

AGENDA

CODE ENFORCEMENT BOARD REGULAR MEETING



Tuesday, February 13, 2024 AT 1:00 PM

TOWN OF HIGHLAND BEACH, FLORIDA
3618 S. OCEAN BOULEVARD
HIGHLAND BEACH, FL 33487
Telephone: (561) 278-4548

Website: www.highlandbeach.us

LIBRARY COMMUNITY ROOM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **SWEARING IN OF THE PUBLIC**
6. **APPROVAL OF MINUTES**

A. January 09, 2023

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

A. **CASE NO. CC2023-11-022**

Charles W & Susan Z Edelson Trust
Susan Z Edelson Tr.
Charles W Edelson Tr.
3221 S. Ocean Blvd Unit 809
Highland Beach FL, 33487
PCN:24-43-46-33-11-002-0809

Legal Description: AMBASSADORS V NORTH COND BLDG 2 APT 809

Code Sections: 30-122 (A) Building Permits Required.

Violations: New electrical panel installed without a permit.

B. CASE NO. CC2023-12-007

Janet Martin
3015 S. Ocean Blvd Unit 202
Highland Beach FL, 33487
PCN:24-43-46-33-23-000-0202

Legal Description: OCEAN DUNES COND UNIT 202

Code Sections: 30-122 (A) Building Permits Required.

Violations: Mechanical AC changeout without a permit.

C. CASE NO. CC2023-12-014

Wiltshire House
2909 S. Ocean Blvd.
Highland Beach FL, 33487

Code Sections:110. 9(5) TOWN OF HIGHLAND BEACH ADMINISTRATIVE CODE CHAPTER 1 FOR THE 7th Edition (2020) FLORIDA BUILDING CODE and 6-27 Administrative amendments to Florida Building Code.

Violations: The Association has failed to comply with the requirements of Section 110.9 (Recertification of Buildings) of the Town's Administrative Amendments to the Florida Building Code by failing to submit the required milestone inspection report.

D. Nomination of Chairperson and Vice-Chairperson

9. ANNOUNCEMENTS

February 20, 2024	1:30 PM	Town Commission Meeting
March 05, 2024	1:30 PM	Town Commission Meeting
March 12, 2024	1:00 PM	Code Enforcement Meeting

10. ADJOURNMENT

Any person that decides to appeal any decision made by the Board of Adjustment & Appeals with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.

In accordance with the Americans with Disabilities Act (ADA), persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (561) 278-4548 within a reasonable time prior to this meeting in order to request such assistance.

File Attachments for Item:

A. January 09, 2023



TOWN OF HIGHLAND BEACH CODE ENFORCEMENT BOARD REGULAR MEETING MINUTES

**LIBRARY COMMUNITY ROOM
3618 South Ocean Boulevard
Highland Beach, Florida 33487**

**Date: January 09, 2024
Time: 1:00 PM**

1. CALL TO ORDER

Chairperson Schlam called the meeting to order at 1:00 P.M.

2. ROLL CALL

Board Member Michael Cherbini
Board Member Bryan Perilman
Board Member Robert Lasorsa
Board Member David Kaufman
Vice Chairperson Jane Perlow
Chairperson Myles Schlam
Town Attorney Leonard Rubin
Deputy Town Clerk Jaclyn DeHart

ABSENT

Board Member James Murray

Additional Staff Present

Code Compliance Officer Adam Osowsky

3. PLEDGE OF ALLEGIANCE

The Code Enforcement Board led the Pledge of Allegiance of the United States of America.

4. APPROVAL OF THE AGENDA

Motion: Perilman/Perlow - Moved to approve the agenda as presented which passed 6 to 0.

5. SWEARING IN OF THE PUBLIC

Ms. DeHart swore in those giving testimony.

6. PUBLIC COMMENT

There were no public comments.

Ms. DeHart swore in additional people who were to give testimony.

7. APPROVAL OF MINUTES

A. December 12, 2023

Motion: Perlow/Cherbini - Moved to approve the minutes of December 12, 2023 which passed 6 to 0.

8. UNFINISHED BUSINESS

A. CASE NO. CC2023-02-014 Fine Reduction Request

Margaret Oumano
2565 S. Ocean Blvd. Unit 303N
Highland Beach FL, 33487
PCN: 24-43-46-28-47-001-3030
Legal Description: TOWNHOUSES OF HIGHLAND BEACH COND BLDG
NORTH UNIT 303-N

Code Sections: 30-122 (B) Expiration of building permit, IPMC 304.3 Premises identification- Address numbers

Violations: Expired Permit and Missing address numbers.

Chairperson Schlam read the title of 8.A. and mentioned that this item was tabled on August 08, 2023, and brought back on October 10, 2023 and tabled again because the requestor was not present at either meetings. On December 12, 2023, the requester was not present, and the Board made a motion to deny the request for a fine reduction.

Town Attorney Torcivia explained that the Board needed to vacate their motion because the wrong date was told to the offender.

Motion: Perilman/ Kaufman - Moved to vacate the motion to deny the request for a fine reduction which passed 6 to 0.

Tina Pomerantz, trustee for Margaret Oumano's estate, made comments about the violation.

Michael Oumano spoke about the history of the violation.

Adam Osowsky, Code Enforcement Officer, spoke about the violation.

Member Lasorsa moved to reduce the fine to \$500 which was seconded by Member Perilman.

Member Kaufman moved to amend the motion to reduce the fine to \$250 which was seconded by Member Lasorsa.

Motion: Kaufman/Lasorsa – Moved to grant the fine reduction and reduce the fine from \$1,500.00 to \$250.00; Based upon a roll call, Member Kaufman (Yes), Member Lasorsa (Yes), Member Cherbini (Yes), Member Perlman (Yes), Vice Chairperson Perlow (No), and Chairperson Schlam (Yes). The motion passed on a 5 to 0 vote.

9. NEW BUSINESS

There was no new business.

10. ANNOUNCEMENTS

Chairperson Schlam read the announcements as follows.

January 11, 2024	9:30 AM	Planning Board Regular Meeting
January 15, 2024		Town Hall Closed in Observance of Martin Luther King Jr. Day
February 06, 2024	1:30 PM	Town Commission Meeting
February 13, 2023	1:00 PM	Code Enforcement Board Meeting

11. ADJOURNMENT

The meeting adjourned at 1:44 P.M.

