICE TO 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.

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	11/19/2025
Agenda Date:	7/20/2026
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on June 15, 2026, either as written or with amendments.

BACKGROUND:

Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on June 15, 2026, either as written or with amendments.

PRIORITY AREA CONNECTION:

Economic and Community Development

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:

Request Agency Approval of the Minutes from the Diamond Square CRA Regular Meeting on June 15, 2026, either as written or with amendments.

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
June 15, 2026

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on June 15, 2026, at the Dr. Joe Lee Smith Community Center, 415 Stone Street, Cocoa, FL, as publicly noticed.

I. **Call to Order**

Chairperson McQueen called the meeting to order at 6:01p.m.

Invocation: Chairperson McQueen provided the invocation.

Pledge of Allegiance: Chairperson McQueen led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL:

Crystal McQueen	Chairperson
Angelia Smith	Vice Chairperson
Larry Brown	Agency Member
Jackie Isom	Agency Member
Tracy Moore	Agency Member
Amy Robinson	Agency Member
Delores Martin	Agency Member
Joseph Colombo	Agency Attorney
Peyton Fink	Recording Secretary

PRESENT:

Crystal McQueen	Chairperson
Angelia Smith	Vice Chairperson
Larry Brown	Agency Member
Tracy Moore	Agency Member
Amy Robinson	Agency Member
Delores Martin	Agency Member
Peyton Fink	Recording Secretary

ABSENT: Agency Member Isom, Agency Attorney Colombo (Arrived late).

STAFF PRESENT: Community Services Director Neuterman and Community Services Manager Justiniano.

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

AGENDA:

Agenda - Regular Meeting of June 15, 2026.

***MOTION by Agency Member BROWN; SECONDED by Agency Member ROBINSON to approve the Agenda for the Regular Meeting of June 15, 2026, as written.**

AYES: MCQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES:

Minutes- Regular Meeting of May 18, 2026

***MOTION by Agency Member ROBINSON; SECONDED by Agency Member BROWN to approve the Minutes for the Regular Meeting of May 18, 2026, as written.**

AYES: MCQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN

MOTION PASSED UNANIMOUSLY (6-0)

III. **Delegations**:

1. Anita Gibson spoke on what she believes is an issue with the garbage on a property on West Railroad Avenue. Mrs. Gibson then publicly thanked Director Neuterman and the City Manager for their help with an issue she was having that has now been resolved. She then wondered about trash pickups. Community Services Manager Justiniano responded to the issue regarding trash on West Railroad Avenue by explaining that there is an abatement process with a contractor and the property owner has until the 20th but with it being a Saturday, the property will be looked at on the 22nd. If it is not cleared up by the property owner, then the abatement contractor will be contacted. As for the trash pickup, there is information on the Waste Management website, but bulk pickup is every other week.

IV. **Presentations**:

V. **Action Items:**

1. Request Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 710 Carissa Ave, Cocoa, FL 32922 and to authorize the City Manager to execute a Paint Program Agreement.

   Director Neuterman gave a description of the agenda item. The applicant has met the requirements of the application, so staff are seeking agency approval.

   A motion to approve was made by Agency Member Brown and seconded by Agency Member Martin.

***MOTION by Agency Member BROWN; SECONDED by Agency Member MARTIN to approve an application for the agency's Paint Grant in an amount not to exceed $1,000 for the property located at 710 Carissa Ave, Cocoa, FL 32922 and to authorize the City Manager to execute a Paint Grant Agreement.**

AYES: MCQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN.

MOTION PASSED UNANIMOUSLY (6-0)

2. Request Agency approval for an application to the Beautification Grant Program in an amount not to exceed $500 for the property located at 710 Carissa Avenue, Cocoa, FL 32922 and to authorize the City Manager to execute a Beautification Grant Agreement.

   Director Neuterman gave a description of the item. The applicant has met the requirements of the application, so staff are seeking agency approval.

   A motion was made by Agency Member Moore and seconded by Vice Chairperson Smith.

