



## CITY OF TITUSVILLE

### CODE ENFORCEMENT SPECIAL MAGISTRATE

#### AGENDA

##### Regular Meeting

January 12, 2026 - 1:00 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

The City desires to accommodate persons with disabilities. Accordingly, any person who requires an accommodation, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the hearing, submit a written request to the City Clerk detailing the accommodation required.

Any person who decides to appeal any decision of the special magistrate, with respect to any matter considered at this hearing, will need a record of the proceedings and for such purpose 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.

Any person or defendant who requests to review or object to any exhibits presented to the special magistrate by the City of Titusville prior to submission to the special magistrate, must stand and state their requests to review the exhibits prior to review by the magistrate at the time their case or agenda item is called for hearing.

Any person found to be in violation of the City of Titusville Code of Ordinances and given a time frame in which to comply shall, upon compliance, be responsible for contacting the code enforcement supervisor for an inspection to verify said compliance. The violation will not be considered to be in compliance until the code enforcement supervisor is notified and verifies compliance.

- 1. CALL TO ORDER**
- 2. SWEARING IN OF WITNESSES**
- 3. HEARINGS**
  - A. Municipal Appeals**
  
  - B. Lien Reduction Hearings**

**C. Non-Compliant Hearings**

1. **25-74**  
**Sun West Mortgage**  
**Shirley Bethune & Jacques Adelson**  
**218 Ojibway Avenue**  
**Titusville, FL 32780**  
**Parcel ID # 22-35-15-07-\*-5**  
**Notice of Violations: Certified mail sent August 6, 2025, and Posted on property on August 6, 2025.**  
**Notice of Non - Compliance Hearing: Certified mail sent December 10, 2025, Signed for on December 15, 2025. Posted on property and at City Hall on December 30, 2025.**
  
2. **25-89**  
**C Cubes Strip LLC**  
**5155 S Washington Ave**  
**Titusville, FL 32780**  
**Parcel ID # 22-35-26-BF-\*-29**  
**Notice of Violation: Certified mail sent and copy posted on site November 5, 2025.**  
**Notice of Hearing: Certified mail sent November 5, 2025. Posted at City Hall and on property on November 25, 2025.**  
**Notice of Non-Compliance Hearing: Certified mail sent December 15, 2025. Copies were posted at City Hall and on property on December 30, 2025.**

**D. Continued Hearings**

**E. Initial Hearings**

1. **26-01**  
**Patricia Skelly Sharek**  
**306 S Singleton Avenue**  
**Titusville, FL 32796**  
**Parcel ID# 22-35-05-00-255**  
**Notice of Violation: Certified mail sent November 24, 2025, and posted November 21, 2025.**  
**Notice of Hearing: Certified mail and first class mailed on December 10, 2025. Posted on December 11, 2025.**
  
2. **26-02**  
**Jeffrey Joe Damron**  
**554 Lenore Avenue**  
**Titusville, FL 32796**  
**Parcel ID# 21-35-33-76-1-15**  
**Notice of Violation: Certified mail sent on October 3, 2025, and posted on October 2, 2025.**

**Notice of Hearing: Certified mail sent on December 10, 2025, and posted on December 11, 2025.**

**3. 26-03**

**BAF Assets 6 LLC**

**1235 Thoreau Street**

**Titusville, FL 32780**

**Parcel ID# 22-35-21-88-\*-36**

**Notice of Violation: Certified mail sent October 3, 2025; Copy Hand-delivered to tenant on October 3, 2025.**

**Notice of Hearing: Certified mail sent December 9, 2025. Posted on property and at City Hall on December 30, 2025.**

**4. CODE ENFORCEMENT MANAGER'S REPORT**

**5. ADJOURNMENT**

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate

**From:**

**Subject:** **Municipal Appeals**

**Department/Office:**

**Recommended Action:**

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

None

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate

**From:**

**Subject:** Lien Reduction Hearings

**Department/Office:**

**Recommended Action:**

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

None

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate

**From:**

**Subject:** **Non-Compliant Hearings**

**Department/Office:**

**Recommended Action:**

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

None

City of Titusville  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate  
**From:** James Flannigan, Code Enforcement Officer  
**Subject:** 25-74  
**Sun West Mortgage**  
**Shirley Bethune & Jacques Adelson**  
**218 Ojibway Avenue**  
**Titusville, FL 32780**  
**Parcel ID # 22-35-15-07-\*-5**  
**Notice of Violations: Certified mail sent August 6, 2025,**  
**and Posted on property on August 6, 2025.**  
**Notice of Non - Compliance Hearing: Certified mail sent**  
**December 10, 2025, Signed for on December 15, 2025.**  
**Posted on property and at City Hall on December 30,**  
**2025.**

**Department/Office:** Code Enforcement

**Recommended Action:**

Requesting fines start as of **December 6, 2025**, at \$100 per day per violation until the violations are corrected.

Requesting administrative costs be assessed in the amount of **\$189.11**.

The Respondent(s) must contact Code Officer Jim Flannigan at 321-567-3770 to arrange for an inspection of the property to verify compliance.

**Summary Explanation & Background:**

Sec. 6-109; 2018 IPMC Sec 302.7 Accessory Structures Fence

Sec. 6-109; 2018 IPMC Sec 303.2 Enclosures — Swimming Pools

This case was originally heard on **November 10, 2025**. The Respondent, Shirley Bethune and Sun West Mortgage Company, did not appear at the meeting. The respondent was found in violation of Sec. 302.7 Accessory Structures(Fence) and Sec. 304.2 Enclosure-Swimming pool. The Respondent was ordered to correct the violations by **December 5, 2025**. If compliance was not obtained, a fine of \$100 per day per violation was imposed until violation is corrected.

Administrative costs in the amount of \$189.11 were also imposed.

**Results of Reinspection(s):** No action to attempt to fix any of the violations have been completed.

**Alternatives:**

1. Alternate finding and amount.
2. Waive the City's Cost.
3. Additional time to correct.
4. Find the property is in compliance.

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

Goal 1: Quality of Life

**Strategic Plan Impact:**

Goal 1: Quality of Life

**ATTACHMENTS:**

1. 20250806\_120036
2. 20251029\_090552
3. 20251029\_090608
4. 20251029\_090542
5. 25-74 November Exhibits
6. 25-74 January 2026 Exhibits



photo by JF

August 06, 2025 12:00 PM



photo by JF

October 29, 2025 9:05 AM



photo by JF

October 29, 2025 9:06 AM

CODE ENFORCEMENT DIVISION  
**INSPECTION  
SEAL**

CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 907-3770

Hearing Case No. 2574  
Enforcement Case No. 25-00103

CITY OF TITUSVILLE

Plaintiff:

vs.

