



**SPECIAL MAGISTRATE HEARING AGENDA
JUNE 19, 2017
2:00 P.M.**

A. CALL TO ORDER

B. IMPOSITION OF FINES – COMMUNITY DEVELOPMENT – CODE ENFORCEMENT DIVISION

1. **Case 16-3674 LAKE SUCCESS, LLC – 6106-6124 NW 26 Street**
Sec. 16-173(b) – Tree abuse – Code Officer Richard Field
The commercial property has two (2) mature black olive trees on the property which have been completely hatracked.
2. **Case 16-3676 LAKE SUCCESS, LLC – 6270 NW 26 Street**
Sec. 16-173(b) – Tree abuse – Code Officer Richard Field
The commercial property has five (5) mature shade trees on the property which have been completely hatracked.
3. **Case 16-3936 LAKE SUCCESS, LLC – 6270 NW 26 Street**
Sec. 16-167 – City-initiated tree removal on private property – Code Officer Richard Field
The commercial property has a standing dead palm tree and a dead cassia tree on the property.
4. **Case 16-3937 LAKE SUCCESS, LLC – 6106-6124 NW 26 Street**
Sec. 16-167 – City-initiated tree removal on private property – Code Officer Richard Field
The commercial property has a standing dead palm tree on the property.
5. **Case 17-0807 CABEZAS, NELLY YISETT – 11741 NW 35 Street**
Sec. 16-173(b) – Tree Abuse – Code Officer Richard Field
The residential property has a mature live oak tree in the front yard which has been cut in violation of the tree abuse standards.
6. **Case 17-1485 MCFORD, ALVIN – 5981 NW 15 Street**
Sec. 18-1(b) – Compulsory sidewalk construction and repair – Code Officer Richard Field
The residential property has the adjacent City sidewalk in a state of disrepair.
7. **Case 17-1497 JOSEPH, EMIL RUFUS SR & JOSEPH, CYNTHIA LORRAINE – 6400 NW 27 Street**
Sec. 7-50 – Penalty – Code Officer Edward Dearth
The Local Business Tax Receipt for *Macnile Walsh Lawn Care Service LLC*, BTR#16-22354 has not been renewed.

8. **Case 17-1714 ALVAREZ, MARTHA STELLA – 8380 NW 25 Street**
Sec. 18-1(b) – Compulsory sidewalk construction and repair – Code Officer Richard Field
The residential property has the adjacent City sidewalk in a state of disrepair.
9. **Case 17-1810 SASTRE REAL ESTATE LLC – 2420 NW 64 Terrace**
Sec. 14-16(d) – Illegal parking – Code Officer Edward Dearth
The residential property has vehicles parked/stored on the lawn.
10. **Case 17-1851 HINES, ANDRE – 6480 NW 24 Place**
16-173(b)(1) – Tree abuse – Code Officer Terrell McCombs
The residential property has one (1) mature canopy tree in the front yard which was improperly cut or “Hatracked” down to a five-foot stump.
11. **Case 17-1852 HINES, ANDRE – 6480 NW 24 Place**
Sec. 16-170 – Minimum landscaping requirement – Code Officer Terrell McCombs
The residential property has no approved Group “A” canopy trees existing in the front yard.
12. **Case 17-2055 LINTON, CHARLES A & LORNA H – 8660 NW 28 Street**
Sec. 9-51 – Junked or inoperative vehicle – Code Officer Carole Himmel
The residential property has a vehicle without a license tag.
13. **Case 17-2601 CSMA FT LLC – 6281 NW 12 Street**
Sec. 14-16(d) – Illegal parking – Code Officer Edward Dearth
The residential property has vehicles parked/stored on the lawn.
14. **Case 17-2726 SOCCER CAGE SUNRISE LLC – 5201 NW 103 Avenue**
Sec. 9-1 – Prohibited generally – Code Officer Maira Tarrau
The commercial property has become an eyesore for the following reasons:
1. The monument sign outside the sport complex is not being maintained, it is stained and covered in mildew.
 2. The concrete wall by the perimeter north is covered by mildew on several areas and in need of paint.
 3. The grandstand structure is also covered in mildew and in need of paint.
15. **Case 17-2760 SUNRISE MILLS LP – 12801 West Sunrise Boulevard 0082**
Sec. 7-27 – Persons required to obtain local business tax receipt – Code Officer Linda Brown
Nola Cases, is operating a business without a local business tax.

