



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

CERTIFIED MAIL NO. 7018 3090 0002 0478 2230

January 13, 2022

Eunice M. Bongiovanni  
2528 Derby Rd.  
Birmingham, MI 48009-7595

**RE: NOTICE OF HEARING / APPEARANCE**

Case No. CC2021-09-008  
4511 S. Ocean Blvd., #907  
Highland Beach, FL 33487  
PCN #24-43-47-04-10-001-0907

Dear Ms. Bongiovanni:

This letter is to inform you that the Highland Beach Code Enforcement Board conducted its meeting on January 11, 2022 at 2:00 P.M. Due to the absence of the Town's Code Enforcement Officer, the Board voted to continue ALL code violation cases scheduled for January 11 to the next Code Enforcement Board meeting. Therefore, you are hereby commanded to appear before the **Code Enforcement Board on February 08, 2022 at 1:00 P.M. in the Town of Highland Beach, Commission Chambers located at 3614 So. Ocean Boulevard, Highland Beach, Florida 33487.**

Attached for your reference is a copy of the Notice of Hearing / Appearance along with the Notice of Public Meeting Protocol documents, which were previously mailed to you.

Thank you.

Lanelda Gaskins, MMC  
Town Clerk

Delivered: USPS Certified Mail and Regular Mail







## Town of Highland Beach Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopen with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks are strongly encouraged. Also, until further notice, social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for in-person, Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the Town Clerk's Office. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).



- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

#### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

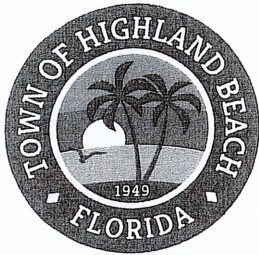
#### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com//> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

Published: 05.26.2021 / Updated: 08.03.2021





# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

CASE NO. CC2021-09-008

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Eunice M. Bongiovanni  
2528 Derby Rd  
Birmingham, MI 48009-7595

**POSTED**  
**ON PROPERTY**  
**12/07/2021**  
**DATE**

**Re:** 4511 S. Ocean Blvd., #907., Highland Beach, FL (PCN: 24-43-47-04-10-001-0907)

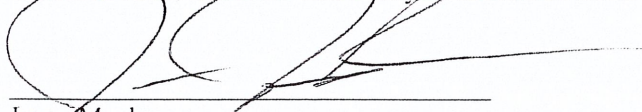
**YOU ARE HEREBY NOTIFIED** that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on **Tuesday, January 11, 2022, at 2:00 P.M.**, reference observed remodel work without 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. The attached Notice of Public Meeting Protocol document, is an informational guide to provide you with assistance in attending, participating or viewing the meeting. **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 7<sup>th</sup> day of December 2021.

  
Jason Manko  
Code Compliance Officer

Certified Mail: 7018 3090 0002 0478 2179

[www.highlandbeach.us](http://www.highlandbeach.us)

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





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

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee

\$ 3.75

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

- ☒ Return Receipt (hardcopy) \$ 3.05  
☐ Return Receipt (electronic) \$ \_\_\_\_\_  
☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_  
☐ Adult Signature Required \$ \_\_\_\_\_  
☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage

\$ 38

Total Postage and Fee

\$ 7.38

Sent To

Eunice M. Bongiovanni

Street and Apt. No.,

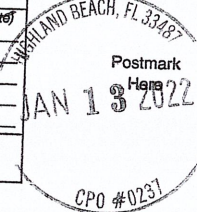
2528 Derby Rd.

City, State, ZIP+4®

Birmingham, MI 48009-7595

**CEB Case No. CC2021-09-008**

PS Form 3800, Apr 2019



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