BETHANE, SHIRLEY & ADOLSON, JACQUES  
218 OLNEY AVE  
TITUSVILLE, FL 32780

Respondent: \_\_\_\_\_

**NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

On 11/10/2025 at 1:00PM  
City of Titusville City Hall  
595 Washington Avenue,  
2nd Floor (Council Chamber)  
Titusville, FL 32780

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR  
POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE  
VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE  
CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS  
BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of  
the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part  
I, Chapter 182 Florida Statutes and Article II, Chapter 17, Code of Ordinances of the City of Titusville, Florida. Pursuant to the  
provisions of Chapter 182, Florida Statutes the Board may issue orders having the force of law to command whatever steps  
are necessary to bring any Code violations determined to exist into compliance and upon the failure of a party to comply to  
order the payment of a fine of up to \$500.00 for an irreparable violation, and this may constitute a lien upon your  
real and personal property.

Permit, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint against  
Defendant(s), and alleges as follows:

photo by JF

October 29, 2025 9:05 AM



City of Titusville
Affidavit - Notice of Hearing



Case No. 25-74 Address/Location of Violation: 218 OJIBWAY AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- Owner of property on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge \_\_\_/\_\_\_/\_\_\_ at \_\_\_

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 10/29/25

MAIL

- [X] Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 10/8/25
the address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
the address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

JIM FLANNIGAN

[Signature] 10-30-25

Print Name / Signature / Date

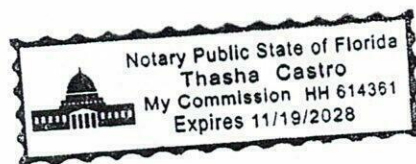
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that JIM FLANNIGAN, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 30 day of October, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 30 day of October 2025

[Signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

**Hearing Case No. 25-74**

**Enforcement Case No: 25-001105**

CITY OF TITUSVILLE

Petitioner,

vs.

**BETHUNE, SHIRLEY & ADELSON, JACQUES  
218 OJIBWAY AVE  
TITUSVILLE, FL 32780**

Respondent.  
\_\_\_\_\_ /

**NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

**On 11/10/2025 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:

1. Plaintiff, the CITY OF TITUSVILLE, is a municipal corporation of the STATE OF FLORIDA, and has, pursuant to Chapter 162 Florida Statutes, and Section 2-41, et seq., of the Code of Ordinances of the City of Titusville, established a Municipal Code Enforcement Board/Special Magistrate.

2. Defendant(s) is/are the owner(s) of (or is/are in possession of) the following described real property located within the municipal boundaries of the Plaintiff:

**218 OJIBWAY AVE**

**TAX PARCEL ID 22 3515-07-\*5  
COURT W 40 FT OF LOT 5 & E 25 FT OF LOT 6**

**LAND DESCRIPTION CHARLES**

3. Defendant(s) has/have failed to comply with the provisions of the Section(s) listed below, of the Code of Ordinances and /or the Land Development Regulations of the City of Titusville by reason of:

SEC. 6-109; 2018 IPMC SEC 302.7 - ACCESSORY STRUCTURES

SEC. 6-109; 2018 IPMC SEC. 302.4 - OVERGROWTH - WEEDS

SEC. 6-109; 2018 IPMC SEC. 303.2 - ENCLOSURES - SWIMMING POOLS

4. Defendant(s) has/have been notified by Plaintiff of the violation(s) described in paragraph 3 hereof and has failed and refused to correct the same despite Plaintiff's demands thereof.

5. The Plaintiff has incurred costs and attorney fees in investigating and prosecuting this case before the Municipal Special Magistrate/Code Enforcement Board, and is entitled to recover those costs and fees from the Defendant(s).

WHEREFORE, Plaintiff requests that the Municipal Code Enforcement Board/Special Magistrate;

1. Enter its Order issuing findings of fact and directing Defendant(s) to correct the Code violation by a time certain;
2. Upon the continued failure of the Defendant(s) to correct the Code violations, enter its Final Judgment ordering the Defendant(s) to pay a fine of up to \$250.00 for each day the Code violation continues past the date set for compliance, and
3. Award Plaintiff all costs incurred in prosecuting this case and include those costs in any lien that may be imposed.

Enter such further orders and judgments as may be authorized by Chapter 162, Florida Statutes, and other applicable law.

Glenn Tolleson  
Code Enforcement Manager



City of Titusville
Affidavit - Notice of Violation



Case No. 25-74 Address/Location of Violation: 218 OJIBWAY AVE

Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Violation was hand delivered to:

- Owner of property on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) of commercial property, leaving the Notice of Violation with a manager or other person in charge \_\_\_/\_\_\_/\_\_\_ at \_\_\_

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Violation was properly posted on the real property listed above upon which the violation exists on 8/6/25.

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Violation was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 8/6/25.

- Address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
Address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

JIM FLANNIGAN

[Signature] 10-29-25

Print Name / Signature / Date

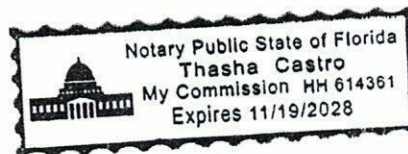
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that JIM FLANNIGAN, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 29 day of October, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 29 day of October 2025.

[Signature]

Notary Public

SEAL





**CODE ENFORCEMENT**

PROMOTING TEAMWORK WITHIN OUR COMMUNITY

1100 John Glenn Blvd. • Titusville, FL 32780 • PH 321-567-3770

**Sun West Mortgage Company INC**

**18303 Gridley RD  
Cerritos CA 90703**

**September 17, 2025**

**CASE # 25-001105**

**BETHUNE, SHIRLEY ADELSON, JACQUES**

**218 OJIBWAY AVE  
TITUSVILLE, FL 32780**

**NOTICE OF VIOLATION**

**THE PROPERTY LOCATED: 218 OJIBWAY AVE , Parcel ID# 22 3515-07-\* -5**

An inspection was conducted on at the above referenced property in response to a complaint received by the Code Enforcement Department.

