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## **CITY OF WEST PARK CITY COMMISSION MEETING AGENDA**

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**WEDNESDAY, NOVEMBER 5, 2025  
7:00 PM  
COMMISSION CHAMBER, CITY HALL  
1965 SOUTH STATE ROAD 7, WEST PARK, FL 33023**

[www.cityofwestpark.org](http://www.cityofwestpark.org)

**Phone: 954-989-2688 Fax: 954-989-2684**

**Mayor Felicia M Brunson  
Vice Mayor Joy B Smith  
Commissioner Cristina R Eveillard  
Commissioner Brandon Smith  
Commissioner Dr. Katrina Touchstone**

**W. Ajibola Balogun, City Manager  
Burnadette Norris-Weeks, City Attorney  
Alexandra B. Grant, City Clerk**

**City of West Park Ordinance No. 2012-05 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$100.00 per Resolution No. 2012-43. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence “City” action. “City” action is broadly described to include the ranking and selection of professional consultants and virtually all legislative, quasi-judicial and administrative action.**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INVOCATION**

**4. PLEDGE OF ALLEGIANCE**

**5. PRESENTATIONS**

1. None.

**6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**

**7. ADVISORY BOARD PRESENTATIONS**

1. None.

**8. BROWARD SHERIFF'S OFFICE UPDATES – POLICE / FIRE DEPARTMENT**

1. None.

**9. APPROVAL OF MINUTES**

1. **June 18, 2025 - Regular Commission Meeting Minutes**  
[June 18, 2025 - Regular Commission Meeting Minutes](#)

**10. RESOLUTIONS – CONSENT ITEMS**

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CANCELING THE DECEMBER 3, 2025 REGULAR COMMISSION MEETING; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.  
**(Resolution 2025-119)**  
[RESO. 2025-119 - West Park - Canceling 12-03-2025 Regular Commission Meeting](#)
2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING AN EXTENSION OF GENERAL PLANNING SERVICES BETWEEN THE CITY OF WEST PARK AND INSPIRE PLACEMAKING COLLECTIVE, INC.; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN

EFFECTIVE DATE

**(Resolution 2025-120)**

RESO. 2025-120 - West Park - Planning and Zoning Dept. Contractual Services Agreement  
Extension

Previously Approved Planning & Zoning Service Agreement and Amendment with Resolutions

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A MINOR HOME REPAIR PROGRAM GRANT AWARD TO ASHLEY WALKER IN THE TOTAL GRANT AWARD AMOUNT OF THREE THOUSAND DOLLARS (\$3,000.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-121)**

RESO. 2025-121 - West Park - Minor Home Repair Program Grant (Ashley Walker)

Exhibit A - Grant Agreement (Ashley Walker)

Exhibit B - Mortgage Agreement (Ashley Walker)

Exhibit C - Promissory Note Ashley Walker)

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A MINOR HOME REPAIR PROGRAM GRANT AWARD TO MONICA BURCHELL IN THE TOTAL GRANT AWARD AMOUNT OF THREE THOUSAND DOLLARS (\$3,000.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-122)**

RESO. 2025-122 - West Park - Minor Home Repair Program Grant (Monica Burchell)

Exhibit A - Grant Agreement (Monica Burchell)

Exhibit B - Mortgage Agreement (Monica Burchell)

Exhibit C - Promissory Note (Monica Burchell)

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A MINOR HOME REPAIR PROGRAM GRANT AWARD TO RACHELLE JOSEPH IN THE TOTAL GRANT AWARD AMOUNT OF THREE THOUSAND DOLLARS (\$3,000.00); PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-123)**

RESO. 2025-123 - West Park - Minor Home Repair Program Grant (Rachelle Joseph)

Exhibit A - Minor Home Repair Grant Agreement (Rachelle Joseph)

Exhibit B - Mortgage Agreement (Rachelle Joseph)

Exhibit C - Promissory Note (Rachelle Joseph)

## **11. RESOLUTIONS – NON CONSENT ITEMS**

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING THE MASTER FEE AND CHARGES SCHEDULE FOR CITY OF WEST PARK DEPARTMENTS AND RELATED SERVICES; AMENDING THE SCHEDULE OF FEES FOR PLANNING AND ZONING ACTIVITIES; PROVIDING FOR POSTING OF THE SCHEDULE OF FEES AND CHARGES; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-124)**