***MOTION by Agency Member MOORE; SECONDED by Vice Chairperson SMITH to approve an application for the Beautification Grant Program in an amount not to exceed $500 for the property located at 710 Carissa Avenue, Cocoa, FL 32922 and to authorize the City Manager to execute a Beautification Grant Agreement.**

AYES: MCQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN.

MOTION PASSED UNANIMOUSLY (6-0)

VI. <u>Attorney's Report</u>:

VII. **<u>Updates and Staff Report:</u>**

1. There was discussion regarding the budget for next year and when suggestions will be coming back to the board. Director Neuterman stated that it will be going back as part of our budget request, and additional suggestions will need to be provided at the next meeting if the other agency members agree to have that discussion.
2. Agency Member Brown requested that there be more signage advertising when DSCRA meetings will be taking place. He also asked for an update on Fiske Blvd. Director Neuterman responded that there is a pedestrian crosswalk that is in the process of being completed but it needs to go through FDOT approval. On the website it is stated that it will be in place by September. Director Neuterman then gave an update on the homes. 1 house was sold and the homeowners have moved in; they are Cocoa residents and are excited to be in the neighborhood. The homes are estimated to take 90-120 day per house from the time concrete is poured until it is sold. In addition to these homes, Lennar will be contributing money to a new park and playground on the property of the Harry T. Moore Center.
   (Agency Attorney Colombo arrived)
3. The Chairperson wondered if the sign for the female veterans was up, Director Neuterman responded that we are working with Habitat on it.
4. Director Neuterman shared that we are still working on signage in Virginia Park
5. Agency Member Robinson wondered if there was any information about purchasing the lots in Provost Park, Director Neuterman responded by saying that there are no updates at the moment.
6. Agency Member Moore spoke about Jewel Collins recent passing and made a suggestion for the next agenda which is the RICHES program. This program will allow

members of the community to share their family history in an archived way. Director Neuterman responded that staff will look into the RICHES program as it is part of the DSCRA Plan which is required for all project proposals because if something is not in the plan the agency will need to agree to make changes to it to suit what is being proposed. A motion was made by Vice Chairperson Smith and seconded by Agency Member Robinson to add the RICHES program to the next agenda. This was amended by Agency Member Moore who would like the motion to also include pricing. The motion passed unanimously.

***MOTION by Vice Chairperson SMITH; SECONDED by Agency Member ROBINSON to add a discussion for the RICHES program to the next agenda along with information on pricing.**

AYES: MCQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN.

MOTION PASSED UNANIMOUSLY (6-0)

7. There was discussion regarding whether there could be more allotment for youth activities. Director Neuterman pointed out that most programs funded by the Diamond Square CRA are youth related. It is always possible to add programs, but the board would need to find one in the Diamond Square plan that we can fund. As for the Summer Camp program, if the number of students causes the total to go over the amount that the agency agreed to pay for the program then they can vote to raise it. So, if there are any students on the waiting list for the summer program, the Parks and Recreation Superintendent will need to bring it to staff. Agency Member Moore also pointed out that there is a discretionary fund, and the board can use those for activities.
8. Director Neuterman pointed out that a new budget will begin on October 1st, and there will be an election in November that can affect the budget. She advises everyone to educate themselves on this election and how it can affect the budget. Agency Member Moore added that we need to be more creative about what we fund in the future because funds we use can be affected by this election.
9. Director Neuterman spoke about Mrs. Collins passing. She worked with her on the board and she is grateful for her. The Diamond Square CRA will continue to create positive change.
10. The Mayor also spoke on Mrs. Collins passing by stating that the Collins family would like to thank everyone and they will be donating more artifacts to the museum. He also mentioned that he was at the meeting in luau of Board Liaison Goins, and he asked that everyone keep his mother in their prayers.

VIII. <u>**Next Meeting Date**</u>:

The next regularly scheduled meeting of the **Diamond Square Community Redevelopment Agency** will be on **Monday, July 20th,** at **6:00 pm** at the Cocoa City Hall unless a business need arises earlier.

