Community Enhancement and Code Compliance

1601 NW 136 Ave, Bldg. A, Sunrise FL, 33323

Phone: (954) 572-2344



SPECIAL MAGISTRATE HEARING AGENDA December 19, 2022 2:00 PM

CALL TO ORDER

IMPOSITION OF FINES - CODE COMPLIANCE DIVISION

1. Case 0325-2022 7880 LLC - 7880 West Oakland Park Boulevard - Common Area

Section 16-172(o)(1) – Tree preservation – Code Officer Terrell McCombs

The commercial property "*Lakes Radiology*" had many tree stumps removed on January 3, 2022 without first obtaining a tree removal permit.

Continued from 10-17-22

2. Case 0326-2022 7880 LLC - 7880 West Oakland Park Boulevard - Common Area

Section 16-164 – Maintenance – Code Officer Terrell McCombs

The commercial property "*Lakes Radiology*" had 31 trees removed without first obtaining the required tree removal permits, leaving deficiencies from the City landscape code requirement from 1976, which is the effective year of completion.

Continued from 10-17-22

3. Case 0327-2022 7880 LLC – 7880 West Oakland Park Boulevard – Common Area

Section 16-164 – Maintenance – Code Officer Terrell McCombs

The commercial property "Lakes Radiology" has deficiencies in the area determined to be part of the City's Landscape Feature.

Continued from 10-17-22

4. Case 0328-2022 7880 LLC - 7880 West Oakland Park Boulevard - Common Area

Section 16-164(a) - Maintenance - Code Officer Terrell McCombs

The commercial property "*Lakes Radiology*" has a number of general landscape maintenance items that include deficiencies in the automatic irrigation system, trees, plants and Saint Augustine sod that has died over a period of time from poor landscape maintenance.

Continued from 10-17-22

5. Case 0329-2022 7880 LLC - 7880 West Oakland Park Boulevard - Common Area

Count I

Section 16-150 – Lighting requirements – Code Officer Terrell McCombs

The commercial property "Lakes Radiology" has three (3) light poles which are missing light fixtures.

Count II

Section 17-15(14) – Minimum standards for basic equipment and facilities – Code Officer Terrell McCombs

The commercial property "Lakes Radiology" has three (3) light poles which are missing light fixtures.

Continued from 10-17-22

6. Case 0330-2022 7880 LLC - 7880 West Oakland Park Boulevard - Common Area

Section 17-12(9) – Exterior standards – Code Officer Terrell McCombs

The commercial property "Lakes Radiology" has worn asphalt pavement and damaged sidewalks within the vehicular and pedestrian area. Additionally, the overall vehicular striping within the parking area and traffic control signs are worn and faded.

Continued from 10-17-22

7. Case 0615-2022 CARLA MINYAN LLC – 2474 North University Drive #215

Section 7-27 – Persons required to obtain a local business tax receipt

Code Officer Lydia Walker

"Makeup Sincere LLC" is operating a business without first obtaining the required local business tax receipt.

8. Case 0692-2022 GLOBAL SUNRISE WEST LLC - 9170 West Commercial Boulevard

Section 7-27 – Persons required to obtain a local business tax receipt

Code Officer Maira Tarrau

"OM JN LLC" also known as "Mile High Smoke and Vape Shop" is operating a business without first obtaining the required local business tax receipt from the City of Sunrise.

9. Case 0715-2022 GLOBAL SUNRISE WEST LLC - 9060 West Commercial Boulevard

Section 16-112 – Outdoor restaurant seating areas – Code Officer Maira Tarrau The commercial property "Bob G's Wings N' Things of Sunrise" known as "Bru's Room Wings

N' Things" has outdoor seating without the required approval from the City of Sunrise Planning and Engineering Division.

10. Case 0889-2022 NOVOA, JULIAN - 2521 NW 84 Way

Section 16-165(h) – Plant material – Code Officer Carole Himmel

The residential property has missing sod in the front and side yard.