RESO. 2025-124 - West Park - Amending Master Permit Fee Schedule

MEMO - Amending Master Permit Fee Schedule

## 12. QUASI-JUDICIAL ITEMS: RESOLUTIONS – (PUBLIC HEARING)

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A VARIANCE PURSUANT TO PART II, CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” RELATED TO A LAND DEVELOPMENT PROPOSED SITE PLAN TO REDUCE THE REQUIRED LANDSCAPE BUFFER FROM TEN (10) FEET TO ALLOW FOR A MINIMUM OF SIX (6) FEET ON BOTH THE SOUTH AND WEST SIDES, LOCATED AT 1901, 1955 (1959-1973) SOUTH STATE ROAD 7, WEST PARK, FLORIDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-125)**

RESO. 2025-125 - West Park - Approval of Variance No. 1 to Provide a Landscape Buffer Reduction - West Park Plaza  
MEMO - Variance 1 - Landscape Buffer  
Exhibit A - Application Package  
Exhibit B - Proof Of Public Noticing  
Exhibit C - City Zoning Map

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A VARIANCE PURSUANT TO PART II, CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” RELATED TO A LAND DEVELOPMENT PROPOSED SITE PLAN TO REDUCE THE REQUIRED BUILDING HEIGHT FROM TWENTY-FIVE (25) FEET TO ALLOW FOR A MINIMUM OF TWENTY (20) FEET, LOCATED ON 1901, 1955 (1959-1973) SOUTH STATE ROAD 7, WEST PARK, FLORIDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-126)**

RESO. 2025-126 - West Park - Approval of Variance No. 2 to Reduce Minimum Building Height (West Park Plaza)  
MEMO - Variance 2 - Minimum Height  
Exhibit A - Application Package  
Exhibit B - Proof Of Public Noticing  
Exhibit C - City Zoning Map

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A VARIANCE PURSUANT TO PART II, CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” RELATED TO A LAND DEVELOPMENT PROPOSED SITE PLAN TO REDUCE THE CITY CODE REQUIRED BUILDING FRONTAGE FROM SEVENTY PERCENT (70%) TO SIXTY-FIVE PERCENT (65%), LOCATED ON 1901, 1955 (1959-1973) SOUTH STATE ROAD 7, WEST PARK, FLORIDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-127)**

RESO. 2025-127 - West Park Res. - Approval of Variance No. 3 to Reduce Building Frontage (West Park Plaza)  
MEMO - Variance 3 - Building Frontage West Park Plaza  
Exhibit A - Application Package  
Exhibit B - Proof Of Public Noticing

[Exhibit C - City Zoning Map](#)

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A SITE PLAN APPROVAL PURSUANT TO PART II, CHAPTER 20, ARTICLE IV OF THE CITY’S CODE OF ORDINANCES ENTITLED “SITE PLAN PROCEDURE AND REQUIREMENTS” RELATED TO CONSTRUCTION OF A COMMERCIAL SHOPPING MALL ON VACANT PROPERTY, LOCATED ON 1901, 1955 (1959-1973) SOUTH STATE ROAD 7, WEST PARK, FLORIDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE  
**(Resolution 2025-128)**

[RESO. 2025-128 - West Park - Site Plan Approval \(West Park Plaza\)](#)

[MEMO - Site Plan Approval Request](#)

[Exhibit A - Application Package](#)

[Exhibit B - Proof Of Public Noticing](#)

[Exhibit C - City Zoning Map](#)

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A SPECIAL EXCEPTION PURSUANT TO PART II, CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” RELATED TO THE COMMERCIAL USE OF “VEHICLE SALES”, LOCATED AT 3249 SOUTH STATE ROAD 7, WEST PARK, FLORIDA; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-129)**

[RESO. 2025-129 - West Park - Approval of Special Exception \(Voutianoi LLC and BPM Auto Sales LLC\)](#)

[MEMO - Voutianoi, LLC Special Exception Request](#)

[Exhibit A - Approved Settlement Agreement](#)

[Exhibit B - Voutianoi Special Exception Application](#)

[Exhibit C - Voutianoi Proof Of Public Noticing](#)

[Exhibit D - City Zoning Map](#)

### **13. ORDINANCES – FIRST READING**

1. AN ORDINANCE OF THE CITY OF WEST PARK, FLORIDA, AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2024-2025 COMMENCING OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2025, BY ALIGNING REVENUES AND EXPENDITURES THAT WERE ACTUALLY RECEIVED OR SPENT SINCE THE BUDGET WAS ADOPTED; ADDRESSING REVISIONS AND ADDITIONAL EXPENDITURES THAT THE COMMISSION APPROVED FROM THE UNDESIGNATED FUND BALANCE DURING THE FISCAL YEAR; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR AN EFFECTIVE DATE.