IX. <u>**Adjournment**</u>

***MOTION by Agency Member BROWN to adjourn by; SECONDED by Agency Member ROBINSON.**

AYES: MQUEEN, SMITH, MOORE, BROWN, ROBINSON, MARTIN.

MOTION PASSED UNANIMOUSLY (6-0)

THE MEETING WAS ADJOURNED AT 6:45 p.m.

____
Crystal McQueen, Chairperson

Respectfully Submitted by:

____

Peyton Fink, Recording Secretary

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	07/02/2026
Agenda Date:	7/20/2026
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Agency approval of a Commercial Façade Improvement Program (CFIP) grant application for an amount not to exceed $20,000 for the property located at 1000 Holmes St Cocoa, FL 32922 and authorize the City Manager to complete and execute a CFIP Agreement.

BACKGROUND:

Erika O'Neal of A Taste of Elegance Commissary Kitchen, has submitted a Commercial Facade Improvement Program (CFIP) Grant application for an amount not to exceed $20,000 for the property located at 1000 Holmes St, Cocoa, FL 32922.

Application Grant Request- $20,000
Total Project Cost- $41,905

The proposed renovation work includes the following:

- Window Installation
- Digital Business Sign Installation
- Fence Installation
- Landcaping

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 $20,000. Upon approval, Staff will complete and the City Manager will execute a CFIP agreement with the applicant.

PRIORITY AREA CONNECTION:

Economic and Community Development

BUDGETARY IMPACT:

Budgeted? Yes

Source/Use of Funds

Account Number	Amount
111-3230-559-83-00	$20,000 NTE

PREVIOUS ACTION:

RECOMMENDED MOTION:

Agency approval of a Commercial Façade Improvement Program (CFIP) grant application for an amount not to exceed $20,000 for the property located at 1000 Holmes St Cocoa, FL 32922 and authorize the City Manager to complete and execute a CFIP Agreement.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

COMMERICIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION

The Diamond Square Community Redevelopment Agency (DSCRA) sponsors a Commercial Façade Improvement Program (CFIP) to assist in the improvement of real property located in the Diamond Square 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 Diamond Square Redevelopment Area eligible for grant funding. **Applications must be submitted ONE MONTH in advance of each Diamond Square CRA meeting.** The Diamond Square CRA meets on the third Monday of each month.

Property Owner: Erika O'Neal

Applicant Name: Erika O'Neal

Phone Number: 321-222-7706

Email Address: atasteofelegancecommkitchen@gmail.com

Mailing Address: 1407 Gleneagles Way Rockledge FL 32955

Property Address: 1000 Holmes st Cocoa, FL 32922

Business Name: A Taste of Elegance Commissary Kitchen

Description of planned improvements:

windows, Fencing, and Landscaping

Total Project Cost: ~~$20,000.00~~ $41,905

Grant Funds Requested: $20,000.00

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.

Erika M O'Neal
Signature of Owner/Applicant

6/20/26
Date

Application Requirements

1. Copy of Deed/Proof of Ownership
2. Copy of City local business tax receipt
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.)
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)

Program Guidelines

To be eligible to receive a grant, the applicant must:

- Own the subject property (property owners may designate a tenant as their agent, but the owner shall sign the CFIP Application);
- Own property in a commercially zoned area within the Diamond Square CRA that is not used solely for residential purposes;
- Have a current City of Cocoa local business tax receipt or obtain one prior to reimbursement of funds;
- Be current on all property taxes and utility charges; and
- Own property suitable for façade improvement, as determined at the sole discretion of the Diamond Square CRA.

The following applicants/properties are ineligible to receive a grant:

- Properties used solely for residential purposes, including multi-family and single-family residences. Vertically-mixed uses with a non-residential component are permitted at the discretion of the Board;
- Non-profit corporations, unless (i) a substantial portion of the property is used for commercial purposes and is subject to ad valorem taxation; or (2) the non-profit corporation's property is of historic or cultural significance in the City of Cocoa; and
- Owners of vacant land

Eligible and Ineligible Expenses

All improvements eligible for matching funds must be visible from the public right-of-way and must be intended to preserve and protect the structure or aesthetic integrity of the commercial building.