The City of Titusville realizes that most of its citizens are not familiar with the City's Codes and Ordinances; therefore, this letter shall serve as notice that the violation(s) listed below were found during this inspection:

Section: PROPERTY MAINTENANCE

VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC 302.7 ACCESSORY STRUCTURES, INCLUDING DETACHED GARAGES, FENCES AND WALLS, SHALL BE MAINTANED STRUCTURALLY SOUND AND IN GOOD REPAIR.

***Inspector Comments:***

Section: PROPERTY MAINTENANCE

VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 302.4 WEEDS - PREMISES AND EXTERIOR PROPERTY SHALL BE MAINTAINED FREE FROM WEEDS OR PLANT GROWTH IN EXCESS OF [12 INCHES]. NOXIOUS WEEDS SHALL BE PROHIBITED. WEEDS SHALL BE DEFINED AS ALL GRASSES, ANNUAL PLANTS AND VEGETATION, OTHER THAN TREES OR SHRUBS PROVIDED; HOWEVER, THIS TERM SHALL NOT INCLUDE CULTIVATED FLOWERS AND GARDENS. UPON FAILURE OF THE OWNER OR AGENT HAVING CHARGE OF A PROPERTY TO CUT AND DESTROY WEEDS AFTER SERVICE OF A NOTICE OF VIOLATION, THEY SHALL BE SUBJECT TO PROSECUTION IN ACCORDANCE WITH SECTION 106.3 AND AS PRESCRIBED BY THE AUTHORITY HAVING JURISDICTION. UPON FAILURE TO COMPLY WITH THE NOTICE OF VIOLATION, ANY DULY AUTHORIZED EMPLOYEE OF THE JURISDICTION OR CONTRACTOR HIRED BY THE JURISDICTION SHALL BE AUTHORIZED TO ENTER UPON THE PROPERTY IN VIOLATION AND CUT AND DESTROY THE WEEDS GROWING THEREON, AND THE COSTS OF SUCH REMOVAL SHALL BE PAID BY THE OWNER OR AGENT RESPONSIBLE FOR THE PROPERTY.

***Inspector Comments:***

Section: PROPERTY MAINTENANCE

VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 303.2 PRIVATE SWIMMING POOLS, HOT TUBS AND SPAS, CONTAINING WATER MORE THAN 24 INCHES (610 MM) IN DEPTH SHALL BE COMPLETELY SURROUNDED BY A FENCE OR BARRIER NOT LESS THAN 48 INCHES (1219 MM) IN HEIGHT ABOVE THE FINISHED GROUND LEVEL MEASURED ON THE SIDE OF THE BARRIER AWAY FROM THE POOL. GATES AND DOORS IN SUCH BARRIERS SHALL BE SELF CLOSING AND SELF LATCHING. WHERE THE SELF LATCHING DEVICE IS NOT LESS THAN 54 INCHES (1372 MM) ABOVE THE BOTTOM OF THE GATE, THE RELEASE MECHANISM SHALL BE LOCATED ON THE POOL SIDE OF THE GATE. SELF CLOSING AND SELF LATCHING GATES SHALL BE MAINTAINED SUCH THAT THE GATE WILL POSITIVELY CLOSE AND LATCH WHEN RELEASED FROM AN OPEN POSITION OF 6 INCHES (152 MM) FROM THE GATEPOST. AN EXISTING POOL ENCLOSURE SHALL BE REMOVED, REPLACED OR CHANGED IN A MANNER THAT REDUCES ITS EFFECTIVENESS AS A SAFETY BARRIER. EXCEPTION: SPAS OR HOT TUBS WITH A SAFETY COVER THAT COMPLIES WITH ASTM F 1346 SHALL BE EXEMPT FROM THE PROVISIONS OF THIS SECTION.

***Inspector Comments:***

As the property owner of record/person in possession, you are required by Code to correct the violation (s) as stated above by **09/30/2025**. Failure to do so will necessitate a hearing before the Special Magistrate/Municipal Code Enforcement Board.

**If you have any questions or to schedule a re-inspection in your effort to achieve compliance, please contact the Code Enforcement office at (321) 567 3770.**

In accordance with Florida Statutes, Chapter 162, the Special Magistrate/Code Board has the authority to assess any costs the City incurs in investigating and prosecuting this case, in addition to imposing a fine of up to \$250.00 per day for each violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the enforcement magistrate/board even if the violation has been corrected prior to the hearing.

It is the responsibility of the City's Code Enforcement Department to enforce Titusville's Codes and Ordinances to ensure a safe and healthy environment for its citizens. By means of this notice we are asking for your assistance in achieving this goal.

Sincerely,

Jim Flannigan  
Code Enforcement Officer



**CODE ENFORCEMENT**

**PROM TEAM**

100 John Deere Blvd., Titusville, FL 32780 PH-441-7

**BETHUNE, SHIRLEY ADELSON, JACQUES**  
218 OJIBWAY AVE  
TITUSVILLE, FL 32780

August 06, 2025

25-781105

**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:**

218 OJIBWAY AVE  
TITUSVILLE FL 32780



9590 9402 9230 4296 1668 C9

**2. Article Number (Transfer from postage label)**

7587 0710 5270 2116 4639 25

**COMPLETE THIS SECTION ON DELIVERY**

**A. Signature**

X

- Agent
- Addressee

**B. Received by (Printed Name)**

**C. Date of Delivery**

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

**3. Service Type**

- 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

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

Domestic Return Receipt

25-781105



**CODE  
ENFORCEMENT**

**PROMOT  
TEAMW  
WITHIN OUR COMM**

1100 John Glenn Blvd., Titusville, FL 32780 PH 321-567

**SUN WEST MORTGAGE COMPANY INC**  
18303 GRIDLEY RD  
CERRITOS, CA 90703



**CODE  
ENFORCEMENT**

**PROMOT  
TEAMW  
WITHIN OUR COMM**

1100 John Glenn Blvd., Titusville, FL 32780 PH 321-567

**MCS FIVE BROTHERS**  
350 HIGHLAND DR, STE 100  
LEWISVILLE, TX 75067



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 25-74  
Address 218 OJIBWAY AVE  
Respondent SHIRLEY BETHUNE & JACQUES ADELSON

**Number of Inspector Hours**

7 Number of Field Inspections (*Each Inspection = .5 Hours*)  
3.5 Field Hours 35.22 per hour  
Inspection Hours Cost 123.27

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 189.11



# City of Titusville

Affidavit - Notice of Hearing



Case No. 25-74 Address/Location of Violation: 218 OJIBWAY AVE

Titusville, Florida

### HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- the owner of the property on    /    /    at \_\_\_\_\_.
- the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on    /    /    at \_\_\_\_\_.
- the owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge    /    /    at \_\_\_\_\_.