**(Ordinance 2025-06)**

[ORD. 2025-06 - West Park - Amending Operating Budget for FY 2024-25](#)

[CWP - FY25 Final Budget Amendment](#)

2. AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY OF WEST PARK’S CODE OF ORDINANCES ENTITLED “ZONING”, ARTICLE III ENTITLED

“ADMINISTRATION AND ENFORCEMENT”, DIVISION 2 ENTITLED “PERMITS AND CERTIFICATES”, ADDING SECTION 42-87 ENTITLED “VACATION RENTAL REGISTRATION PROGRAM”, TO PROVIDE FOR REGULATIONS AND REGISTRATION REQUIREMENTS FOR VACATION RENTALS WITHIN THE CITY LIMITS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

**(Ordinance 2025-07)**

[ORD. 2025-07 - West Park - Amending Ordinance \(Vacation Rental Registration\)](#)

[MEMO - Text Amendments For Vacation Rentals](#)

[Exhibit 1 - Text Amendment Analysis \(Vacation Rentals\)](#)

[Exhibit A - City Commission Agenda Item \(12-6-23\)](#)

3. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING CHAPTER 42 OF THE CITY OF WEST PARK’S CODE OF ORDINANCES ENTITLED “ZONING”, ARTICLE V, DIVISION 2, SPECIFICALLY AMENDING SECTION 42-197 ENTITLED “GENERAL PROVISIONS”, TO ESTABLISH REGULATIONS FOR HOME ADDITIONS AND CONVERSIONS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

**(Ordinance 2025-08)**

[ORD. 2025-08 - West Park - Amending Ordinance \(Home Additions\)](#)

[MEMO - Text Amendments For Home Additions](#)

[Exhibit 1 - Text Amendment Analysis \(Home Additions\)](#)

[Exhibit A - City Commission Agenda Item \(January 15, 2025\)](#)

## **14. ORDINANCES – SECOND READING (PUBLIC HEARING)**

1. AN ORDINANCE AMENDING CHAPTER 42 OF THE CITY OF WEST PARK’S CODE OF ORDINANCES ENTITLED “ZONING”, ARTICLE V ENTITLED “DISTRICT REGULATIONS”, DIVISION 3 ENTITLED “COMMERCIAL DISTRICTS”, SPECIFICALLY AMENDING SECTION 42-231 ENTITLED “PERMITTED USES”, TO ADD ADDITIONAL PERMITTED USES FOR MOBILE FOOD, SALES AND SERVICES UNITS; SPECIFICALLY ADDING SECTION 42-241 ENTITLED “MOBILE VENDING” TO PROVIDE REGULATIONS REGARDING MOBILE FOOD, SALES AND SERVICES UNITS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

**(Ordinance 2025-04)**

[ORD. 2025-04 - West Park - Proposed Mobile Vending Policy Ordinance](#)

[MEMO - Text Amendments For Mobile Vending](#)

[Exhibit 1 - Analysis Of Recommendations \(Mobile Vending\)](#)

[Exhibit 2 - Text Amendment Analysis \(Mobile Vending\)](#)

[Exhibit A - February 7, 2024 City Commission Agenda Item](#)

[Exhibit B - May 13, 2024 Planning Board Agenda Item](#)

[Exhibit C - June 12, 2025 Public Workshop Agenda Item](#)

[Exhibit D - City Comparison of Required Fees](#)

## **15. CITY MANAGER’S REPORT**

1. **Ongoing Discussion with the Broward County Tax Collector Regarding a Uniform Collection Agreement**

[MEMO - Ongoing Discussions with the Broward County Tax Collector Regarding a Uniform Collection Agreement](#)

## **16. OLD BUSINESS**

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, TERMINATING THE EXTENDED HOURS LICENSE FOR THE BUSINESS ESTABLISHMENT KNOWN AS “THE PLAYHOUSE”; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-118)**

[RESO. 2025-118 - West Park - Extended Hours Termination for Playhouse](#)

[MEMO - Rolling Back Hours of Operation For Playhouse](#)

[Exhibit A - Extended Hours Ordinance 2008-03](#)

[Exhibit B - Code Section 42-470](#)

[Exhibit C - Playhouse Application For Extended Hours](#)

[Exhibit D - Extended Hours Licensing Fee Record](#)

[Exhibit E - BSO Incident Report](#)

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A SPECIAL ELECTION FOR PLACEMENT OF CHARTER AMENDMENTS ON A MARCH 2026 ELECTION BALLOT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-130)**

[RESO. 2025-130 - West Park - Placing Charter Amendments on March 2026 Election Ballot](#)

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA SCHEDULING A TOWN HALL MEETING FOR WEDNESDAY, DECEMBER 10, 2025, AT 6:00 P.M.; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-131)**