Continued from 11-21-22

11. Case 0894-2022 HUMBOLD 18 LLC - 3100 NW 90 Terrace

Section 16-191(d)(7)(9) – Fences and hedges in residential districts

Code Officer Maira Tarrau

The agricultural property "Fruscian's Farm" has the post and rail wood fence surrounding the property has not been maintained in a good state of repair as required by the City of Sunrise Code. The fence is in a general state of decay, with missing rails in several areas and it is covered in mildew. Some of the rails are hanging because they are not firmly attached to the poles.

12. Case 0899-2022 JIA INC. – 2240 North University Drive

Section 17-12(9) – Exterior standards – Code Officer Lydia Walker

The commercial property "American School of Jewelry" has the parking lot which is faded and in need of restriping and sealing.

13. Case 0920-2022 ARCHDIOCESE OF MIAMI & ST BERNARD CHURCH – 8275 Sunset Strip

Section 17-12(9) - Exterior standards - Code Officer Lydia Walker

The commercial property has the parking lot in general disrepair including multiple large potholes throughout the parking lot.

14. Case 0927-2022 GATOR UNIVERSITY SUNRISE, LLC – 8237 Sunset Strip

Section 9-2 – Conditions declared public nuisances – Code Officer Lydia Walker

The commercial property "Fastmed Health Mart Pharmacy" has the windows boarded up, which is creating a public nuisance.

15. Case 0967-2022 NOEL, ANDERSON R – 10024 NW 46 Street

Section 7-27 – Persons required to obtain a local business tax receipt

Code Officer Terrell McCombs

"ARC Tints" is operating a business inside the warehouse without first obtaining a local business tax receipt.

16. Case 0968-2022 NOEL, ANDERSON R – 10024 NW 46 Street

Section 7-27 – Persons required to obtain a local business tax receipt Code Officer Terrell McCombs

"Noel, Anderson R / Anderson Noel Business Services Inc." is currently renting the warehouse spaces without first obtaining a local commercial lessor business tax receipt for the City of Sunrise.

FORMAL HEARINGS - CODE COMPLIANCE DIVISION

17. Case 18-0749 ROC N ZAIN LLC – 8300 West Oakland Park Boulevard

Section 16-167 – City initiated tree removal on private property

Code Officer Terrell McCombs

The commercial property "Oakland Village Square" has one dead tree existing along the west perimeter next to the service drive area.

18. Case 18-0752 ROC N ZAIN LLC - 8302-8338 West Oakland Park Boulevard

Section 9-31(a)(1) – Proper maintenance required – Code Officer Terrell McCombs

The commercial property "Oakland Village Square" has garbage, cans, bottles, bags, containers, snipe signs, shopping carts, and debris.

19. Case 18-0753 ROC N ZAIN LLC – 8340-8354 West Oakland Park Boulevard

Section 16-167 – City initiated tree removal on private property

Code Officer Terrell McCombs

The commercial property "Oakland Village Square" has two mature ficus trees which had fallen on the neighboring residential property in 2017. Both tree tops were cut back to the property line in which the overturned stumps and sprinkler pipes were later removed without first obtaining City permits.

20. Case 18-0755 ROC N ZAIN LLC – 8340 West Oakland Park Boulevard

Section 16-164(a) – Maintenance – Code Officer Terrell McCombs

The commercial property "Oakland Village Square" has several broken sprinkler pipes inside overturned tree stumps in 2017. This indicated deficiencies in the overall automatic irrigation system not providing 100% coverage with 50% overlap.

21. Case 0625-2020 KAY, ELIZABETH J – 11700 NW 30 Place

Section 17-12 – Exterior standards – Code Officer Terrell McCombs

The residential property has a swimming pool which is not being maintained in a good and clean sanitary condition which is evident by the dark green color of the water.

22. Case 0544-2022 KAY, ELIZABETH J – 11700 NW 30 Place

Section 16-191(d)(7)(9) – Fences and hedges in residential districts

Code Officer Terrell McCombs

The residential property has portions of a deteriorated wooden fence that serves as a permanent safety barrier for the pool. The wood fence is in a state of disrepair, thus not providing an approved permanent type barrier.