Eligible primary improvements for grant matching funds include:

- Façade rehabilitation
- Removal of deteriorated or undesirable exterior alterations
- Stucco restoration
- Replacement or reconstructive woodwork
- Replacement, repair, or restoration of cornices, eaves, parapets, or other architectural features
- New doors and windows
- Restoration of historically appropriate doors, windows, or building features

- Signs, awnings, and canopies
- Exterior lighting
- Entranceway modifications that improve the appearance or access to the commercial building
- Landscaping, including hardscaping around the perimeter of the property and irrigation if needed to support landscaping. Preference given to drought-tolerant trees and plants. Must be consistent with City of Cocoa Code.
- Fencing around the perimeter of the property (must be substantially visible from the right-of-way)

The following ancillary work may be eligible for matching funds only when performed in conjunction with a primary improvement:

- Building cleaning (non-sandblasting)
- Painting

Ineligible improvements include:

- New building construction or new building additions
- Roof repairs
- Interior improvements
- Portable signs, such as sandwich boards or A-frame signs
- Flags and banners
- Tables, chairs, and umbrellas
- Acquiring property
- Improvements completed prior to Application submittal
- Parking lot improvements
- Improvements that are not substantially visible from the public right-of-way

Application Process

The Application will be processed in the following manner:

1. The Community Services Department will review all filed Applications for completeness and will return any Application that is not deemed complete.
2. A site inspection must be scheduled by the City of Cocoa building inspector to determine if the building is suitable for the façade improvements proposed, i.e., that the building's current condition will support the improvements. The Applicant shall agree to provide access to the property for purposes of inspection.
3. The Community Services Department will evaluate all filed Applications in accordance with the above-described priorities and requirements of this Policy.
4. Completed and evaluated Applications will be scheduled for consideration by the Diamond Square CRA.
5. Applicants shall be present and prepared to discuss the proposed improvements.

Erika O'Neal
Owner / Chef
A Taste of Elegance Commissary Kitchen
1000 Holmes St
Cocoa, FL 32922
atasteofelegancecommkitchen@gmail.com
321-222-7706

Dear Grant Review Committee,
I am pleased to submit this letter on behalf of **A Taste of Elegance Commissary Kitchen** in support of our application for the **Facade Improvement Program Grant**.

As a locally owned commissary kitchen committed to serving and uplifting food entrepreneurs within our community, we are dedicated to maintaining a safe, attractive, and functional facility that reflects our mission and contributes positively to the surrounding neighborhood.
The funding requested will support several essential exterior enhancements, including:

Installation of New Impact-Resistant Windows

These upgrades will increase the safety and security of the facility, improve energy efficiency, and enhance the overall appearance and resilience of the building.

Addition of a Fence with Enhanced Landscaping

A new fence, paired with updated landscaping, will help define and secure the property while improving curb appeal and creating a more inviting environment for clients, partners, and community members.

Installation of Gutters Along the Front Façade

Proper guttering will help protect the building from water damage, ensure effective drainage, and preserve the long-term structural integrity and appearance of the property.
These improvements reflect our commitment to investing in our business while continuing to support the broader Cocoa community.

The Facade Improvement Program Grant would greatly assist us in completing these upgrades, allowing us to maintain a professional and welcoming environment for the many food businesses and entrepreneurs who rely on our kitchen.

Thank you for your time, consideration, and support of local small businesses. I am happy to provide any additional information needed and can be reached at **321-222-7706** or **atasteofelegancecommkitchen@gmail.com**.