[RESO. 2025-131 - West Park - Schedule a Town Hall Meeting on 12-10-2025](#)

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA SCHEDULING A WORKSHOP ON RULES OF PROCEDURE FOR THURSDAY, DECEMBER 11, 2025, AT 6:00 P.M.; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

**(Resolution 2025-132)**

[RESO. 2025-132 - West Park - Schedule Workshop for Rules of Procedure on 12-11-2025](#)

## **17. NEW BUSINESS**

1. **Discussion Regarding to Sunset all Advisory Committee Appointments and Have Commission Reappoint all Boards**

[MEMO - Discussion Regarding to Sunset all Advisory Committee Appointments and to have Commission Reappoint all Committee Members](#)

[CWP - Advisory Committees List](#)

[2005-09 - Establishing Education Advisory Committee](#)

[2006-16 - Establishing a Charter Review Committee](#)

[2006-24 - Establishing Business Advisory Committee](#)

2. **Discussion Regarding Invocation to be led by a community member of the clergy who is not affiliated with the City as a current or past elected official, nor as an employee of the City; the member of the clergy must be approved by the majority of the Commission**
3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE ATTACHED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF WEST PARK AND WEST PARK TRADE EXPO LLC FOR THE SPONSORSHIP OF A BUSINESS/TRADE EXPO EVENT AT MCTYRE PARK; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**(Resolution 2025-95)**

[RESO. 2025-95 - West Park - Sponsorship of Business of Trade Expo](#)

[MEMO - Update on Business Trade Expo](#)

[Exhibit A - Email Correspondence from Clayton Ranger](#)

[Exhibit B - MOU - Business Trade Expo Event 2025](#)

[Exhibit C - Recent Email Correspondence](#)

**18. FUTURE AGENDA ITEMS**

**19. COMMISSION MEMBERS' COMMENTS / REPORTS**

**20. FOR THE GOOD OF THE ORDER**

**21. ADJOURNMENT**

# RULES OF PROCEDURE

## WHO MAY SPEAK

Meetings of the City Commission are open to the public. They are not, however, public forums. Any resident who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

## SPEAKING ON ITEMS ON THE AGENDA

- **Consent Agenda Items** - These are items, which the Commission does not need to discuss individually, and which are voted on as a group. Any Commissioner who wishes to discuss any individual item on the consent agenda may request the Mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- **Regular Agenda Items** - These are items, which the Commission will discuss individually in the order listed on the agenda. By majority vote, the City Commission may permit any person to be heard on an item at a non-public hearing.
- **Public Hearing Items** - This portion of the agenda is to obtain input from the public on some ordinances, resolutions and zoning applications. The chair will permit any person to be heard on the item during formal public hearings.

## SPEAKING ON SUBJECTS NOT ON THE AGENDA

Any resident may address the Commission on any items pertaining to City business during the Opportunity For The Public To Address the Commission portion of the agenda. Persons wishing to speak must sign in with the City Clerk before the start of the meeting.

## ADDRESSING THE COMMISSION, MANNER & TIME

By majority vote the City Commission may invite citizen discussion on any agenda item. In every case where a citizen is recognized by the Mayor to discuss an agenda item, the citizen shall step to the podium/microphone, state his or her name and address for the benefit of the city clerk, identify any group or organization he or she represents and shall then succinctly state his or her position regarding the item before the city commission. Any question, which shall be related to the business of the City and deemed appropriate by the Mayor, shall be directed to the Mayor and the Mayor shall then re-direct the question to the appropriate Commissioner or City staff to answer the citizen question which shall be related to the business of the City.

All comments or questions of the public are to be directed to the Mayor as presiding officer only. There shall be no cross conversations or questions of any other persons. **The length of time each individual may speak should be limited in the interest of order and conduct of the business at hand.** Comments to the Commission by individual citizens shall be limited to **three (3) minutes** during the citizens request period. The City Clerk shall be charged with the responsibility of notifying each citizen thirty (30) seconds before said time shall elapse and when said time limit has expired.

## APPEALS

If a person decides to appeal any decision made by the board, agency, or commission with respect to

any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **DECORUM**

If a member of the audience becomes unruly, the Mayor has the right to require the person to leave the room. If a crowd becomes unruly, the mayor may recess or adjourn the meeting. Please turn off all cell phones and pagers.

## **CONTACT INFORMATION**

If anyone has questions or comments about anything on the meeting agenda, please contact the City Administrator at 954-989-2688.

## **AMERICANS WITH DISABILITY ACT**

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact the City Clerk no later than three (3) days prior to the meeting at (954)-989-2688 for assistance.