C. FORMAL HEARINGS – COMMUNITY DEVELOPMENT – CODE ENFORCEMENT DIVISION

16. **Case 16-4397 DADE & BROWARD PROPERTIES INC – 7211 NW 21 Street**
Sec. 17-12(3) – Exterior standards – Code Officer Edward Dearth
The residential property has a torn soffit screens on the west side of the property.

17. **Case 16-5186 WILL DUDDITS INC – 6500-6520 NW 20 Street (Continued from 1-23-17)**
Sec. 16-79 – Master business list – Code Officer Edward Dearth
The commercial property that is in a B-3 zoning district, has vehicle repairs being conducted on the premises which is a non-permitted use.
18. **Case 16-6968 WILLIAMS, MARK G – 10380 NW 20 Court**
Sec. 16-173(b) – Tree abuse – Code Officer Terrell McCombs
The residential property has two (2) Canopy trees which were severely topped or rounded over at predetermined heights and without regard to the tree’s natural structure.
19. **Case 17-0900 INVERRAMA SHOPPING PLAZA LLC – 6032 West Oakland Park Boulevard**
Sec. 7-50 – Penalty – Code Officer Edward Dearth
The Local Business Tax Receipt for *Makak Barbershop*, BTR# 16-15829 has not been renewed.
20. **Case 17-0945 BROWN, GERTRUDE V – 2070 NW 78 Avenue**
Sec. 17-15(14) – Minimum standards for basic equipment and facilities – Code Officer Edward Dearth
The residential property is an occupied dwelling without an active City water or gas account.
21. **Case 17-1066 AI COMMERCIAL GROUP LLC – 1108 Sunset Strip 18**
Sec. 7-27 – Persons required to obtain local business tax receipt – Code Officer Edward Dearth
Fresh Fits Clothing Inc. is operating a business without a Local Business Tax Receipt
22. **Case 17-1268 SHON, MICHAEL J – 913 SW 149 Way (Cont. from 5-22-17)**
Sec. 9-51 – Junked or inoperative vehicle – Code Officer Carole Himmel
The residential property has two (2) vehicles in the driveway, one has an expired license plate tag and the other is missing the license plate.
23. **Case 17-1301 FAMILY CENTER AT SUNRISE LLC – 555 SW 148 Avenue (Cont. from 5-22-17)**
Sec. 18-1(b) – Compulsory sidewalk construction and repair – Code Officer Richard Field
The commercial property has the adjacent City sidewalk in a state of disrepair.
24. **Case 17-1446 BORDEAUX, MATTHEW – 2141 NW 64 Avenue**
Sec. 7-27 – Persons required to obtain local business tax receipt – Code Officer Edward Dearth
Matthew Bordeaux as lessor of rental apartments is operating a business without first obtaining a Local Business Tax Receipt.
25. **Case 17-1953 WESTSIDE BUSINESS CENTER INC – 4564 North Hiatus Road**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *Urbano Enterp*, BTR# 16-15829 has not been renewed.
26. **Case 17-1979 LAND TRUST FL#789 & EDELMAN, LEONARD TRUSTEE – 10734 NW 53 Street**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau (Cont. from 5-22-17)
The Local Business Tax Receipt for *Print E-Solution, Inc.*, BTR# 16-23270 has expired.