Sincerely,

Erika O'Neal

Erika O'Neal
Owner / Chef
A Taste of Elegance Commissary Kitchen

Division *of* Corporations
an official State of Florida website

Department of State / Division of Corporations / Search Records / Search By Entity Name /

Next List

Mark Farnham
Search

Entity Name List

Corporate Name	Document Number	Status
MARK FARNHAM CONSTRUCTION, LLC	L07000038269	Active
MARK FARROW LLC	L26000292404	Active
MARK FARWELL, PA	P04000123336	INACT
MARK FASEL, LLC	L11000129095	Active
MARK FASEL DESIGN, LLC	L11000129095	NAME HS
MARK FASEL DESIGN, LLC	L11000129095	NAME HS
MARK FASHIONS, INC.	P93000073797	NAME HS
MARK FASSY ARCHITECT, P.A.	P09000059652	INACT
MARK FAULKNER PLUMBING, INC.	P02000063242	INACT
THE MARK AND FAWN VOCCI FAMILY LIMITED PARTNERSHIP	A06000000637	INACT
MARK F BALLINGER CO.	P15000093205	INACT
MARK F. BENNETT, P.C.	F22000004971	CROSS RF
MARK F. BENNETT, PROFESSIONAL CORPORATION	F22000004971	Active
MARK F BIONDI LLC	L25000236969	Active
MARK F. BLAKE, M.D., L.L.C.	L06000068389	INACT
MARK F BOWMAN LLC	L14000095202	INACT
MARK F BROWN MINISTRIES INC.	W25000164136	Active
MARK F. BUTLER, P.A.	P00000101001	Active
MARK F CERAOLO, P.A.,	P15000060279	Active
MARK F. CERAOLO,P.A.	P98000084851	INACT

Next List

Mark Farnham

Mark Farnham Construction LLC

4415 Ocean Beach, FL 32931
Phone: (321) 432-6865
Email: farnham4construction@yahoo.com
License #: CGC1539426
Licensed & Insured • Accredited by BBB
Established April 2007

Mark Farnham
President & Owner
Ph: (321) 432-6865

Customer Name: Erika O'Neal Phone #: 321-222-7706
Customer Address: A Taste of Elegance Commissary Kitchen LLC
City / State / ZIP: Cocoa FL 32922
Email: atasteofelegancecommkitchen@gmail.com

Scope of Work:
See Attachment

Total Price:	
Materials:	
Labor:	
Deposit:	
Balance Due:	

Rep Print Name: Mark Farnham
Signature: [signature] Date: 6/18/2026

Customer Print Name:
Signature: Date:

Customer Responsibilities:

Customer acknowledges that changes in project scope require a written and signed change order. Customer understands that delays caused by weather or supply shortages are outside contractor control. Customer agrees to provide full access to the work area during normal business hours. Final payment is due immediately upon completion of contracted work unless otherwise stated in writing.
Customer is responsible for permit fees, application fees, impact fees, and other government-related charges tied to the project.

Contractor Notes:

- Contractor not responsible for delays due to material shortages or weather.
- Additional work requires a written change order.
- Customer must provide site access during working hours.

General Contract Notes:

Work performed complies with all building codes. Contractor obtains required permits unless noted. Delays outside contractor control may affect timelines. Final payment due upon completion.

Project Proposal for : A Taste of Elegance Commissary Kitchen, 1000 Holmes St. Cocoa

This proposal outlines the scope of work, materials, and associated costs for the planned property improvements. All pricing includes materials, labor, and required permitting.

<u>Window Installation</u>

A total of seven (7) impact-resistant windows will be supplied and installed, consisting of the following sizes:

* Four (4) windows measuring 72.5" x 50.5"
* One (1) window measuring 37.5" x 37"
* Two (2) windows measuring 19" x 26"

Total Cost: $16,305

<u>Digital Business Sign Installation</u>

A digital business sign will be installed at the front of the property, facing Fiske Boulevard. The sign will be securely mounted onto a reinforced 6-inch concrete slab to ensure durability and stability.