### POST

Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 12/30/25.

### MAIL

Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 12/10/25.

- the address listed in the tax collector's office on    /    /   .
- the address listed in the tax collector's office/another address provided to the City of Titusville    /    /   .

JIM FLANNIGAN

[Signature] 12-30-25

Print Name / Signature / Date

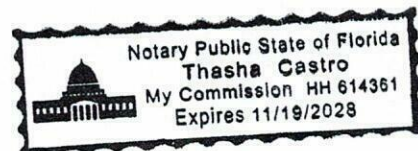
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that JIM FLANNIGAN, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 30 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 30 day of December 2025.

[Signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

**Hearing Case No. 25-74**  
**Enforcement Case No: 25-001105**

CITY OF TITUSVILLE

Petitioner,

vs.

**SUN WEST MORTGAGE COMPANY, INC  
18303 GRIDLEY RD  
CERRITOS, CA 90703**

Respondent.

\_\_\_\_\_ /

**NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE MASSEY HEARING**

**On 01/12/2026 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:

1. Plaintiff, the CITY OF TITUSVILLE, is a municipal corporation of the STATE OF FLORIDA, and has, pursuant to Chapter 162 Florida Statutes, and Section 2-41, et seq., of the Code of Ordinances of the City of Titusville, established a Municipal Code Enforcement Board/Special Magistrate.

2. Defendant(s) is/are the owner(s) of (or is/are in possession of) the following described real property located within the municipal boundaries of the Plaintiff:

**218 OJIBWAY AVE**

**TAX PARCEL ID 22 3515-07-\*5  
COURT W 40 FT OF LOT 5 & E 25 FT OF LOT 6**

**LAND DESCRIPTION CHARLES**

3. Defendant(s) has/have failed to comply with the provisions of the Section(s) listed below, of the Code of Ordinances and/or the Land Development Regulations of the City of Titusville by reason of:

SEC. 6-109; 2018 IPMC SEC 302.7 - ACCESSORY STRUCTURES

SEC. 6-109; 2018 IPMC SEC. 302.4 - OVERGROWTH - WEEDS

SEC. 6-109; 2018 IPMC SEC. 303.2 - ENCLOSURES - SWIMMING POOLS

4. Defendant(s) has/have been notified by Plaintiff of the violation(s) described in paragraph 3 hereof and has failed and refused to correct the same despite Plaintiff's demands thereof.

5. The Plaintiff has incurred costs and attorney fees in investigating and prosecuting this case before the Municipal Special Magistrate/Code Enforcement Board, and is entitled to recover those costs and fees from the Defendant(s).

WHEREFORE, Plaintiff requests that the Municipal Code Enforcement Board/Special Magistrate;

1. Enter its Order issuing findings of fact and directing Defendant(s) to correct the Code violation by a time certain;
2. Upon the continued failure of the Defendant(s) to correct the Code violations, enter its Final Judgment ordering the Defendant(s) to pay a fine of up to \$250.00 for each day the Code violation continues past the date set for compliance, and
3. Award Plaintiff all costs incurred in prosecuting this case and include those costs in any lien that may be imposed.

Enter such further orders and judgments as may be authorized by Chapter 162, Florida Statutes, and other applicable law.

Glenn Tolleson  
Code Enforcement Manager

**CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT SPECIAL MAGISTRATE**

**CITY OF TITUSVILLE, FL**

Petitioner,

v.

**SHIRLEY BETHUNE and JACQUES  
ADELSON and SUN WEST MORTGAGE  
COMPANY, INC.**

Mailing address:  
218 Ojibway Avenue  
Titusville, FL 32780

18303 Gridley Rd.  
Cerritos, CA 90703

Respondent(s).

CASE NO: 25-74

Subject Property: 218 Ojibway Avenue  
Titusville, FL 32780

Tax Parcel ID#: 22-35-15-07-\*5

**FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER**

This case came on for an initial hearing before the Code Enforcement Special Magistrate of the City of Titusville, Florida, on November 10, 2025. Based on the evidence and testimony presented, the Special Magistrate finds and orders:

**Findings of Fact**

1. On July 16, 2025, Respondent SUN WEST MORTGAGE COMPANY, INC. foreclosed on its mortgage encumbering the Subject Property and was the winner of such foreclosure auction in that certain case styled as *Sun West Mortgage Company, Inc. v. Shirley Bethune, et al.*, Case No. 05-2023-CA-041811-XXXX-XX, in the Circuit Court of the Eighteenth Judicial Circuit in and for Brevard County, Florida ("Foreclosure Action"). However, no Certificate of Title was issued transferring record title to any parties prior to the notices herein being sent by Petitioner.

2. Thus, Respondents SHIRLEY BETHUNE and JACQUES ADELSON were the record title owners of the Subject Property at the time the required notices were sent on October 8, 2025.

3. Petitioner additionally sent required notices to Respondent SUN WEST MORTGAGE COMPANY, Inc.

4. Accordingly, all Respondents were provided notice of this hearing and did not appear at the hearing.

5. However, subsequent to the foreclosure sale, Respondent SUN WEST MORTGAGE COMPANY, INC. assigned its bid in the Foreclosure Action to an apparently affiliated entity, Sun West Property Investments, LLC, a Puerto Rico limited liability company, as Trustee for PINK, Trust, a Delaware Statutory Trust ("PINK Trust"), and a Certificate of Title was issued to PINK Trust on October 9, 2025.

6. Code Enforcement Officer James Flannigan testified that the property was inspected and found to be in violation of the following City Codes:

- a. Section 6-109; 2018 IPMC Section 302.7: Accessory Structures (Fence)
- b. Section 6-109; 2018 IPMC Section 304.2: Enclosures – Swimming Pools

A notice of violation was issued giving a reasonable time to correct the violations, but the violations were not corrected.