27. **Case 17-2007** **VICO OF SOUTH FLORIDA INC – 4700 North Hiatus Road 258**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *World One, Inc.*, BTR# 17-23393 has not been renewed.
28. **Case 17-2243** **CASARIEGO WAREHOUSES INC – 4765 NW 103 Avenue 21**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *ICU Mirror and Glass Corporation*, BTR# 16-17714 has not been renewed.
29. **Case 17-2246** **SUNRISE 103 LLC – 4851 NW 103 Avenue 52**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *Core Security Systems LLC*, BTR# 16-20513 has not been renewed.
30. **Case 17-2247** **SUNRISE 103 LLC – 4851 NW 103 Avenue 55C**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *Plantation Armory LLC*, BTR# 16-22392 has not been renewed.
31. **Case 17-2270** **SUNRISE PARK INVESTORS LTD – 10001 NW 50 Street 112**
Sec. 7-50 – Penalty – Code Officer Maira Tarrau
The Local Business Tax Receipt for *The BFM Group, Inc.*, BTR# 16-23395 has not been renewed.
32. **Case 17-2691** **FRASER, DEBORAH ANN – 1501 NW 63 Avenue**
Sec. 9-51 – Junked or inoperative vehicle – Code Officer Edward Dearth
The residential property has a vehicle without a current license tag.
33. **Case 17-2727** **SHEYTANIAN, KATHRYM EST – 10290 NW 24 Street**
Sec. 17-15(14) – Minimum standards for basic equipment and facilities – Code Officer Carole Himmel
The residential property is occupied without having water service.
34. **Case 17-2887** **JOSSY-BERG FAMILY LLC – 9390 West Commercial Boulevard**
16-125(b) – Open storage, garbage and refuse – Code Officer Lydia Walker
The commercial property (AKA *7-Eleven*) has the dumpster enclosure full of garbage and is being kept in an unsanitary manner.
35. **Case 17-3109** **PALMISANO, ANTHONY T & DEBORAH – 9311 NW 35 Place**
Sec. 17-12(7) – Exterior standards – Code Officer Maira Tarrau
The residential property does not maintain the roof in a good state of repair as required by the Code. The Roof is covered by mildew which constitutes an eyesore for the neighborhood.
36. **Case 17-3132** **L & D INVESTORS SUNRISE INC – 2550 North University Drive**
Sec. 16-248 – Prohibited signs – Code Officer Edward Dearth
The commercial property has LED lights in the windows of *Jolie Me Beauty Boutique*.

D. REPEAT VIOLATIONS – COMMUNITY DEVELOPMENT – CODE ENFORCEMENT DIVISION

E. IMPOSITIONS OF FINE – COMMUNITY DEVELOPMENT – BUILDING DIVISION

37. Case 16-5376 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5950-5978 NW 27 Place Building 9
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
38. Case 16-5377 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5951-5979 NW 27 Place Building 8
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
39. Case 16-5379 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5950-5978 NW 28 Street
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
40. Case 16-5389 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5951-5979 NW 25 Court
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA)
41. Case 16-5394 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5950-5978 NW 25 Court
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
42. Case 16-5396 **SUNRISE TOWNE PREFERRED CONDOMINIUM, INC** (*Continued from 3-20-17*)
5951-5979 NW 28 Street
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
43. Case 16-6127 **ZION CHURCH OF GOD INC – 1170 Sunset Strip** (*Continued from 4-17-17*)
Sec. 110.15 – 50 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 90-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).

44. **Case 16-6658** **LOUIS, GEORGETTE PIERRE – 5962 NW 25 Court**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by doing interior remodeling without first obtaining the necessary permits from the Building Official.
45. **Case 17-0030** **GONZALEZ, NANCY ROXANA – 8530 NW 29 Street**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by performing interior remodeling of bathroom and kitchen, new exterior front door, new beams on back porch, and new A/C equipment without first obtaining the necessary permits from the Building Official.
46. **Case 17-0932** **MAUHI ENTERPRISE INC – 3805 North University Drive (Cont. from 4-17-17)**
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
47. **Case 17-1814** **SUNRISE ISLAND CONDOMINIUM ASSOCIATION 1, INC – 3905 N. Nob Hill Road**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has damage from spalling concrete through the building. The damage must be repaired and all of the necessary permits must be obtained from the Building Official.
48. **Case 17-2473** **SHAMI LLC – 2100-2128 N. University Drive**
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
49. **Case 17-2477** **SHAMI LLC – 2074-2100 N. University Drive**
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
50. **Case 17-2480** **LA SALLE PARK CONDOMINIUM ASSOCIATION, INC.– 1700 NW 58 Terrace Commons**
Sec. 110.15 – 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
51. **Case 17-2606** **JONES, ALAN R – 9340 NW 32 Street**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has damage to an exterior built-out framing around garage area and rotting door frame on the side of the house. The damage must be repaired and all of the necessary permits must be obtained from the Building Official.
52. **Case 17-2645** **5900 LUSH LAKESIDE LLC – 5971 NW 16 Place Building 8 Unit 6**
Sec. 105.1 – Permit Required – Plumbing Inspector John Giunta
The property has been altered by replacing plumbing fixtures in the kitchen and bathroom without first obtaining the necessary permits from the Building Official.