APPROVED February 13, 2024, Code Enforcement Regular Meeting

Myles B. Schlam, Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart

February 13, 2024

Jaclyn DeHart
Deputy Town Clerk

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event of this meeting. Verbatim audio/video recordings are permanent records and are available on the Town’s Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com>

File Attachments for Item:

A. CASE NO. CC2023-11-022

Charles W & Susan Z Edelson Trust Susan Z Edelson Tr. Charles W Edelson Tr. 3221 S.
Ocean Blvd Unit 809 Highland Beach FL, 33487 PCN:24-43-46-33-11-002-0809

Legal Description: AMBASSADORS V NORTH COND BLDG 2 APT 809

Code Sections: 30-122 (A) Building Permits Required.

Violations: New electrical panel installed without a permit.



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-11-022

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Charles W & Susan Z Edelson Trust
Susan Z Edelson Tr.
Charles W Edelson Tr.
53 Southlawn Ave.
Dobbs Ferry NY, 10522

Re: 3221 S. Ocean Blvd. Unit 809 Highland Beach FL 33487 (PCN: 24-43-46-33-11-002-0809)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, February 13, 2024, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard**, new electrical panel installed with a permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 22nd day of January 2024.

Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4760

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

7021 1970 0002 3025 4760

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee	\$	4.40
Extra Services & Fees (check box, add fee as appropriate)	\$	3.85
<input type="checkbox"/> Return Receipt (hardcopy)	\$	
<input type="checkbox"/> Return Receipt (electronic)	\$	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$	
<input type="checkbox"/> Adult Signature Required	\$	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$	
Postage	\$	1.68
Total Postage and Fees	\$	8.73

HIGHLAND BEACH, FL 33462

JAN 23 2024
Postmark Here

CPO #0237

Edelson
53 SouthLawn Ave
Dobby Ferry NY 10522
CC2023-11-022

or Instructions

Property Detail

Location Address 3221 S OCEAN BLVD 809
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-11-002-0809
 Subdivision AMBASSADORS V NORTH COND
 Official Records Book 31611 Page 1623
 Sale Date JUL-2020
 Legal Description AMBASSADORS V NORTH COND BLDG 2 APT 809

Owner Information

Owners	Mailing address
EDELSON CHARLES W & SUSAN Z TRUST	53 SOUTHLAWN AVE
EDELSON SUSAN Z TR	DOBBS FERRY NY 10522 3519
EDELSON CHARLES W TR &	

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUL-2020	\$453,000	31611 / 01623	WARRANTY LEASEHOLD	EDELSON CHARLES W & SUSAN Z TRUST
MAY-1999	\$190,000	11113 / 01682	WARRANTY LEASEHOLD	MOWDER GARY
SEP-1987	\$140,000	05434 / 00205	WARRANTY LEASEHOLD	MONTELIONE ANTHONY & NORA
MAR-1980	\$9,500	03302 / 01541	WARRANTY DEED	
MAR-1980	\$100,000	03265 / 00577	WARRANTY LEASEHOLD	BERNHARD CHARLES W & LILLIAN S
MAR-1976	\$47,700	02540 / 00804	WARRANTY LEASEHOLD	BERNHARD REALTY SALES CO

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 1050
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMH - MULTI-FAMILY HIGH-DENSITY (24-HIGHLAND BEACH)

Appraisals

Tax Year	2023	2022	2021
Improvement Value	\$616,900	\$508,500	\$385,000
Land Value	\$0	\$0	\$0
Total Market Value	\$616,900	\$508,500	\$385,000

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2023	2022	2021
Assessed Value	\$465,850	\$423,500	\$385,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$465,850	\$423,500	\$385,000

Taxes

Tax Year	2023	2022	2021
Ad Valorem	\$8,424	\$7,495	\$6,526
Non Ad Valorem	\$103	\$100	\$96
Total tax	\$8,527	\$7,595	\$6,622

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-11-022

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Charles W & Susan Z Edelson Trust
Susan Z Edelson Tr.
Charles W Edelson Tr.
53 Southlawn Ave.
Dobbs Ferry NY, 10522

**POSTED
ON PROPERTY**

01/22/24

DATE

Re: 3221 S. Ocean Blvd. Unit 809 Highland Beach FL 33487 (PCN: 24-43-46-33-11-002-0809)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, February 13, 2024, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard**, new electrical panel installed with a permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 22nd day of January 2024.

Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4760

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582



Town of Highland Beach
 3604 South Collins Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

**POSTED
ON PROPERTY**

01/22/24
DATE

CASE NO. CC2023-11-022
 TOWN OF HIGHLAND BEACH, FLORIDA

vs.
 Charles W & Susan J Edmonson Trust
 Susan J Edmonson Tr
 Charles W Edmonson Tr
 57 Southlakes Ave
 Dublin Ferry NY, 10522

360 Collins Blvd, Suite 100 Highland Beach FL 33487 (PCN: 24-43-46-33-11-002-0809)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting in Florida, February 13, 2024, at 2:00 P.M. in the Library Community Room at 3618 South Ocean Boulevard, semi-electrical panel installed with a permit, (30-122(A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," issued to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time, **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Expenses for records, reports, plans, and other materials and the witnesses may be requested and will be taxed by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt (Receipt Mail, 5010) on this 13th day of January 2024.

[Signature]
 Code Enforcement Officer

Contact: (904) 962-3400 ext 4348

www.highlandbeach.com
 Tel: (904) 978-4248 • Fax: (904) 978-1242



OFFICE DEPOS



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

November 29, 2023

EDELSON CHARLES W & SUSAN Z TRUST EDELSON CHARLES W TR &
53 SOUTHLAWN AVE
DOBBS FERRY, NY 10522

RE: Code Compliance Case No. CC2023-11-022

EDELSON CHARLES W & SUSAN Z TRUST EDELSON CHARLES W TR
&

Location : 3221 S OCEAN BLVD 809
HIGHLAND BEACH FL, 33487

Complaint Description:

Complaint/Violation: New electrical panel installed without a permit.

Correction: Must obtain ALL required permits by 12/19/2023.

