



# Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

## NOTICE OF HEARING / APPEARANCE

**CASE NO. CC2023-10-021**

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jeanette Leaf  
3720 S. Ocean Blvd Unit 1606  
Highland Beach FL, 33487

**Re:** 3720 S. Ocean Blvd. Unit 1606, Highland Beach FL 33487 (PCN: 24-43-47-04-53-000-1606)

**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, December 14, 2023, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard*, regarding inspections required, unpaid permit fees: Permit AC23-0153 MECHANICAL AC CHANGEOUT (FBC 110.5 Inspection requests, FBC 110.6 Approval 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 16<sup>th</sup> day of November 2023.

  
\_\_\_\_\_  
Adam Osowsky  
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4722

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

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

7021 1970 0002 3025 4722

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	\$ 4.35
Extra Services & Fees (check box, enter fees as appropriate)	
<input 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 and Fees	8.56

HIGHLAND BEACH, FL 33487  
 NOV 18 2023  
 Postmark Here  
 CPO #0237

Sent To **Jeanette Leaf**

Street **3720 S. Ocean Blvd Apt 1606**

City, S **Highland Beach FL 33487**

PS Fo **CC2023-10-021**

Instructions

**Property Detail**

Location Address 3720 S OCEAN BLVD 1606  
 Municipality HIGHLAND BEACH  
 Parcel Control Number 24-43-47-04-53-000-1606  
 Subdivision TOSCANA WEST CONDOMINIUM  
 Official Records Book 26215 Page 536  
 Sale Date JUL-2013  
 Legal Description TOSCANA WEST CONDOMINIUM UNIT 1606/1607

**Owner Information**

**Owners**  
 LEAF JEANETTE

**Mailing address**  
 3720 S OCEAN BLVD APT 1606  
 HIGHLAND BEACH FL 33487 3391

**Sales Information**

Sales Date	Price	OR Book/Page	Sale Type	Owner
JUL-2013	\$2,200,000	26215 / 00536	WARRANTY DEED	LEAF JEANETTE
APR-2012	\$100	25141 / 00283	CERT OF TITLE	TOSCANA WEST CONDOMINIUM ASSOCIATION INC
NOV-2006	\$3,100,000	21057 / 01516	WARRANTY DEED	ALTOMARE RICHARD A &
JAN-2002	\$1,400,000	13361 / 01124	WARRANTY DEED	RESHEFSKY RONALD &

**Exemption Information**

Applicant/Owner	Year	Detail
LEAF JEANETTE	2023	HOMESTEAD
LEAF JEANETTE	2023	ADDITIONAL HOMESTEAD

**Property Information**

Number of Units 1  
 \*Total Square Feet 4600  
 Acres  
 Use Code 0400 - CONDOMINIUM  
 Zoning RML - MULTI-FAMILY LOW-DENSITY ( 24-HIGHLAND BEACH )

**Appraisals**

Tax Year	2023	2022	2021
Improvement Value	\$2,953,000	\$2,777,500	\$2,350,000
Land Value	\$0	\$0	\$0
Total Market Value	\$2,953,000	\$2,777,500	\$2,350,000

*All values are as of January 1st each year*

**Assessed and Taxable Values**

Tax Year	2023	2022	2021
Assessed Value	\$2,236,644	\$2,171,499	\$2,108,251
Exemption Amount	\$50,000	\$50,000	\$50,000
Taxable Value	\$2,186,644	\$2,121,499	\$2,058,251

**Taxes**

Tax Year	2023	2022	2021
Ad Valorem	\$35,124	\$34,933	\$35,061
Non Ad Valorem	\$103	\$100	\$96
Total tax	\$35,227	\$35,033	\$35,157





# Town of Highland Beach

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CASE NO. CC2023-10-021

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jeanette Leaf  
3720 S. Ocean Blvd Unit 1606  
Highland Beach FL, 33487

**POSTED  
ON PROPERTY**

11/16/23

**DATE**

**Re:** 3720 S. Ocean Blvd. Unit 1606, Highland Beach FL 33487 (PCN: 24-43-47-04-53-000-1606)

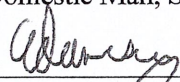
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\_\_\_\_\_  
Adam Osowsky  
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 4722

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

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



# Town of Highland Beach

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

October 18, 2023

LEAF JEANETTE  
3720 S OCEAN BLVD APT 1606  
HIGHLAND BEACH, FL 33487

RE: Code Compliance Case No. CC2023-10-021

LEAF JEANETTE,

**Location :** 3720 S OCEAN BLVD 1606  
HIGHLAND BEACH FL, 33487

**Complaint Description:**

Compliant/ Violation: Inspections required. Unpaid permit fees. Permit AC23-0153 MECHANICAL AC CHANGEOUT.