Total Cost: $15,500

<u>Fence Installation</u>

A black aluminum fence will be installed around the property, including a 4-foot-wide access gate. The fence design will feature:

* A height of 6 feet along the rear of the property
* A gradual transition down to 4 feet in height along Fiske Boulevard

Total Cost:$5,500

<u>Landscaping</u>

The landscaping plan will include the installation of:

* Three (3) Wax Myrtle shrubs
* Fifteen (15) Croton plants
* Decorative landscape rock

All elements will be installed per customer request.

Total Cost: $4,600
<u>Project Total</u>

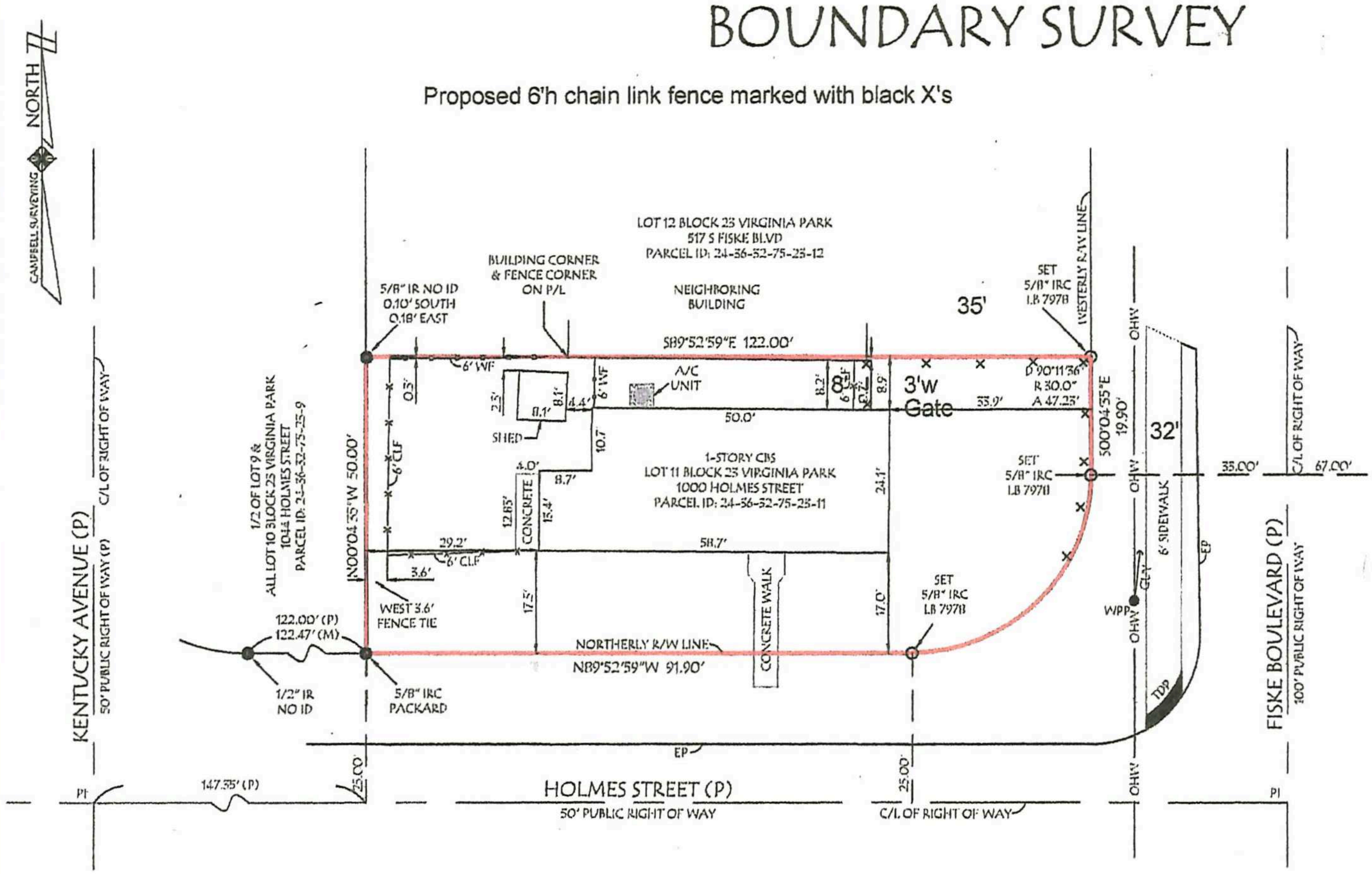
Grand Total (All Materials, Labor, and Permits Included): $41,905

This proposal reflects the full scope of work as discussed. Please review and confirm approval to proceed with scheduling and project initiation.