7. In addition to the evidence and testimony presented, the following exhibits on behalf of the City were entered into evidence:

- Ex. 1: City's Affidavit of Mailing/Posting Notice of Hearing;
- Ex. 2: City's Affidavit of Mailing/Posting Notice of Violation;
- Ex. 3: City's Cost Recovery Statement in the amount of \$189.11.

4. The evidence shows the property remains in violation of the above-stated code provisions.

#### Conclusions of Law

5. Proper notice of the violation and notice of hearings were provided to Respondent(s).

6. Based on the evidence and testimony provided, the Special Magistrate finds that the subject property is in violation of:

- a. Section 6-109; 2018 IPMC Section 302.7: Accessory Structures (Fence)
- b. Section 6-109; 2018 IPMC Section 304.2: Enclosures – Swimming Pools

7. The City is entitled to recover its costs incurred in prosecuting the case, pursuant to Section 162.07(2), Florida Statutes.

#### Order

Based upon the Findings of Fact and Conclusions of Law, it is hereby **ORDERED**:

1. Respondents shall correct the cited violations by repairing or replacing the fence and by installing a proper protective enclosure around the pool on the subject property by **12:00 p.m. (noon) on December 5, 2025**. Respondents shall immediately notify the Code Enforcement Officer when compliance is achieved so the officer can inspect and confirm compliance.

2. If compliance with all violations is not achieved by this date, a subsequent compliance/Massey hearing will be held, and the Magistrate may impose a fine in the amount of **\$100.00** per day, per violation commencing **December 6, 2025**, and continuing daily until the violations are corrected. A lien may also be imposed.

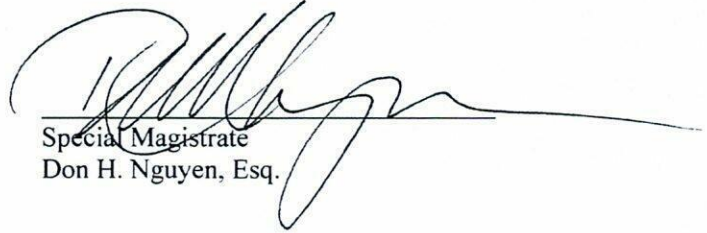
3. In setting the proposed fine, the following are considered: (i) the gravity of the violations; (ii) any actions taken by Respondent(s) to correct the violations; and (iii) any previous code violations.

4. In addition to the fine, the City's costs of prosecution are imposed in the amount of **\$189.11**, payable to the "City of Titusville" and delivered to the Office of the City Attorney, 555 South Washington Avenue, Titusville, Florida.

5. If the violation is corrected, Respondent(s) must contact the City of Titusville Code Enforcement Department at (321)567-3770 to request an inspection to verify compliance.

DONE AND ORDERED this 13 day of November, 2025.

**CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT**

  
Special Magistrate  
Don H. Nguyen, Esq.

**Certificate of Mailing**

I hereby certify that a true and correct copy of the foregoing has been mailed to the Respondent(s) at the mailing address(es) listed above by regular mail and certified mail this 13 day of November, 2025.

  
Secretary Special Magistrate



City of Titusville  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate  
**From:** Mae Wright, Code Enforcement Officer  
**Subject:** 25-89  
**C Cubes Strip LLC**  
**5155 S Washington Ave**  
**Titusville, FL 32780**  
**Parcel ID # 22-35-26-BF-\*-29**  
**Notice of Violation: Certified mail sent and copy posted on site November 5, 2025.**  
**Notice of Hearing: Certified mail sent November 5, 2025. Posted at City Hall and on property on November 25, 2025.**  
**Notice of Non-Compliance Hearing: Certified mail sent December 15, 2025. Copies were posted at City Hall and on property on December 30, 2025.**

**Department/Office:** Code Enforcement

**Recommended Action:**

**Find that, at the time of this meeting,** the property remains in Repeat Violation of TCO Section 6-56.

**Impose** a fine of **\$500.00** per day (Repeat Violation) per day, per violation, commencing on **January 10, 2025**, and continuing daily until the violation is corrected. A lien may be imposed.

**Impose** Administrative Costs in the amount of **\$136.28**.

**Summary Explanation & Background:**

**Violation Charge(s): Titusville Code of Ordinances**

- 1. Section 6-56: Construction Permit Required – REPEAT VIOLATION

This case was originally heard on December 8, 2025. Representatives for the respondent, C Cubes Strip, LLC, were not present.

The respondent was found to be in repeat violation of Section 6-56 and ordered to correct the cited violation by: obtaining the required building permits for the work

performed on Units 108 and 109 and for the installed signage **no later than noon on January 9, 2026.**

If compliance is not achieved, a fine in the amount of **\$500.00 per day per violation, commencing on January 10, 2026,** and continuing daily until the violations are corrected, and a lien may be imposed.

Administrative costs in the amount of **\$136.28** were imposed.

**Contact with owner:** No contact with Registered Agent Tuan Le.

**Results of re-inspections:** No permits have been applied for.

**Alternatives:**

- 1. Alternate finding and amount.
- 2. Waive the City's Cost.
- 3. Additional time to correct.
- 4. Find the property is in compliance.

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

Goal 1: Quality of Life

**Strategic Plan Impact:**

Goal 1: Quality of Life

**ATTACHMENTS:**

- 1. 21-29\_ORDER IMPOSING FINE AND LIEN\_21 DEC 2021
- 2. 20251104\_134309
- 3. 20251104\_134416
- 4. 20251104\_134534
- 5. 20251104\_134542
- 6. 20251104\_134258
- 7. 20251105\_085446
- 8. 25-89 December Exhibits
- 9. 25-89 January 2026 Exhibits

**CODE ENFORCEMENT SPECIAL MAGISTRATE  
CITY OF TITUSVILLE, FLORIDA**

CITY OF TITUSVILLE, FL  
Petitioner,

CASE NO: 21-29  
Subject Property: 5155 S.  
Washington Avenue, Titusville, FL  
Tax Parcel ID# 22-35-26-BF-\*-29

v.

C CUBES STRIP, LLC  
Mailing address: 1313 S. Washington Avenue, Titusville, FL 32780

Respondent.