Correction: Contact permitting at 561-278-4540 option 1 to schedule required inspections and to make payment for permit fees.

Correct by date: November 2, 2023.

**FBC 110.5 Inspection requests.**

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

**FBC 110.6 Approval required.**

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official. The contractor failed to request inspections for reinforcing steel, the work that was completed is not compliant per approved plans (photos indicate no reinforcement in areas where windows are attached), windows/doors are installed in openings which are not prepared for the proper sizing, bucks are non compliant per manufacturer installation instructions. Submitted drawings indicate 2 windows in rear (facing A1A) however photos indicate doors were removed and openings blocked without inspection. The worker on site was not an employee of the contractor and no site supervision was present.



## 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



- All Departments
- Workspace
- Favorites
- Permitting
  - Create Permit
  - Search Permits
  - Search Incomplete Permits
  - Create Estimate
  - Search Estimates
  - Search Historical Permits
  - Permit Reports
- Code Enforcement
- Licensing
- Recurring Inspections
- Common
- Accounts
- Receipts
- Administration
- Recent

- Main
- Parcels
- Notes
- Submittals
- Valuations
- Fees
- Contractors
- Contacts
- Other Requirements
- Details
- Cycles/Reviews
- Inspections
- Workflow

**Current processing time is 1 day (In review 1 day)**  
**There are deferred submittals required**

Project Name: Leaf

Add Note

Project Description: A/C Change out

Permit Number: AC23-0153 **Alerts** Applicant: JOE & JOE AIR CONDITIONING INC

Initial Application Number: APP23-1391 Primary Contact: LEAF JEANETTE

Permit Type: MECHANICAL AC CHANGEOUT Primary Contractor: JOE & JOE AIR CONDITIONING INC

Status: ISSUED PEND NOC Last Activity: 10/27/2023 12:38

Process State: Issued Last Inspection Date:

Parent Permit: Initiated: 06/12/2023

Assigned To: User Submitted: 07/06/2023 Application is 121 days old

Fast Track: Completed: 08/09/2023 5 of 7 submittals received, 5 of 7 submittals accepted.

Applied for Online: Approved: 08/09/2023 2 of 2 (100%) steps approved.

Ready: 08/09/2023 \$1,073.13 paid (100%), \$0.00 due.

Issued: 08/10/2023

Finalized: 0 of 1 inspections completed.

Closed: \$0.00 deferred fees due.

Expires: 02/06/2024 Exp Override:

Site Address

Site Address: 3720 S OCEAN BLVD 1606

Verify Address and Coordinates

Site City: HIGHLAND BEACH

Latitude:

State: FL Site Zip: 33487

Longitude:

Inspection Area:

Zone: RML Residential Multiple Family Low Density

Primary Parcel: 24-43-47-04-53-000-1606

7021 0950 0000 8687 1813

# 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  
\$ 4.35

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

Return Receipt (hardcopy) \$ 3.55

Return Receipt (electronic) \$

Certified Mail Restricted Delivery \$

Adult Signature Required \$

Adult Signature Restricted Delivery \$



Postage \$ .60

Total Postage and Fees \$ 8.56

Sent To  
CC2023-10-021 NOV  
LEAF JEANETTE  
3720 S OCEAN BLVD APT 1606  
HIGHLAND BEACH, FL 33487

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

**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:

CC2023-10-021 NOV  
LEAF JEANETTE  
3720 S OCEAN BLVD APT 1606  
HIGHLAND BEACH, FL 33487

2. Article Number (Transfer from service label)  
7021 0950 0000 8687 1813

3. Service Type

Adult Signature

Adult Signature Restricted Delivery

Certified Mail®

Certified Mail Restricted Delivery

Collect on Delivery

Collect on Delivery Restricted Delivery

Insured Mail

Insured Mail Restricted Delivery over \$500

Priority Mail Express®

Registered Mail™

Registered Mail Restricted Delivery

Signature Confirmation™

Signature Confirmation Restricted Delivery

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  Addressee

X [Signature]

B. Received by (Printed Name)

C. Date of Delivery

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

Domestic Return Receipt

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

USPS TRACKING#

MIAMI FL 330

24 OCT 2023 PM 4 L

9590 9402 8161 3030 4879 20

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

United States Postal Service

RECEIVED

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

OCT 23 2023

Town of Highland Beach, FL  
Town Clerk's Office

Town of Highland Beach  
Building Department  
3616 South Ocean Blvd.  
Highland Beach, FL 33487

97-339316