Docusign Envelope ID: 5BF601F2-73BE-4D49-B6ED-5926A13C26D0

BOUNDARY SURVEY

Proposed 6'h chain link fence marked with black X's



LEGAL DESCRIPTION:

Official Records Book 9897, Page 2509

Lot 11, Block 23, Virginia Park, a subdivision according to the plat thereof recorded in Plat Book 5, Page 10, of the Public Records of Brevard County, Florida.

SURVEY REPORT:

1. The intended purpose of this survey is for Boundary information only, as shown hereon.
2. The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible that there are documents of record unrecorded deeds, easements or other instruments that could affect the boundaries to the subject property.
3. This survey does not reflect or determine ownership.
4. This survey meets or exceeds the minimal horizontal control accuracy of 1:7500 for a Suburban Survey.
5. Measurements shown hereon are expressed in feet and decimal parts thereof.
6. Dimensions shown are taken at the exposed areas of improvements, underground footers, foundations, utilities or other subsurface structures are not located for the purpose of this survey.
7. The surveyor no longer certifies the Federal Emergency Management Agency Flood Zones. This certification is made by an independent contractor of the Federal Government. Flood Insurance Rate Map Zone "X" per Community Panel 12009C0426H dated 01/19/2021.
8. Bearings shown hereon are based on the North Right of Way line of Holmes Street having a bearing of N89°52'59"W between recovered monumentation as recovered using Global Positioning Systems.
9. This drawing is not valid unless bearing an original signature and embossed land surveyors seal.

LEGEND AND ABBREVIATIONS

(P)	Measurement from Plat
(M)	Measurement in Field
IRC	Iron Rebar & Cap
IR	Iron Rebar
ID	Identification
C/L	Centerline
LB	Licensed Business
WPP	Wood Power Pole
D	Delta "Curve"
R	Radius "Curve"
A	Arc Length "Curve"
OHW	Overhead Wire
A/C	Air Conditioning Unit
EP	Edge of Pavement
CLF	Chain Link Fence
WF	Wood Fence
P/L	Property Line
PI	Point of Intersection
TDP	Truncated Dome Pad
CBS	Concrete Block Structure

LEGEND OF SYMBOLS

- Found Iron Rebar with Size, Identification if noted
- SET 5/8" IRC LB 7978

John E. Campbell Surveying LLC

115 Alma Blvd., Suite 102
Mailing Address: PO Box 541866, Merritt Island FL 32954
Phone: 321-507-4811
LICENSED BUSINESS #7978

DocuSigned by: John Campbell

I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS TRUE AND CORRECT BASED ON ACTUAL MEASUREMENTS TAKEN IN THE FIELD. THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS FOUND IN CHAPTER 5J-17.052, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.
UNLESS IT BEARS THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

John R. Campbell
Professional Surveyor & Mapper #2551
State of Florida

GRAPHIC SCALE

20 10 0 20 40

Scale: 1" = 20'

Street Address : 1000 HOLMES ST COCOA FL 32922

BOUNDARY SURVEY	FIELD: K.S. 11/09/24	CHECKED BY: J.R. Campbell	SECTION: 32
	PROJECT NO.: 2024-279	DRAWN BY: CGG	TOWNSHIP: 24 SOUTH
PREPARED FOR AND CERTIFIED TO: Derrek O'Neal		DATE: 12/16/24	RANGE: 36 EAST
	REVISIONS	DATE	DESCRIPTION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