30-122 (A) Building Permits Required

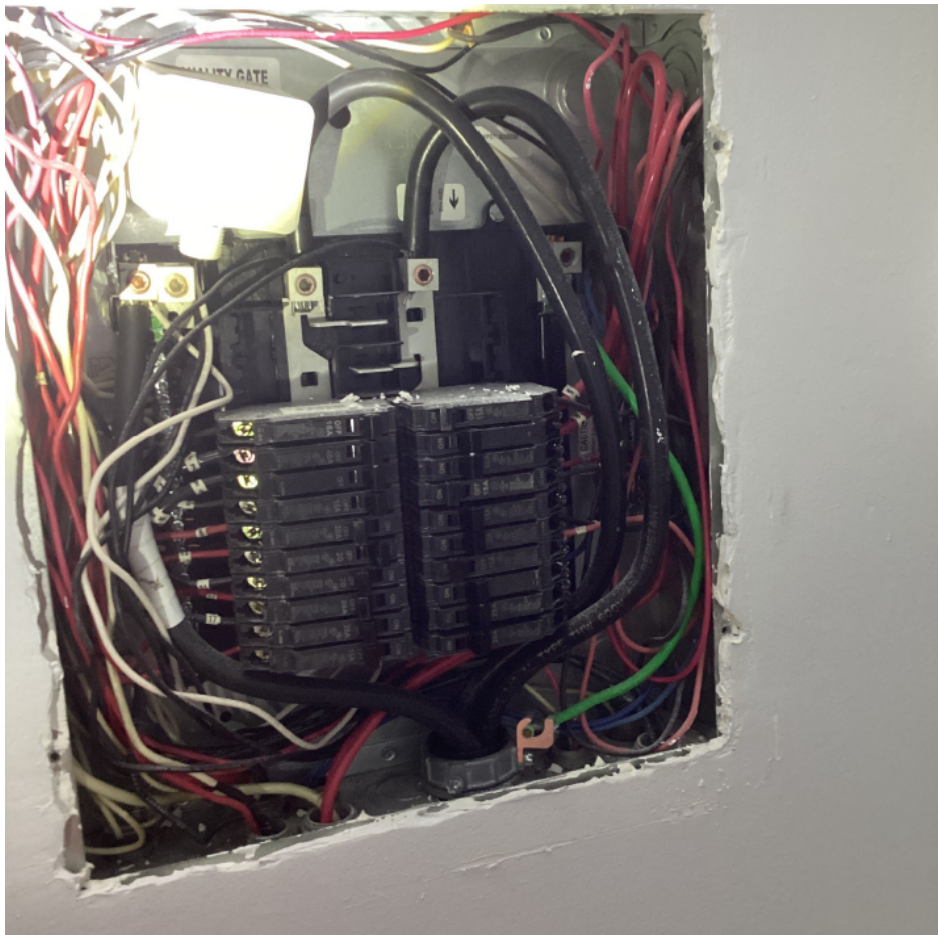
All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply by the above date will result, without any further notice, in you being summoned to appear before the town Code Enforcement board, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact the Code Compliance Officer for a reinspection at 561-278-4540 option 4.

Regards,

Adam Osowsky
CODE COMPLIANCE OFFICER
aosowsky@highlandbeach.us
5613516169



7021 0950 0000 8687 3435

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee \$ 435

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$

Return Receipt (electronic) \$

Certified Mail Restricted Delivery \$

Adult Signature Required \$

Adult Signature Restricted Delivery \$

Postage \$ 66

Total Postage and Fees \$ 501

Sent To cc2023-11-022 nov no card
 EDELSON
 3221 S OCEAN BLVD 809
 HIGHLAND BEACH, FL 33487

Street and Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

HIGHLAND BEACH, FL 33487
 NOV 30 2023
 Postmark Here
 CPO #0231

Certified Mail service provides the following benefits:

- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
 - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece;

for an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.

- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).

■ To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.

PS Form 3800, April 2015 (Reverse) PSN 7530-02-000-9047

7021 0950 0000 8687 3428

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee \$ 435

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ 335

Return Receipt (electronic) \$

Certified Mail Restricted Delivery \$

Adult Signature Required \$

Adult Signature Restricted Delivery \$

Postage \$ 66

Total Postage and Fees \$ 856

Sent To cc2023-11-022 nov
 EDELSON
 53 SOUTHLAWN AVE
 DOBBS FERRY, NY 10522

Street and Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

HIGHLAND BEACH, FL 33487
 NOV 30 2023
 Postmark Here

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IMPORTANT: Save this receipt for your records.


PS Form 3800, April 2015 (Reverse) PSN 7530-02-000-9047

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

cc2023-11-022 nov
EDELSON
53 SOUTHLAWN AVE
DOBBS FERRY, NY 10522



9590 9402 8161 3030 4876 92

2. Article Number (Transfer from service label)
7021 0950 0000 8687 3428

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X *Agnew* Agent Addressee

B. Received by (Printed Name)

C. Date of Delivery
12/5/23

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type


- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

red Mail
red Mail Restricted Delivery
(for \$500)

Domestic Return Receipt

PS Form 3811, July 2020 PSN 7530-02-000-9053

USPS TRACKING #



WEST PALM BCH FL 334
5 DEC 2023 PM 2 L

9590 9402 8161 3030 4876 92

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

United States
Postal Service

RECEIVED

DEC 07 2023

Town of Highland Beach, FL
Town Clerk's Office

• Sender: Please print your name, address, and ZIP+4® in this box•

Town of Highland Beach
Code Compliance
3616 S Ocean Blvd.
Highland Beach, FL 33487



File Attachments for Item:

B. CASE NO. CC2023-12-007

Janet Martin 3015 S. Ocean Blvd Unit 202 Highland Beach FL, 33487 PCN:24-43-46-33-23-000-0202

Legal Description: OCEAN DUNES COND UNIT 202

Code Sections: 30-122 (A) Building Permits Required.

Violations: Mechanical AC changeout without a permit.



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-12-007

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Janet Martin
6597 Omphalius Rd
Colden NY 14033

Re: 3015 S. Ocean Blvd. Unit 202 Highland Beach FL 33487 (PCN: 24-43-46-33-23-000-0202)

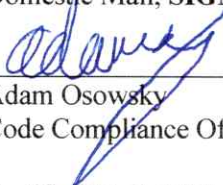
YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, February 13, 2024, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard**, Mechanical AC Changeout without a permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

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CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 22nd day of January 2024.



Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4784

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

7021 1970 0002 3025 4784

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

Certified Mail Fee	\$ 4.40
Extra Services & Fees (check box, add fee as appropriate)	\$ 3.65
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$ 68

Total Postage and Fees
\$ 8.73

HIGHLAND BEACH, FL 33487
 JAN 21 2024
 Postmark Here
 CPD #0237

Janet Martin
 6597 Omphalius Rd
 Colden NY 14033
CC2023-12-007

for Instructions

Property Detail

Location Address 3015 S OCEAN BLVD 202
 Municipality HIGHLAND BEACH
 Parcel Control Number 24-43-46-33-23-000-0202
 Subdivision OCEAN DUNES COND DECL FILED 3-5-82
 Official Records Book 32256 Page 1574
 Sale Date FEB-2021
 Legal Description OCEAN DUNES COND UNIT 202

Owner Information

Owners
 MARTIN JANET

Mailing address
 6597 OMPHALIUS RD
 COLDEN NY 14033 9763

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
FEB-2021	\$1,080,000	32256 / 01574	WARRANTY DEED	MARTIN JANET
AUG-2001	\$375,000	12818 / 01241	WARRANTY DEED	BERKLICH ANTHONY J &
DEC-1996	\$100	09582 / 00025	WARRANTY DEED	
APR-1985	\$176,400	04548 / 00680	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units 1
 *Total Square Feet 2210
 Acres
 Use Code 0400 - CONDOMINIUM
 Zoning RMH - MULTI-FAMILY HIGH-DENSITY (24-HIGHLAND BEACH)

Appraisals

Tax Year	2023	2022	2021
Improvement Value	\$1,020,000	\$930,900	\$680,000
Land Value	\$0	\$0	\$0
Total Market Value	\$1,020,000	\$930,900	\$680,000

All values are as of January 1st each year

Assessed and Taxable Values

Tax Year	2023	2022	2021
Assessed Value	\$1,020,000	\$930,900	\$680,000
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$1,020,000	\$930,900	\$680,000

Taxes

Tax Year	2023	2022	2021
Ad Valorem	\$16,309	\$15,257	\$11,527
Non Ad Valorem	\$103	\$100	\$96
Total tax	\$16,412	\$15,357	\$11,623

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcgov.org/PAPA



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 06, 2023

MARTIN JANET
6597 OMPHALIUS RD
COLDEN, NY 14033

RE: Code Compliance Case No. CC2023-12-007

MARTIN JANET,

Location : 3015 S OCEAN BLVD 202
HIGHLAND BEACH FL, 33487

Complaint Description:

Complaint- PLEASE CHECK ON THIS AC CHANGEOUT. NO SUBMITTALS SINCE 11/10/23. APP23-2649 (MECHANICAL AC CHANGEOUT).

Violation- APP23-2649 (MECHANICAL AC CHANGEOUT) without a permit.

Correction: Must obtain ALL required permits by December 27, 2023.

30-122 (A) Building Permits Required

All construction within the Town of Highland Beach, unless otherwise exempted, shall require a building permit issued pursuant to the provisions of this code. All building permits shall be issued by the building official or designee.

Failure to comply by the above date will result, without any further notice, in you being summoned to appear before the town Code Enforcement board, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact the Code Compliance Officer for a reinspection at 561-278-4540 option 4.

Regards,

Adam Osowsky
CODE COMPLIANCE OFFICER
aosowsky@highlandbeach.us
5613516169



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-12-007

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Janet Martin
6597 Omphalius Rd
Colden NY 14033

**POSTED
ON PROPERTY**

01/22/24

DATE

Re: 3015 S. Ocean Blvd. Unit 202 Highland Beach FL 33487 (PCN: 24-43-46-33-23-000-0202)

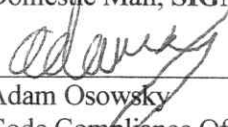
YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, February 13, 2024, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard**, Mechanical AC Changeout without a permit, (30-122 (A) Building Permits Required). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

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Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4784

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

From: [Adam Osowsky](#)
To: [Jaclyn Dehart](#)
Subject: Feb Code Board
Date: Monday, January 22, 2024 10:38:49 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

The NOH was hand delivered to the owner at 3015 S OCEAN BLVD 202 regarding CC2023-12-007.

No photo



Adam Osowsky
Code Compliance Officer

Town of Highland Beach
3616 S. Ocean Boulevard
Highland Beach, FL 33487
(561) 278-4540 Office
(561) 278-2606 Fax
www.highlandbeach.us



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Highland Beach officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Highland Beach.

7021 0950 0000 8687 1981

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
 \$ 4.35

Extra Services & Fees (check box, add line as appropriate)
 Return Receipt (hardcopy) \$ 3.50
 Return Receipt (electronic) \$ _____
 Certified Mail Restricted Delivery \$ _____
 Adult Signature Required \$ _____
 Adult Signature Restricted Delivery \$ _____

Postage
 \$.66

Total Postage and Fees
 \$ 8.51

Sent To
 Street and Apt. No., or PO Box
 City, State, ZIP+4®

CC2023-12-007 nov
 MARTIN JANET
 3015 S OCEAN BLVD 202
 HIGHLAND BEACH, FL 33487

HIGHLAND BEACH, FL 33487
 DEC 06 2023
 Postmark Here
 CPO #0237

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Certified Mail service provides the following benefits:

- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
 - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece;

For an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.

- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).

■ To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.

PS Form 3800, April 2015 (Reverse) PSN 7530-02-000-9047

7021 0950 0000 8687 2100

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
 \$ 4.35

Extra Services & Fees (check box, add line as appropriate)
 Return Receipt (hardcopy) \$ 3.55
 Return Receipt (electronic) \$ _____
 Certified Mail Restricted Delivery \$ _____
 Adult Signature Required \$ _____
 Adult Signature Restricted Delivery \$ _____

Postage
 \$.66

Total Postage and Fees
 \$ 8.56

Sent To
 Street and Apt. No., or PO Box
 City, State, ZIP+4®

CC2023-12-007 nov
 MARTIN JANET
 6597 OMPHALIUS RD
 COLDEN, NY 14033

HIGHLAND BEACH, FL 33487
 DEC 06 2023
 Postmark Here
 CPO #0237

PS Form 3800, April 2015 PSN 7530-02-000-9047

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For an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.

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IMPORTANT: Save this receipt for your records.