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**ORDER IMPOSING FINE AND LIEN**

This case came on for a *Massey*/compliance initial hearing before the Code Enforcement Special Magistrate of the City of Titusville, Florida, on December 13, 2021. Based on the evidence and testimony presented, the Special Magistrate finds and orders:

**Findings of Fact**

1. Respondent is the owner of the Subject Property. Respondent was provided notice of this hearing and Tuan Le appeared on behalf of Respondent. The City entered into evidence Exhibit 1 - Affidavit and Notice of Hearing.
2. The Magistrate previously found Respondents in violation of City Code Section 6-56, Permits Required for multiple construction work and installation of items on site requiring permits, and ordered Respondents to bring the property into compliance by December 10, 2021, or else a fine may be imposed in the amount of \$250 per day for each day the violations continued beyond the date ordered for compliance. The Magistrate's previous order is incorporated herein.
3. Although some efforts have been made to obtain the necessary permits, the evidence and testimony show the property remains in violation of the above violations.

**Order**

Respondent shall pay a fine of \$250.00 per day commencing December 11, 2021, and continuing daily until the violations are corrected to the written satisfaction of the Code Enforcement Officer. Respondent must contact the City of Titusville Code Enforcement Department at (321)567-3770 to request an inspection to verify compliance.


In addition to the fine imposed herein, Respondent shall pay the City's costs of prosecution in the amount of \$227.66 (in the event said costs have not previously been paid to the City of Titusville). The fine and costs shall be made payable to the "City of Titusville" and delivered to the Office of the City Attorney, 555 South Washington Avenue, Titusville, Florida.

A certified copy of this Order may be recorded in the public records and shall constitute a lien against the subject property and any other real or personal property owned by Respondent.

DONE AND ORDERED this 13th day of December, 2021.

CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT SPECIAL MAGISTRATE

By:   
Debra Babb-Nutcher, Special Magistrate

Attest:   
Secretary to Special Magistrate

Certificate of Mailing

I hereby certify that a true and correct copy of the foregoing has been mailed to the Respondent(s)'s mailing address(es) listed above by regular mail and certified mail this 20 day of December, 2021.

  
Secretary to Special Magistrate



Inked Pretty  
Permanent Makeup

Clear You  
Waxing & Skincare

VENUS NAIL & SPA  
NOW OPEN

Photo by MW

November 04, 2025 1:43 PM



Photo by MW

November 04, 2025 1:44 PM



Photo by MW

November 04, 2025 1:45 PM

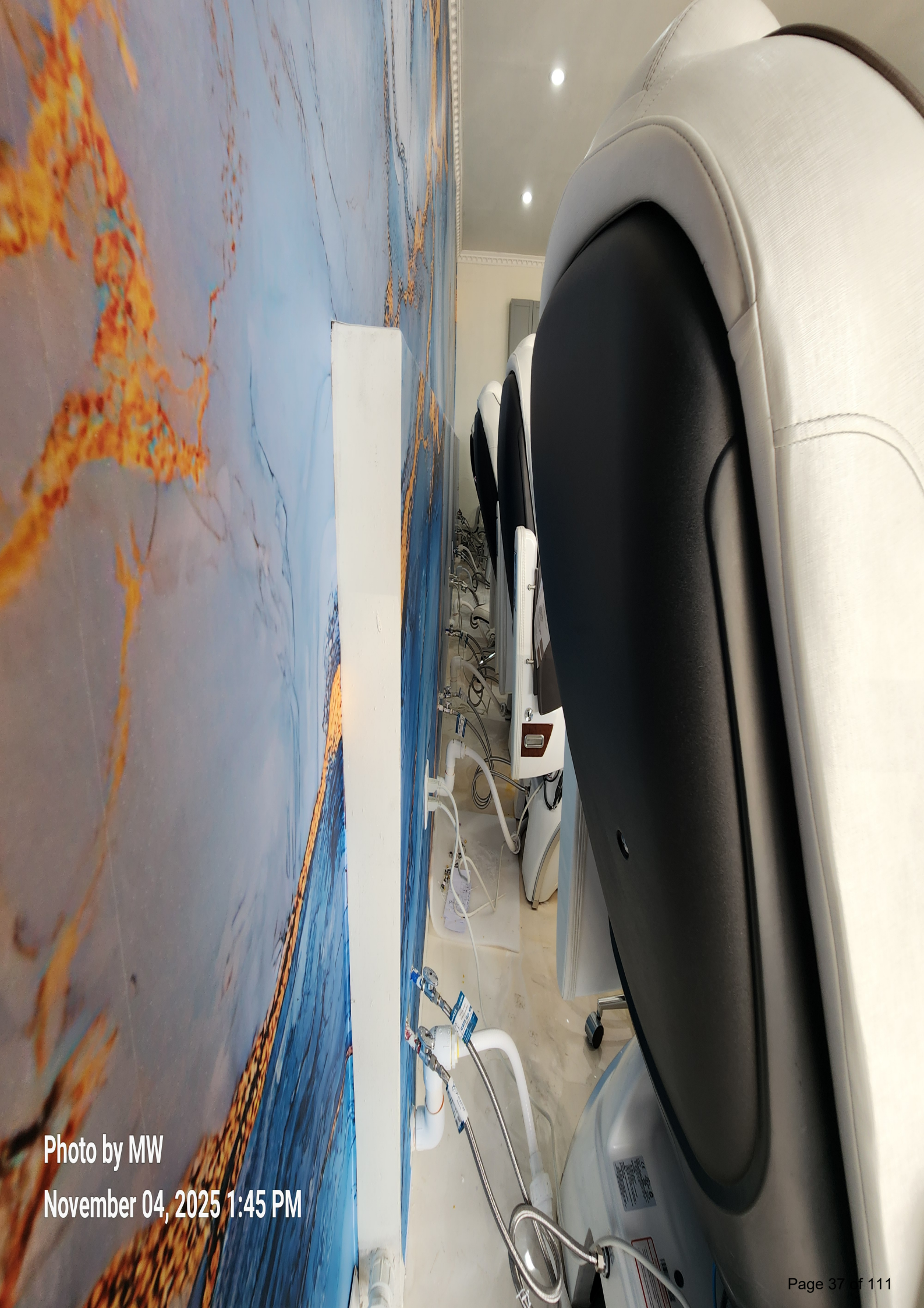


Photo by MW

November 04, 2025 1:45 PM



VENUS OF AMERICA  
NAIL SPA  
FULL SERVICE  
WALK INS OR APPOINTMENTS  
321-252-2777

Photo by MW

November 04, 2025 1:42 PM



5175

203

PROPERTY MANAGER  
LENN VIVATION  
C CURE STRIP  
LENN VIER  
TUAN LE  
CHUNG NGUYEN  
AL RAHROOH  
THANK YOU

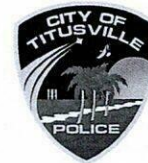
REPAIR WORK ORDER

Photo by MW

November 05, 2025 8:54 AM



City of Titusville
Affidavit - Notice of Hearing



Case No. 25-89 Address/Location of Violation: 5155 S WASHINGTON AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- Owner of the property on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge \_\_\_/\_\_\_/\_\_\_ at \_\_\_

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 24/Nov/2025.