23. Case 2023-2020 CAMPANIELLO, THOMAS – 10251 West Oakland Park Boulevard

Section 16-173(b) – Tree abuse – Code Officer Terrell McCombs

The commercial property "Nation Lawyers" has trees which were improperly cut within the last several weeks, resulting in a tree abuse situation. Past inspection on July 9, 2020 found unlicensed tree trimming in which a courtesy notice with education material, and City permit applications were given to Nation Lawyers on the City requirements for tree trimming. The recent improper pruning cuts by un-trained workers has resulted in this tree abuse situation.

24. Case 0083-2022 CAMPANIELLO, THOMAS – 10251 West Oakland Park Boulevard

Section 16-164(a) - Maintenance - Code Officer Terrell McCombs

The commercial property "Nation Lawyers" has a number of general landscape maintenance items which have not been resolved over a one-year period of time. Standing dead trees, tree stumps, missing and/or dead hedge plants, and low hanging tree branches.

Section 17-12(9) - Exterior standards - Code Officer Terrell McCombs

The commercial property "Nation Lawyers" has the overall vehicular striping within the parking area which is worn and faded.

26. Case 1493-2021 M & MG INVESTMENTS COMPANY, LTD. – 8376 West Oakland Park Boulevard

Section 16-254(d)(1) – Supplemental regulations – Code Officer Carole Himmel

The commercial property has a monument sign that was damaged in a vehicular accident and is not in a good state of repair.

27. Case 0593-2022 FULLER, GWENETTE – 8411 NW 28 Place

Section 18-1(b) - Compulsory sidewalk construction and repair

Code Officer Carole Himmel

The residential property has the adjacent City sidewalk in a state of disrepair.

28. Case 0598-2022 ALZATE, ELIZABETH & GRISALES, JOHN ALEJANDRO & URBANO, YERSOL

8380 NW 26 Place

Section 18-1(b) - Compulsory sidewalk construction and repair -

Code Officer Carole Himmel

The residential property has a sidewalk that was in disrepair and was replaced without a City permit.

29. Case 1034-2022 LEGER, GUESLEY & PIERTIL, LOVERY – 3200 NW 97 Avenue

Section 16-167 - City initiated tree removal on private property

Code Officer Terrell McCombs

The residential property has standing dead palm trees along the back-property line and near a waterway.

30. Case 1054-2022 BROCKINGTON, JOLANDA & TRUE NORTH PROPERTY OWNER A LLC

8681 NW 25 Street

Section 4-30 – Vicious dogs – Code Officer Carole Himmel

On August 28, 2022, the Respondents who own and/or reside at the residential property allowed a pit bull dog to run at large without being properly muzzled. In accordance with Sunrise Police Report #42-2208-037530, the pit bull dog bit Shaquanda Hampton without provocation and caused a laceration to her knee.

31. Case 1055-2022 BROCKINGTON, JOLANDA & TRUE NORTH PROPERTY OWNER A LLC 8681 NW 25 Street

Section 4-49(a)(b) – Confinement – Code Officer Carole Himmel

On August 28, 2022, the Respondents who own and/or reside at the residential property allowed a pit bull dog to run at large without being properly muzzled. In accordance with Sunrise Police Report #42-2208-037530, the pit bull dog bit Shaquanda Hampton without provocation and caused a laceration to her knee.

32. Case 1056-2022 BROCKINGTON, JOLANDA & TRUE NORTH PROPERTY OWNER A LLC 8681 NW 25 Street

Section 4-50 – Registration – Code Officer Carole Himmel

The Respondents who own and/or reside at the residential property has a pit bull dog that is not registered with the City of Sunrise.

33. Case 1086-2022 STAKERMANN, TATIANA & ZORILLA, JOAN ALMEIDA – 9604 NW 49 Street Section 7-27 – Persons required to obtain a local business tax receipt Code Officer Maira Tarrau

"Construction Y&J Golden Services Inc" is operating out of a residential property without first obtaining the required business tax receipt from the City of Sunrise.