PS Form 3800, April 2015 (Reverse) PSN 7530-02-000-9047

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

CC2023-12-007 nov
 MARTIN JANET
 6597 OMPHALIUS RD
 COLDEN, NY 14033

9590 9402 7309 2028 7417 86

2. Article Number (Transfer from carrier label)

7021 0950 0000 8687 2100

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 x Janet Martin Agent Addressee

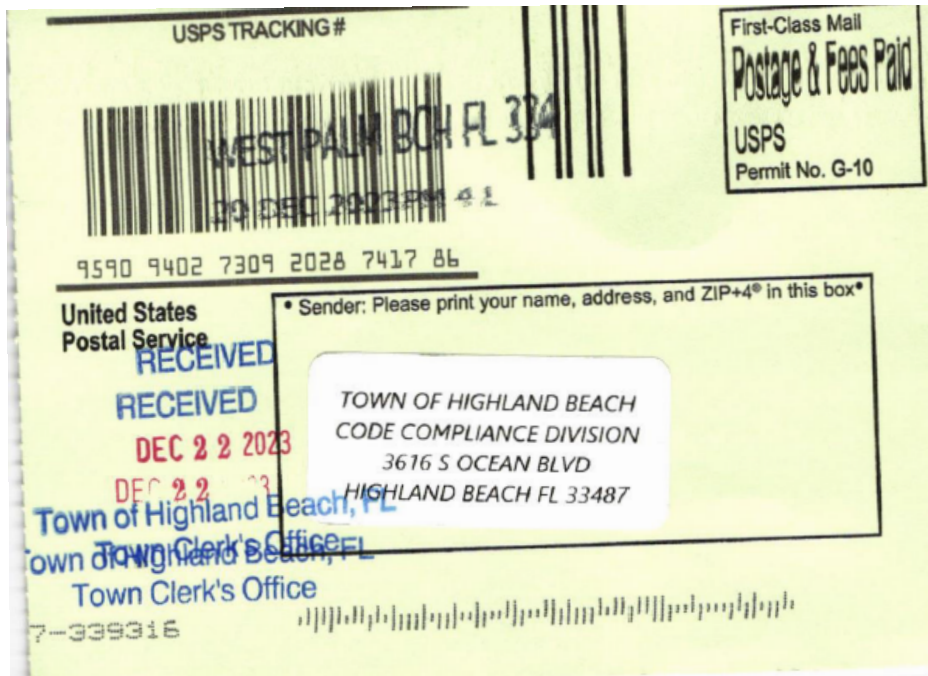
B. Received by (Printed Name)
 Janet Martin

C. Date of Delivery
 12-19-23

D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below:

3. Service Type
 Adult Signature Priority Mail Express®
 Adult Signature Restricted Delivery Registered Mail™
 Certified Mail® Registered Mail Restricted Delivery
 Certified Mail Restricted Delivery Signature Confirmation™
 Collect on Delivery Signature Confirmation Restricted Delivery
 Collect on Delivery Restricted Delivery Insured Mail
 Insured Mail Restricted Delivery (over \$500)

Domestic Return Receipt



■ Complete items 1, 2, and 3.
■ Print your name and address on the reverse so that we can return the card to you.
■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

CC2023-12-007 nov
MARTIN JANET
3015 S OCEAN BLVD 202
HIGHLAND BEACH, FL 33487

9590 9402 8161 3030 4877 39

2. Signature
X *[Signature]* Agent Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
 Adult Signature
 Adult Signature Restricted Delivery
 Certified Mail®
 Certified Mail Restricted Delivery
 Collect on Delivery
 Priority Mail Express®
 Registered Mail™
 Registered Mail Restricted Delivery
 Signature Confirmation™
 Signature Confirmation

Collect on Delivery Restricted Delivery Restricted Delivery

Insured Mail
Insured Mail Restricted Delivery (over \$500)

7021 0950 0000 8687 1981

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt



File Attachments for Item:

C. CASE NO. CC2023-12-014

Wiltshire House 2909 S. Ocean Blvd. Highland Beach FL, 33487

Code Sections: 110.9(5) TOWN OF HIGHLAND BEACH ADMINISTRATIVE CODE
CHAPTER 1 FOR THE 7th Edition (2020) FLORIDA BUILDING CODE and 6-27
Administrative amendments to Florida Building Code.

Violations: The Association has failed to comply with the requirements of Section 110.9 (Recertification of Buildings) of the Town's Administrative Amendments to the Florida Building Code by failing to submit the required milestone inspection report.



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-12-014

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Wiltshire House
2909 S. Ocean Blvd Condo
Highland Beach Fl, 33487

Re: 2909 S. Ocean Blvd, Highland Beach FL 33487

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on ***Tuesday, February 13, 2024, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard***, regarding that The Association has failed to comply with the requirements of Section 110.9 (Recertification of Buildings) of the Town's Administrative Amendments to the Florida Building Code by failing to submit the required milestone inspection report, (*110. 9(5) Town of Highland Beach administrative code chapter 1 for the 7th Edition (2020) Florida building code and 6-27 Administrative amendments to Florida Building Code*). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

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Adam Osowsky
Code Compliance Officer

www.highlandbeach.us

Certified Mail: 7021 1970 0002 3025(4814) 278-4548 • Fax (561) 265-3582

7021 1970 0002 3025 4814

U.S. Postal Service™	
CERTIFIED MAIL® RECEIPT	
<i>Domestic Mail Only</i>	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$ 4.40
Extra Services & Fees (check box, add fee as appropriate)	\$ 3.65
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	
<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____
Postage	\$.68
Total Postage and Fees	\$ 8.73
Wiltshire House Assn. R/A Lang Management 790 Park of Commerce BLVD #200 Boca Raton FL 33487	

HIGHLAND BEACH, FL 33487
 Here
 JAN 23 2024
 CPO #0231

For Instructions



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation
THE WILTSHIRE HOUSE ASSOCIATION, INC.

Filing Information

Document Number	730534
FEI/EIN Number	59-1551726
Date Filed	08/26/1974
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	05/23/2002
Event Effective Date	NONE