53. **Case 17-2705** **SANCHEZ, MILAGROS – 9411 Sunset Strip**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by adding a shed to the backyard and a concrete slab around the swimming pool without first obtaining the necessary permits from the Building Official.
54. **Case 17-2717** **COGNETTI, PHILIP DAVID & CHERYL – 10191 Sunset Strip**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by installing a new roof without first obtaining the necessary permits from the Building Official.

F. FORMAL HEARING – COMMUNITY DEVELOPMENT – BUILDING DIVISION

55. **Case 16-4250** **ROBINSON, KATHERINE – 9371 NW 45 Street (Cont. from 2-20-17)**
Sec. 105.1 – Permit Required- Structural Inspector Jamie Hudson
The property has been altered by enclosing a screen room and adding structures without first obtaining the necessary permits from the Building Official.
56. **Case 16-5808** **DOUGLAS J PARRA & E MONZONIS TR PARRA, D J & MONZONIS, E TRSTEES – 9978 Nob Hill Court Unit 9978**
Sec. 105.1 – Permit Required- Structural Inspector Jamie Hudson
The property has been altered by performing interior remodeling, including but not limited to electrical, plumbing, and structural work throughout the property without first obtaining the necessary permits from the Building Official.
57. **Case 16-6404** **SAVAGE, JOHN P H/E LAVARDE, NATALIE – 1317 SW 151 Avenue**
Sec. 105.1 – Permit Required- Structural Inspector Terry Burgess
The property has been altered by enclosing the garage without first obtaining the necessary permits from the Building Official.
58. **Case 17-1160** **THE FAITH CENTER, INC. – 5555 NW 95th Avenue**
Sec. 110.15 40 Year Inspection – Structural Inspector Jose Sadin
The property has exceeded the 180-day deadline to comply with the Broward County Board of Rules & Appeals (BORA).
59. **Case 17-1328** **SANABRIA, GISELLE O – 10121 NW 24 Court**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by installing a new fence without first obtaining the necessary permits from the Building Official.
60. **Case 17-1823** **PINE ISLAND SHOPPING PLAZA AT SUNRISE LLC – 4537-4539 North Pine Island Road**
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has been altered by performing interior demolition without first obtaining the necessary permits from the Building Official.
61. **Case 17-2980** **JL & SONS LLC – 5881 NW 16 Place Unit 219**
Sec. 105.1 – Permit Required – Plumbing Inspector John Giunta
The property has a damaged shower pan and is leaking into the bathroom below without first obtaining the necessary permits from the Building Official.

62. Case 17-3359 FETLAR LLC – 2100 NW 109 Avenue
Sec. 105.1 – Permit Required – Structural Inspector Jose Sadin
The property has shutter panels up. The panels must be removed within 15 days after a hurricane watch or warning has been terminated by the National Weather Service.

G. REDUCTIONS OF FINE – COMMUNITY DEVELOPMENT – BUILDING DIVISION

63. Case 16-5537 CITY NATIONAL BANK OF FL TRSTE – 3421 North Hiatus Road
Sec. 105.1- Permit Required- Structural Inspector Jamie Hudson
The property has been altered by adding new walls and performing electrical work without first obtaining the necessary permits from the Building Official.
64. Case 11-1817 LOSCHIAVO, CATHERINE L – 10051 WINDING LAKE ROAD 102
Code Violation Section 105.1 – Building Inspector Jamie Hudson
Kitchen removed and the drywall will have to be replaced due to mold damage.
(Request for additional time to pay Fine Reduction)
65. Case 13-4695 A N V CORP – 4000 North University Drive (BUILDING CASE)
Sec. 110.15 – 40-year safety inspection - Structural Inspector Aaron Silverman
The 40-year safety inspection requirements outlined in the BORA written policy must be provided to Community Development- Building Division.