MAIL

- [X] Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 05/Nov/2025.
the address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
the address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

MAE WRIGHT Mae Wright 25-NOV-2025

Print Name / Signature / Date

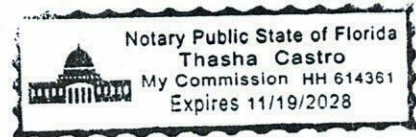
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that MAE WRIGHT, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 25 day of November, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 25 day of November 2025.

[Signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

Hearing Case No. 25-89  
Enforcement Case No: 25-001557

CITY OF TITUSVILLE

Petitioner,

vs.

**C CUBES STRIP LLC  
3306 S HOPKINS AVE  
TITUSVILLE, FL 32780**

Respondent.

\_\_\_\_\_ /

**NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

**On 12/08/2025 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:





City of Titusville
Affidavit - Notice of Violation



Case No. 25-89 Address/Location of Violation: 5155 S WASHINGTON AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Violation was hand delivered to:

- Owner of the property on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) of commercial property, leaving the Notice of Violation with a manager or other person in charge \_\_\_/\_\_\_/\_\_\_ at \_\_\_

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Violation was properly posted on the real property listed above upon which the violation exists on 05/Nov/2025

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Violation was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 05/Nov/2025 :

- the address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
the address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

MAE WRIGHT Mae Wright 25-Nov-2025
Print Name / Signature / Date

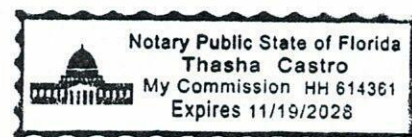
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that MAE WRIGHT, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 25 day of November, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 25 day of November 20 25.

[Handwritten signature]

Notary Public

SEAL





**CODE ENFORCEMENT**

PROMOTING TEAMWORK WITHIN OUR COMMUNITY

1100 John Glenn Blvd. • Titusville, FL 32780 • PH 321-567-3770

**C CUBES STRIP LLC  
ATTN: TUAN LE - REGISTERED AGENT  
3306 S HOPKINS AVE  
TITUSVILLE, FL 32780**

**C CUBES STRIP LLC  
ATTN: TUAN LE - REGISTERED AGENT  
5175 S WASHINGTON AVE  
TITUSVILLE, FL 32780**

**November 04, 2025**

**CASE# 25-001557 ORIGINAL ADJUDICATED CASE #: 21-29**

**NOTICE OF REPEAT VIOLATION**

**THE PROPERTY LOCATED: 5155 S WASHINGTON AVE, Parcel ID# 22 3526-BF-\*-29**

An inspection was conducted on at the above referenced property in response to a complaint received by the Code Enforcement Department.

The City of Titusville realizes that most of its citizens are not familiar with the City's Codes and Ordinances; therefore, this letter shall serve as notice that the violation(s) listed below were found during this inspection:

**Section: BUILDING**

**VIOLATION OF CODE: SEC. 6-56 (A) IT SHALL BE UNLAWFUL FOR ANY PERSON TO CONSTRUCT, ALTER, REPAIR, REMOVE OR DEMOLISH OR TO COMMENCE THE CONSTRUCTION, ALTERATION, REPAIR, REMOVAL OR DEMOLITION OF A BUILDING, SWIMMING POOL OR STRUCTURE IN THE CITY WITHOUT FIRST OBTAINING A FORMAL PERMIT FROM THE BUILDING OFFICIAL.**

***Inspector Comments: 11/04/2025 -Obtain required Alteration permit for work done in Units 108 & 109 for Venus Nail Spa. \*REPEAT VIOLATION\****

As the property owner of record/person in possession, you are required by Code to correct the violation (s) as stated above by **11/24/2025** . Failure to do so will necessitate a hearing before the Special Magistrate/Municipal Code Enforcement Board **on DECEMBER 8, 2025 AT 1:00 P.M.**

**If you have any questions or to schedule a re-inspection in your effort to achieve compliance, please contact the Code Enforcement office at (321) 567 3770.**

In accordance with Florida Statutes, Chapter 162, the Special Magistrate/Code Board has the authority to assess any costs the City incurs in investigating and prosecuting this case, in addition to imposing a fine of up to **\$500.00** per day for each repeat violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the enforcement special magistrate/code board even if the violation has been corrected prior to the hearing.

It is the responsibility of the City's Code Enforcement Department to enforce Titusville's Codes and Ordinances to ensure a safe and healthy environment for its citizens. By means of this notice we are asking for your assistance in achieving this goal.

Sincerely,

Mae Wright  
Code Enforcement Officer

# TITUSVILLE POLICE DEPARTMENT

## NOTICE OF CODE VIOLATION

TO: PROPERTY OWNER/RESIDENT

ADDRESS: 5155 S. Wesleyton Ave

This notice is to make you aware that the following condition is a violation of the Code of the City of Titusville.

INTERNAL PROPERTY MAINTENANCE CODE: 6-109  
See description below of Section: \_\_\_\_\_

ACCUMULATION OF TRASH AND DEBRIS: 12-23  
Remove all junk, trash, and debris from property.

VEH/BOAT/RV/TRAILER STORED ON YARD: 20-58

PROHIBITED USES IN ZONING DIST. 28-52

COMMERCIAL USE OF RESIDENTIAL AREA: 20-60  
Remove commercial vehicle or equipment.

FENCE IN NEED OF REPAIR: 302.7

INOPERABLE/UNLICENSED VEHICLE: 13-72/13-73

OVERGROWTH PROP/DEAD TREE: 13-26/13-28

STAGNANT POOL/POOL ENCLOSURE: 303.1/303.2

TEMPORARY STORAGE UNIT 28-373

PERMIT REQUIRED: Duds 108 & 109 6-56

OTHER: Repeat Violation #  
obtain Required Alteration Permit  
So-called in Unit 108 & 109.