Principal Address

2909 S. OCEAN BLVD
HIGHLAND BEACH, FL 33487

Changed: 02/20/2010

Mailing Address

790 PARK OF COMMERCE BLVD #200
BOCA RATON, FL 33487

Changed: 03/09/2022

Registered Agent Name & Address

LANG MANAGEMENT
790 PARK OF COMMERCE BLVD #200
BOCA RATON, FL 33487

Name Changed: 03/09/2022

Address Changed: 03/09/2022

Officer/Director Detail

Name & Address

Title President

SCHMAUS, BECKY
2909 S OCEAN BLVD #2A
HIGHLAND BEACH, FL 33487

Title VP

PRINCIPE , JOHN, Jr.
2909 S. OCEAN BLVD., #1E
HIGHLAND BEACH, FL 33487

Title Treasurer

NACRON, GREG
2909 S. OCEAN BLVD., #3D
HIGHLAND BEACH, FL 33487

Title Secretary

GAROLSKY, HOWELL
2909 S. OCEAN BLVD., #1C
HIGHLAND BEACH, FL 33487

Title Director

BARCIA, PETER
2909 S. OCEAN BLVD., #5D
HIGHLAND BEACH, FL 33487

Annual Reports

Report Year	Filed Date
2021	02/15/2021
2022	03/09/2022
2023	04/18/2023

Document Images

04/18/2023 -- ANNUAL REPORT	View image in PDF format
03/09/2022 -- ANNUAL REPORT	View image in PDF format
02/15/2021 -- ANNUAL REPORT	View image in PDF format
02/13/2020 -- ANNUAL REPORT	View image in PDF format
03/04/2019 -- ANNUAL REPORT	View image in PDF format
02/20/2018 -- ANNUAL REPORT	View image in PDF format
02/20/2017 -- ANNUAL REPORT	View image in PDF format
03/10/2016 -- ANNUAL REPORT	View image in PDF format
05/01/2015 -- ANNUAL REPORT	View image in PDF format
04/07/2014 -- ANNUAL REPORT	View image in PDF format
03/27/2013 -- ANNUAL REPORT	View image in PDF format
03/07/2012 -- ANNUAL REPORT	View image in PDF format
02/26/2011 -- ANNUAL REPORT	View image in PDF format
02/20/2010 -- ANNUAL REPORT	View image in PDF format

03/15/2009 -- ANNUAL REPORT	View image in PDF format
07/09/2008 -- ANNUAL REPORT	View image in PDF format
04/02/2007 -- ANNUAL REPORT	View image in PDF format
04/15/2006 -- ANNUAL REPORT	View image in PDF format
02/22/2005 -- ANNUAL REPORT	View image in PDF format
04/13/2004 -- ANNUAL REPORT	View image in PDF format
05/12/2003 -- ANNUAL REPORT	View image in PDF format
05/23/2002 -- REINSTATEMENT	View image in PDF format
05/23/2002 -- Name Change	View image in PDF format



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-12-014

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Wiltshire House
2909 S. Ocean Blvd Condo
Highland Beach FL, 33487

**POSTED
ON PROPERTY**

01/22/24

DATE

Re: 2909 S. Ocean Blvd, Highland Beach FL 33487

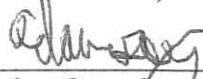
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Adam Osowsky
Code Compliance Officer

www.highlandbeach.us

Certified Mail: 7021 1970 0002 3025(4814) 278-4548 • Fax (561) 265-3582

From: [Adam Osowsky](#)
To: [Jaclyn Dehart](#)
Subject: Feb Code Board
Date: Monday, January 22, 2024 10:29:42 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

CC2023-12-014 2909 S Ocean Blvd Condo. NOH Hand Delivered. No Photo.



Adam Osowsky
Code Compliance Officer

Town of Highland Beach
3616 S. Ocean Boulevard
Highland Beach, FL 33487
(561) 278-4540 Office
(561) 278-2606 Fax
www.highlandbeach.us



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Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

December 20, 2023

WILTSHIRE HOUSE CONDO
2909 S OCEAN BLVD
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2023-12-014

WILTSHIRE HOUSE,

Location : 2909 S OCEAN BLVD CONDO
HIGHLAND BEACH FL, 33487

Complaint Description:

Compliant/Violation: The Association has failed to comply with the requirements of Section 110.9 (Recertification of Buildings) of the Town's Administrative Amendments to the Florida Building Code by failing to submit the required milestone inspection report.

Correction: The owner of a building or structure subject to recertification shall submit, or cause to be submitted, to the Building Official, a Phase One/Two Report.

Correct by date: January 5, 2024 to prevent further code compliance actions.

110. 9(5) TOWN OF HIGHLAND BEACH ADMINISTRATIVE CODE CHAPTER 1 FOR THE 7th Edition (2020) FLORIDA BUILDING CODE

RECERTIFICATION OF BUILDINGS AND COMPONENTS: Failure to Submit a Recertification Inspection Report or Timely Make Repairs/ Modifications.

In the event the owner fails to submit any required report by the specified deadline, fails to make changes and resubmit the Phase Two Report within the required timeframes upon a determination that the Phase Two Report does not satisfy the requirements of this section, or fails to complete (subject to all required permits) any major or critical repairs or modifications within the required timeframes, the Building Official may seek an order of enforcement through the Town' s code enforcement process or any other legal or equitable remedy provided by law.

6-27 Administrative amendments to Florida Building Code.

The town has amended and supplemented Chapter 1 of the Florida Building Code through the adoption of "Administrative Amendments." A copy of these administrative amendments shall be kept on file in the town building department and shall be available for inspection by members of the public.



Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

Failure to comply by the above date will result, without any further notice, in you being summoned to appear before the town Code Enforcement board, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact the Code Compliance Officer for a reinspection at 561-278-4540 option 4.

Regards,

Adam Osowsky
CODE COMPLIANCE OFFICER
aosowsky@highlandbeach.us
5613516169

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Feedback

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Your item was delivered to an individual at the address at 12:32 pm on December 26, 2023 in BOCA RATON, FL 33487.

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[USPS Tracking Plus®](#)

Delivered

Delivered, Left with Individual

BOCA RATON, FL 33487

December 26, 2023, 12:32 pm

[See All Tracking History](#)

[What Do USPS Tracking Statuses Mean? \(https://faq.usps.com/s/article/Where-is-my-package\)](https://faq.usps.com/s/article/Where-is-my-package)

[Text & Email Updates](#)



[USPS Tracking Plus®](#)



[Product Information](#)



[See Less ^](#)

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Enter tracking or barcode numbers

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OFFICIAL MAIL

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DEC 21 2023
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CPD #10231

2002 2989 0000 0560 1202

Certified Mail Fee	\$ 4.55
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.55
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ 1.66
Total Postage	\$ 8.56

Sent To
cc2023-12-014 nov
WILTSHIRE HOUSE ASSO
R/A LANG MANAGEMENT
790 PARK OF COMMERCE BLVD #200
BOCA RATON, FL 33487

Street and Apt. ?
City, State, ZIP+4

PS Form 3800, A

Certified Mail service provides the following benefits:

- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.

For an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.

- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).

■ To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.

Form 3800, April 2015 (Reverse) PSN 7530-02-000-9047

File Attachments for Item:

D. Nomination of Chairperson and Vice-Chairperson



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Code Enforcement Board Regular Meeting

MEETING DATE *February 13, 2024*

SUBMITTED BY: Jaclyn DeHart, Administrative Support Specialist

SUBJECT: **Nomination of Chairperson and Vice-Chairperson**

SUMMARY:

On February 14, 2023, Mr. Myles Schlam was nominated as the Chairperson to the Code Enforcement Board and has served in the position for the allotted one-year term. On February 13, 2023, Mrs. Jane Perlow was nominated as the Vice-Chairperson to the Code Enforcement Board and has served in the position for the allotted one-year term. Therefore, the matter is being brought before the Board for discussion and nomination to fill the vacant positions for a one-year term, ending February 13, 2025.