34. Case 1087-2022 JEAN-CHARLES, FRANTZ – 9352 Springtree Lakes Drive

Section 16-164(a) - Maintenance - Code Officer Maira Tarrau

The vacant residential property has landscaping which is not being maintained in a neat and healthy condition as required by the City of Sunrise.

- 1) Grass is overgrown over six inches (6") all over the property including the swale area adjacent to the property.
- 2) Weeds are growing over the sidewalk.
- 3) There is garbage all over the swale and landscaping bed in the front of the property.
- 4) Bushes around the fence are growing over the property line.

35. Case 1155-2022 L4 PALM BEACH LLC – 2451 North University Drive

Section 17-12(9) - Exterior standards - Code Officer Lydia Walker

The commercial property "Taco Bell" has the parking lot which is worn and faded and in need of restriping.

REPEAT VIOLATIONS - CODE COMPLIANCE DIVISION

36. Case 1145-2022 LAMY, ROSE HALEINE & SIMBREUX, MARTIN – 8381 NW 27 Place

Section 9-31 – Proper maintenance required – Code Officer Carole Himmel

The residential property has overgrown grass and weeds in excess of six inches (6") in height. This is a repeat violation of Final Order CNOV-001206-2021 signed by the Special Magistrate on October 21, 2021.

IMPOSITIONS OF FINE – BUILDING DIVISION

37. Case 0869-2020 SZEFEL, WANDA – 2931 Sunrise Lakes Drive E, Unit #105

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The residential property was found to have interior demolition work done, without first obtaining the necessary permits from the Building Official.

Continued from 11-21-22

38. Case 0030-2022 ARROYO DE LEON, CARMEN MARIA – 2811 North Pine Island Road, Unit #306

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have windows installed, without first obtaining the necessary permits from the Building Official.

39. Case 0577-2022 ESTRADA JR, RAFAEL – 9326 NW 19 Place

Section 105.1 – Permits Required – Electrical Inspector William Sansone

The property was found to have solar panels installed, without first obtaining the necessary permits from the Building Official.

40. Case 0614-2022 DECASTRO, JOSEPH & FERNANDEZ, DEBORAH – 11800 NW 39 Place

Section 105.1 – Permits Required – Plumbing Inspector John Giunta

The property was found to have a gas water heater installed, in which was relocated on the property, without first obtaining the necessary permits from the Building Official.

41. Case 0735-2022 SELMED INVESTMENT GROUP LLC - 8358 West Oakland Park Boulevard

110.15 – 40yr Building Safety Inspection Program – Structural Inspector Jose Sadin

The property was found to have exceeded the 90-day deadline to comply with the Broward County Board of Rules & Appeals (BORA) Building Safety Inspection Program which requires property owners to furnish a Building Safety Inspection Certification Forms to the Building Official. Notice was provided on June 21, 2022 and compliance was required by September 20, 2022.

FORMAL HEARING – BUILDING DIVISION

42. Case 2371-2020 GF SUNRISE PARTNERS LLC – 8445 – 8481 Springtree Drive

Section 105.1 - Permits Required - Structural Inspector Jose Sadin

The property was found to have washers and dryers, installed on the balconies of the property, without first obtaining the necessary permits from the Building Official.

43. Case 0367-2021 WINT, FRITZ G – 9321 NW 33 Manor

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have a slab-on-grade, in which was poured on the property, without first obtaining the necessary permits from the Building Official.

Continued from 11-21-22

44. Case 0423-2021 1100 SUNSET STRIP LLC – 1100 Sunset Strip, Unit #5

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have interior demolition work done, without first obtaining the necessary permits from the Building Official.

45. Case 0424-2021 1100 SUNSET STRIP LLC – 1100 Sunset Strip, Unit #6

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have interior demolition work done, without first obtaining the necessary permits from the Building Official.

46. Case 0550-2021 DAY, ROSALIND R & WILLETT, MICHELLE M – 5953 NW 25 Street

Section 105.1 - Permits Required - Electrical Inspector Eusebio Luft

The property was found to have electrical work done (electrical service change, installation of interior light fixtures) without first obtaining the necessary permits from the Building Official.