H. REDUCTIONS OF FINE – COMMUNITY DEVELOPMENT – CODE ENFORCEMENT DIVISION

66. Case 06-0916 A N V CORP – 4000 North University Drive
Sec. 105.1(a) – Building Maintenance – Code Officer Terrell McCombs
The commercial property has rust on some of the curbing which need to be cleaned.
67. Case 06-0917 A N V CORP – 4000 North University Drive
Sec. 16-142(b)(12) – Parking wheel stops – Code Officer Edward Dearth
The commercial property has broken, cracked and missing curbing. Also, several wheel stops are missing.
68. Case 06-0918 A N V CORP – 4000 North University Drive
Sec. 16-150(4) – Lighting required – Code Officer Edward Dearth
The commercial property has two light poles which are damaged and need to be repaired/replaced.
69. Case 06-0920 A N V CORP – 4000 North University Drive
Sec. 16-164 – Landscaping, Maintenance – Code Officer Terrell McCombs
The commercial property has several large tree stumps that need to be removed.
70. Case 06-0922 A N V CORP – 4000 North University Drive
Sec. 17-12(6) – Exterior standards – Code Officer Terrell McCombs
The commercial property has rust on the wall that surrounds to the property.
71. Case 06-0923 A N V CORP – 4000 North University Drive
Sec. 18-1(b) – Roads and sidewalks – Code Officer Edward Dearth
The commercial property has the sidewalk that goes along NW 39 Street which was damaged from uplifted trees.

72. **Case 09-2722** **A N V CORP – 4000 North University Drive**
Sec. 16-31(h) – Site plan – Code Officer Terrell McCombs
The commercial property (*Vila's Restaurant*) has changes from the approved site plan on file with Community Development.
73. **Case 09-2723** **A N V CORP – 4000 North University Drive**
Sec. 17-12(9) – Exterior standards – Code Officer Terrell McCombs
The commercial property (*Vila's Restaurant*) has the striping on this property which considerably old, worn, faded and needs to be re-striped. There are oil stains, and other blemishes inside parking area which may require parking to be seal coated.
74. **Case 09-2724** **A N V CORP – 4000 North University Drive**
Sec. 17-12(9) – Exterior standards – Code Officer Terrell McCombs
The commercial property (*Vila's Restaurant*) has broken concrete curbing, broken wheel stops, and potholes within the vehicular area.
75. **Case 09-2725** **A N V CORP – 4000 North University Drive**
Sec. 16-254(d)(1) – Supplemental regulations – Code Officer Terrell McCombs
The commercial property has three (3) traffic control stop signs missing. One (1) along N. University Drive exit and two (2) along Grande Street exit. Also one (1) handicapped sign has broken off at the base, inside the vehicular-use disabled parking space.
76. **Case 10-4378** **A N V CORP – 4000 North University Drive**
Sec. 6-98 – Automated external defibrillator devices required – Code Officer Edward Dearth
The commercial property (*Vila's Restaurant*) does not have the required AED device as required under Sec. 6-98
77. **Case 13-6795** **A N V CORP – 4000 North University Drive**
Sec. 16-150(4) – Lighting requirements – Code Officer Edward Dearth
The commercial property has parking lot security lighting not in proper working condition.
78. **Case 10-3334** **PATIO HOMES IN SAWGRASS MILLS – 12764 NW 15 Street**
Sec. 17-12(3) – Exterior standards – Code Officer Maira Tarrau
The residential property has the roof in a state of disrepair.
79. **Case 11-0420** **DUARTE, JUAN P – 11330 NW 37 Street**
Sec. 9-51(b) – Junked or Inoperative Vehicles – Code Officer Linda Brown
The residential property has a silver Mitsubishi Galant with no tag parked in the driveway.
80. **Case 14-5276** **YOUNG, JUSTIN – 2160 N.W. 64 Terrace**
Sec.14-31 – Trucks in residential zones – Code Officer Edward Dearth
The residential property has a business truck (bucket truck) parked and/or stored on the premises. *This is a repeat violation of Final Order 13-4718 signed by the Special Magistrate on August 23, 2013.*

I. OLD BUSINESS – COMMUNITY DEVELOPMENT – CODE ENFORCEMENT DIVISION

81. Case 16-3941 through 16-4050 ALL COUNTY TOWING, INC.

Authorization to foreclose on lien or sue to recover money judgment pursuant to section 162.09(3), Florida Statutes

J. 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.

Policy of non-discrimination with regard to race, color, religion, national origin, sex, age, or physical or mental disabilities; equal opportunity employer.

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, CAROLE JOLENE HIMMEL, AT (954) 572-2347 AT LEAST 48 HOURS PRIOR TO THE MEETING TO ADVISE OF HIS/HER SPECIAL REQUIREMENTS.