According to Resolution No. 19-029 R, - Advisory Board and Committees Appointment Process Policy, Section 9, it should be common practice that no member shall serve as chair and vice chair until he or she have served for one full year on the advisory board unless no existing member is willing to serve as chairperson or vice chairperson.

FISCAL IMPACT:

None.

ATTACHMENTS:

Resolution No. 19-029 R

RECOMMENDATION:

Staff recommend nomination of a Chairperson and Vice-Chairperson to serve for one year, ending February 13, 2025.



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. 19-029 R**

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING AN
ADVISORY BOARDS AND COMMITTEES APPOINTMENT
PROCESS POLICY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town has several boards and committees who fulfill a vital role in assisting the Town Commission with executing Town business; and

WHEREAS, although the Town's code of ordinances generally discusses the appointment of board and committee members, the Town Commission finds that it is beneficial to set forth the Town's process regarding the appointment of members in more detail; and

WHEREAS, the Policy shall supplement the appointment processes in the Town's code of ordinances.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, THAT:**

SECTION 1. The above recitations are true and incorporated herein.

SECTION 2. The Advisory Boards and Committees Appointment Process Policy is approved, said Policy is attached hereto as **Exhibit A**.

SECTION 3. This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF
HIGHLAND BEACH, FLORIDA, ON THIS 3RD DAY OF OCTOBER, 2019.**

AYE NAY


Mayor Zelniker


Rhoda Zelniker, Mayor

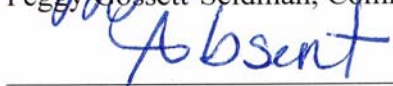
Vice Mayor Babij


Greg Babij, Vice Mayor

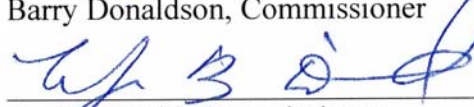
Commissioner Gossett-Seidman


Peggy Gossett-Seidman, Commissioner
Absent

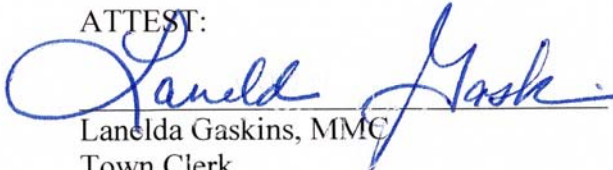
Commissioner Donaldson


Barry Donaldson, Commissioner


Commissioner David


Evalyn David, Commissioner

ATTEST:


Lanelda Gaskins, MMC
Town Clerk

REVIEWED FOR LEGAL SUFFICIENCY


Glen J. Torcivia,
Town Attorney



TOWN OF HIGHLAND BEACH ADVISORY BOARD & COMMITTEES APPOINTMENT PROCESS POLICY

Approved by Resolution No. 19-029 R on October 3, 2019

- 1) Purpose: This policy establishes consistent procedures and standards for the appointment of individuals to all town advisory boards and committees, and applies to individuals serving on advisory boards appointed by the Highland Beach Town Commission. This policy does not apply to temporary or ad hoc committees or to appointments made by the commission to external boards, commissions or committees. This policy shall serve as a complement to the City's code of ordinances regulating boards and committees.
- 2) Duties of Advisory Boards and Committees: Unless otherwise provided for in the City's code of ordinances, all advisory boards and committees (sometimes referred to collectively as "advisory board" or "advisory boards") shall act in an advisory capacity to the Town Commission with the exception of the Code Enforcement Board, the Planning Board and the Board of Appeals and Adjustments, which may have the final decision making authority on quasi-judicial matters. When not acting in a quasi-judicial role, all other matters of the Code Enforcement Board, the Planning Board and the Board of Adjustment and Appeals, are to be advisory.
- 3) Qualifications and Restrictions:
 - a) Applicants shall be a resident of the Town of Highland Beach and shall maintain residency while serving on an advisory board or committee. Residency for appointment to an advisory board or committee means the individual must be domiciled within the corporate limits and a registered voter of Highland Beach for at least one year prior to appointment.
 - b) No person shall serve as a regular voting member on more than one advisory board unless specific action is taken by the Town Commission and so long as said appointment does not violate Sec. 2-99 of the code. In no case shall an individual serve on two advisory boards that function as a quasi-judicial board, i.e., (1) Code Enforcement Board, (2) Planning Board or (3) Boards of Adjustment and Appeals.
 - c) Any conflict of interest between an applicant and their proposed role as a member of an advisory board shall be divulged in the application process. A failure to do so may result in removal.
 - d) Persons currently holding any elective municipal, county, state or federal office shall not be eligible to serve in a regular voting position on any advisory board. If a sitting advisory board member is elected to a Commission office, that sitting member shall resign their board position pursuant to Sec. 7-4 of the Town 's code of ordinances.
 - e) Town employees (part-time or full-time) are not eligible to serve on an advisory board, unless serving in an ex officio (non-voting) capacity.

- f) Applicants shall indicate which advisory board they are interested in on their application. If interested in more than one board, applicants shall indicate an order of preference numerically on the Town approved application with 1 being the highest preference and 5 being the lowest preference if all advisory boards are indicated.

4) Selection Process:

- a) Twice annually, during the first week of January and July, a notice inviting applications for the Town of Highland Beach shall be placed in the official newspaper of record, online (website), and emailed to Town email subscribers. Potential members will have approximately three weeks to apply, said applications to be due no later than 4:30 pm on the last Friday in January and July. The Town Commission may call for applications at additional times based on need.
- b) Persons interested in appointment or reappointment to an advisory board shall complete a Town approved application as provided by the Town on its website or at the Town Clerk's Office. Existing members seeking reappointment shall complete a new application to ensure that the Town has the most current information related to the advisory board member.
- c) Persons interested in appointment shall also submit a completed and signed background investigation waiver form. The simple background investigation would verify employment history, affiliations and memberships, financial/credit report and any criminal convictions.
- d) Applications shall be received by the Town Clerk on or before the advertised deadline. Late or incomplete applications will not be considered unless an extension is granted by action of the Town Commission. All applications will be held on file by the Town Clerk for a period of two years.
- e) Town staff will screen all applications for residency and other qualification requirements. The Police Department will conduct the simple background investigation.
- f) In February and August, Town staff will direct advisory board applications to the appropriate Advisory Board Chairs for screening and recommendation pursuant to Sec. 2-99 of the Town's code of ordinances. Advisory Board Chairs may ask applicants to attend an Advisory Board meeting for an interview conducted by the full board. Advisory Board Chairs may choose to not formally interview board members seeking reappointment and instead base their review upon the board member's performance and attendance. An Advisory Board Chair's written screening of a candidate may remain in effect for up one year.
- g) The qualifications for service on an advisory board shall be those that in the judgment of the advisory board chair are representative of the community and are qualified by training, experience, and interest for the fulfilment of the advisory board's responsibility. If the Chair feels that a particular candidate(s) not recommended for selection would be viable alternates to serve in case of vacancy, they may note those applicants to the Town Clerk as part of their report.
- h) All candidates for advisory boards along with the recommendations of the Advisory Board Chair shall be placed in a candidate pool and when a vacancy becomes available all applications shall be forwarded to Town Commission for selection and approval. The recommending Advisory Board Chair may rank candidates if more than one person applies for appointment. Any Town