47. Case 1475-2021 SUNRISE 1821 LLC – 4880 North Hiatus Road

Section 105.1 - Permits Required - Structural Inspector Jose Sadin

The property was found to have subdivided multiple bays, without first obtaining the necessary permits from the Building Official.

48. Case 1555-2021 7880 LLC - 7880 W Oakland Park Boulevard

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have the drive-through enclosed, without first obtaining the necessary permits from the Building Official.

Continued from 10-17-22

49. Case 0011-2022 DAMEUS, JULIANA & JOSEPH, MARC ALDOLPHE – 9447 NW 46 Street

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have a window opening, in which was filled, without first obtaining the necessary permits from the Building Official.

50. Case 0116-2022 BROWNE, JOSEPH & BETTY ANN – 6100 NW 18 Court

Section 116.1 - Unsafe Structures - Structural Inspector Jose Sadin

The property was found to have structural damage to an exterior wall, creating an unsafe condition. The damage must be repaired and all of the necessary permits must be obtained from the Building Official.

Continued from 10-17-22

51. Case 0119-2022 SSGL FEE OWNER, LLC – 3003 North University Drive

Section 105.1 - Permits Required - Mechanical Plans Examiner Paul Anderson

The property was found to have ductwork and fans (for the hood), in which was installed on the property, without first obtaining the necessary permits from the Building Official.

Continued from 10-17-22

52. Case 0486-2022 RIVERWALK AT SUNRISE HOMEOWNERS ASSOCIATION – 136 Riverwalk Circle

Section 105.1 – Permits Required – Plumbing Inspector John Giunta

The property was found to have plumbing fixtures installed by the (pool cabana), without first obtaining the necessary permits from the Building Official.

53. Case 0489-2022 MELENDEZ, EVELYN – 2901 North Nob Hill Road, Unit #104

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have windows installed, without first obtaining the necessary permits from the Building Official.

54. Case 0493-2022 SUNRISE ISLAND RECREATION ASSOCIATION INC

0 South Reflections Boulevard (Clubhouse)

Section 116.1 - Unsafe Structures - Electrical Inspector Eusebio Luft

The electrical service was found to be loose and unsupported on the property (the clubhouse); creating an unsafe condition. Apply for and obtain all required permits from the Building Department.

55. Case 0500-2022 ESPINA-FUENMAYOR, WENDY C – 9280 NW 24 Street

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The residential property was found to have an opening created on the east side of the home, to install a door and a new front window, without first obtaining the necessary permits from the Building Official.

56. Case 0507-2022 ESCOBAR, MAURICIO & ROJAS, DIEGO MAURICIO

8051 Sunrise Lakes Drive North, Unit #107

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The residential property was found to have interior alteration work done, by remodeling the bathroom, without first obtaining the necessary permits from the Building Official.

57. Case 0543-2022 LAKESIDE MANOR NORTH ASSOCIATION, INC. – 5900 NW 17 Place

Section 110.15 - Building Safety Inspection Program - Structural Inspector Jose Sadin

The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA) Building Safety Inspection Program which requires the deficiencies identified in the 40 Year Safety Inspection Certification Form(s) to be repaired and re-inspected by a professional engineer or registered architect within 180 days of the Building Safety Inspection Report date. The Building Safety Inspection Certification Form was dated April 13, 2022. Required repairs should have been completed by October 13, 2022.

58. Case 0578-2022 GRAY, ANABEL – 4541 NW 95 Avenue

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have a wood fence installed, without first obtaining the necessary permits from the Building Official.

59. Case 0588-2022 HOLLOMON, WJ ACE & BEVERLY – 2901 North Nob Hill Road, Unit #410

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have shutters installed in Unit #410, without first obtaining the necessary permits from the Building Official.

60. Case 0607-2022 BAZILE, TAZE & ROSE – 4000 NW 93 Way

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have the screen room enclosed, without first obtaining the necessary permits from the Building Official.