Commissioner may then nominate an individual, or a slate of candidates for a public interview at the upcoming commission meeting. Votes via a signed ballot process will be taken by Town Commission until all vacancies are filled.

- i) The Town Commission has the ability to nominate and appoint any of the candidates within the applicant pool. The Town Commission will make every effort to ensure an advisory board does not have a majority of members from a single neighborhood, condominium association or group of condominium associations collectively referred to as a single condominium association and that advisory board members' background, proficiencies and experiences align as closely as possible to the mission of the assigned advisory board.
 - j) Appointment of a qualified candidate shall be made by an affirmative vote of not less than three members of the Town Commission.
 - k) On the day following Commission action, the Town Clerk shall notify each applicant of the Commission's appointment decision. Letters will subsequently be mailed to each individual appointed to an advisory board stating the name of the board to which they have been appointed, the name of the staff liaison for their advisory board, and any other pertinent information relevant to the position and information on ethics, conflicts of interest and open meetings requirements. All first-term appointees need to plan on completing the Palm Beach Commission on Ethics Training and Orientation session within 30 days of appointment.
 - l) The Town Clerk shall also prepare and mail letters to those not selected for service to express the Commission's appreciation for their willingness to serve the Town of Highland Beach and that application will remain on file for future appointment opportunities for a period of two years, or the remaining period of time since the date of initiation application.
 - m) Should an applicant no longer wish to be considered for appointment, notice of withdrawal of the application shall be made in writing to the Town Clerk with a copy of said written withdrawal forwarded to the Town Commission.
- 5) Terms of Office:
- a) Residents are appointed at the pleasure of the Town of Highland Beach, and can be removed or replaced at any given time by the same.
 - b) As set forth in Sec. 2-99, in the Town's code, Terms for all boards shall be three (3) years and no board member may serve more than two (2) consecutive terms on the same board without first taking a one-year hiatus from the board. Appointments for partial terms shall not count toward the two-term limit.
 - c) Expectations: Advisory board members are expected to be prepared for meetings to ensure recommendations, approvals and advisory opinions are well formed to assist the Town Commission in making optimal decisions. Additionally, advisory board members shall act with respectful and professional demeanor at all times.

Being prepared includes, but is not limited to:

- i) Reviewing background materials (staff reports);
- ii) Conducting independent research on topics as needed;
- iii) Understanding ordinances;
- iv) Staying informed on Town affairs and Town Commission actions;
- v) Appreciating due process and public comments;
- vi) Engaging all stakeholders with respect;
- vii) Being familiar with basic provisions of Robert Rules of Order; and
- viii) For quasi-judicial boards, strict adherence to criteria established for reviewing petitions and applications.

6) Attendance:

- a) Advisory board members are required to maintain regular attendance pursuant to *Article V – Boards and Committees* of the Town of Highland Beach Code of Ordinances. Members who cannot attend a meeting should inform the Town Clerk 24 hours in advance of the scheduled meeting.
- b) Pursuant to Article V – Board and Committees inadequate attendance is grounds for removal. Inadequate attendance shall mean a member’s absence at three (3) or more consecutive regular meetings of a board.

7) Compensation: Members of advisory board and committees are paid \$25 per meeting with the compensation amount adjusted periodically by action of the Town Commission.

8) Orientation: Newly appointed members will make every effort to become familiar with all aspects of their particular advisory board. The Town will provide basic information to all advisory board members about the Town, the purpose and responsibility of the advisory board, and additional information to assist members in the performance of their duties.

9) Organizational: It should be common practice that no member shall serve as chair until he or she shall have served for one full year on the advisory board unless no existing member is willing to serve as chair. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the state statutes or town code. A record via summary minutes shall be kept of all meetings. A verbatim transcript is not required.

10) Advisory Boards and Committees Enabling Sections: Authorization of advisory boards and committees are duly constituted pursuant of the Town of Highland Beach Code of Ordinances.

- a) Chapter 2: Administration, Article V
 - i) Division 2 – Code Enforcement Board (Sec. 2-110 – 2-134)
 - ii) Division 3 – Natural Resources Preservation Advisory Board (Sec. 2-135 – 2-154)
 - iii) Division 4 – Financial Advisory Board (Sec. 2-155 – 2-160)
- b) Chapter 20: Planning and Development, Article II – Planning Board (Sec. 20-26 – 20-45) & Chapter 30: Zoning (Sec. 30-22)
- c) Chapter 20: Planning and Development, Article III – Board of Appeals and Adjustments (Sec. 20-46 – 20-100) & Chapter 30: Zoning (Sec. 30-23)

TOWN OF HIGHLAND BEACH
Town Commissioners Advisory Board Members
Contact Information

CODE ENFORCEMENT BOARD / Quasi-Judicial Board <i>Regular Meeting - second Tuesday at 1:00 PM (as needed)</i>						
Names	Addresses	Home Numbers	Cellular Numbers	Email Addresses	Date of Elected	Date Term End
Myles Schlam, Chairperson (re-elected 02/14/23)					9/21/2021 <i>(Reappointed)</i>	9/21/2024
Jane Perlow Vice Chairperson (re-elected 02/14/23)					9/21/2021 <i>(Reappointed)</i>	9/21/2024
Michael Cherbini					5/17/2022 <i>(Reappointed)</i>	5/30/2025
Bryan Perilman					9/21/2021 <i>(Reappointed)</i>	9/21/2024
Robert Lasorsa					9/21/2021	9/21/2024
James Burke Murray					12/7/2021	12/7/2024
David Kaufman					11/21/2023	9/21/2024