61. Case 0608-2022 RODRIGUEZ, FRANK G & NARCISA E – 7991 North Sunrise Lakes Drive, Unit #202

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have remodeling work done in a bathroom, without first obtaining the necessary permits from the Building Official.

62. Case 0609-2022 JOHNSON, KAREEM J – 3372 NW 101 Avenue

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have the exterior siding replaced, without first obtaining the necessary permits from the Building Official.

63. Case 0628-2022 **JEAN-BAPTISTE, SAINTE-FANIE – 6660 NW 25 Court**

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have a shed and a fence installed, without first obtaining the necessary permits from the Building Official.

64. Case 0632-2022 CANK INC – 6877 NW 30 Street, Unit #5

Section 105.1 – Permits Required – Structural Inspector Jose Sadin

The property was found to have a wood fence installed, without first obtaining the necessary permits from the Building Official.

65. Case 0716-2022 SUNRISE LAKES CONDOMINIUM ASSOCIATION PHASE I, INC.

2850 W Sunrise Lakes Drive – Building 4

Section 110.15 – 50yr Building Safety Inspection Program – Structural Inspector Jose Sadin The property has exceeded the 90-day deadline to comply with the Broward County Board of Rules & Appeals (BORA) Building Safety Inspection Program which requires property owners to furnish a Building Safety Inspection Certification Forms to the Building Official. Notice was provided on June 17, 2022, and compliance was required by September 16, 2022.

66. Case 0802-2022 5850 LUSH SUNRISE LAKES LLC – 5850 NW 17 Place – Building D

Section 110.15 – 50yr Building Safety Inspection Program – Structural Inspector Jose Sadin The property has exceeded the 90-day deadline to comply with the Broward County Board of Rules & Appeals (BORA) Building Safety Inspection Program which requires property owners to furnish a Building Safety Inspection Certification Forms to the Building Official. Notice was provided on June 27, 2022, and compliance was required by September 25, 2022.

REDUCTIONS OF FINE – BUILDING DIVISION

No Cases Scheduled

REDUCTIONS OF FINE - CODE COMPLIANCE DIVISION

67. Case 0057-2019 NATIONAL RETAIL PROPERTIES, LP – 2601 North University Drive

Section 16-164(a) – Maintenance – Code Officer Terrell McCombs

The commercial property "Batteries & Bulbs" has many general landscape maintenance deficiencies, that include dead trees and dead or missing plants and grass.

68. Case 0058-2019 NATIONAL RETAIL PROPERTIES, LP – 2601 North University Drive

Section 17-12(9) - Exterior standards - Code Officer Terrell McCombs

The commercial property "Batteries & Bulbs" has old and new pot holes in the overall vehicular parking area, with leaning traffic control signs since May of 2019.

69. Case 1651-2020 AVILA, JORGE HUGO – 9161 Sunset Strip

Section 17-12(9) - Exterior standards - Code Officer Carole Himmel

The residential property has a driveway in disrepair.

70. Case 0931-2022 SUNRISE LAND 10900 LLC – 10900 NW 52 Street

Section 9-31 – Proper maintenance required – Code Officer Nosbel Pacio

The commercial property has overgrown grass and weed growth in excess of six inches in height. This is a repeat case of the Final Order CNOV-000832-2021 signed by the Special Magistrate on July 23, 2021.

PARTIAL RELEASE OF LIEN - CODE COMPLIANCE / BUILDING DIVISION

71. Case 2036-2020 B.T. OF SUNRISE CONDOMINIUM ASSOCIATION, INC.

Partial Release of Lien for property address: 7800 West Oakland Park Boulevard, Unit #4B-11

ADJOURNMENT

If a person decides to appeal any decision made by the above-board agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which the appeal is to be based. F.S.S. 286.01105.

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ANY PERSON WHO BELIEVES HE OR SHE HAS A DISABILITY REQUIRING THE USE OF AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE CLERK TO THE SPECIAL MAGISTRATE, MARISLADY LOPEZ, AT (954) 572-2347 AT LEAST 48 HOURS PRIOR TO THE MEETING TO ADVISE OF HIS/HER SPECIAL REQUIREMENTS.