PLEASE CORRECT VIOLATION BY: Nov 24, 2025

TO NOTIFY OFFICER WHEN CORRECTED OR  
FOR INFORMATION NEEDED CALL 321-567-3770

OFFICER/ID #: Mae Wright #804

CASE NUMBER: 25-001557 DATE: 04-Nov-2025

PSN 7530-02-000-9053

25001551

**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:  
**C CUBES STRIP LLC**  
**ATTN: TUAN LE**  
**3306 S HOPKINS AVE**  
**TITUSVILLE, FL 32780**



2. Article Number (Transfer from service label)

9589 0710 5270 1979 8260 10

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

**COMPLETE THIS SECTION ON DELIVERY**

A. 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 Restricted Delivery  
 Certified Mail®  
 Collect on Delivery  
 Collect on Delivery Restricted Delivery

Priority Mail Express®  
 Registered Mail™  
 Registered Mail Restricted Delivery  
 Signature Confirmation™  
 Signature Confirmation Restricted Delivery

Restricted Delivery

Domestic Return Receipt



**CODE ENFORCEMENT**

**PROMOTE TEAMWORK WITHIN OUR COMMUNITY**

1100 John Glenn Blvd., Titusville, FL 32780 • PH 321-567-

**C CUBES STRIP LLC**  
**ATTN: TUAN LE**  
**3306 S HOPKINS AVE**  
**TITUSVILLE, FL 32780**

25001557

**COMPLETE THIS SECTION ON DELIVERY**

A. 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

**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:  
**C CUBES STRIP LLC**  
**ATN: TUAN LE**  
**5175 S WASHINGTON AVE**  
**TITUSVILLE, FL 32780**



2. Article Number (Transfer from service label)

9589 0710 5270 1979 8260 25

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

Domestic Return Receipt

25001557

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



**C CUBES STRIP LLC**  
**ATTN: TUAN LE**  
**5175 S WASHINGTON AVE**  
**TITUSVILLE, FL 32780**



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 25-89  
Address 5155 S WASHINGTON AVE  
Respondent C CUBES STRIP LLC

**Number of Inspector Hours**

4 Number of Field Inspections (*Each Inspection = .5 Hours*)  
2 Field Hours 35.22 per hour  
Inspection Hours Cost 70.44

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 136.28

**CODE ENFORCEMENT SPECIAL MAGISTRATE  
CITY OF TITUSVILLE, FLORIDA**

CITY OF TITUSVILLE, FL  
Petitioner,

CASE NO: 21-29

Subject Property: 5155 S.  
Washington Avenue, Titusville, FL  
Tax Parcel ID# 22-35-26-BF-\*-29

v.

C CUBES STRIP, LLC  
Mailing address: 1313 S. Washington Avenue, Titusville, FL 32780

Respondent.

---

**ORDER IMPOSING FINE AND LIEN**

This case came on for a *Massey*/compliance initial hearing before the Code Enforcement Special Magistrate of the City of Titusville, Florida, on December 13, 2021. Based on the evidence and testimony presented, the Special Magistrate finds and orders:

**Findings of Fact**

1. Respondent is the owner of the Subject Property. Respondent was provided notice of this hearing and Tuan Le appeared on behalf of Respondent. The City entered into evidence Exhibit 1 - Affidavit and Notice of Hearing.
2. The Magistrate previously found Respondents in violation of City Code Section 6-56, Permits Required for multiple construction work and installation of items on site requiring permits, and ordered Respondents to bring the property into compliance by December 10, 2021, or else a fine may be imposed in the amount of \$250 per day for each day the violations continued beyond the date ordered for compliance. The Magistrate's previous order is incorporated herein.
3. Although some efforts have been made to obtain the necessary permits, the evidence and testimony show the property remains in violation of the above violations.

**Order**

Respondent shall pay a fine of \$250.00 per day commencing December 11, 2021, and continuing daily until the violations are corrected to the written satisfaction of the Code Enforcement Officer. Respondent must contact the City of Titusville Code Enforcement Department at (321)567-3770 to request an inspection to verify compliance.

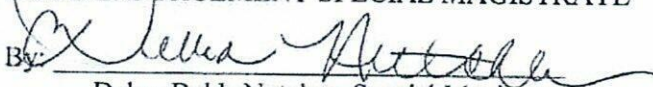
In addition to the fine imposed herein, Respondent shall pay the City's costs of prosecution in the amount of \$227.66 (in the event said costs have not previously been paid to the City of Titusville). The fine and costs shall be made payable to the "City of Titusville" and delivered to the Office of the City Attorney, 555 South Washington Avenue, Titusville, Florida.

A certified copy of this Order may be recorded in the public records and shall constitute a lien against the subject property and any other real or personal property owned by Respondent.

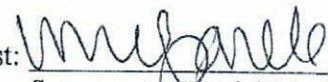
DONE AND ORDERED this 13th day of December, 2021.

CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT SPECIAL MAGISTRATE

By:

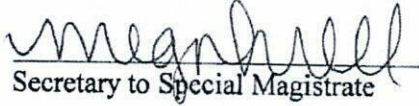
  
Debra Babb-Nutcher, Special Magistrate

Attest:

  
Secretary to Special Magistrate

Certificate of Mailing

I hereby certify that a true and correct copy of the foregoing has been mailed to the Respondent(s)'s mailing address(es) listed above by regular mail and certified mail this 20 day of December, 2021.

  
Secretary to Special Magistrate



# City of Titusville

## Affidavit - Notice of Hearing



Case No. 25-89 Address/Location of Violation: 5155 S WASHINGTON AVE

Titusville, Florida

### HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- the owner of the property on \_ / \_ / \_ at \_\_\_\_\_.
- the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_ / \_ / \_ at \_\_\_\_\_.
- the owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge \_ / \_ / \_ at \_\_\_\_\_.

### POST

Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 30/Dec/2025.

### MAIL

Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 15/Dec/2025.

- the address listed in the tax collector's office on \_ / \_ / \_.
- the address listed in the tax collector's office/another address provided to the City of Titusville \_ / \_ / \_.

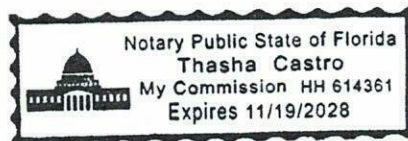
MAE WRIGHT Ma Wright 30-Dec-2025  
Print Name / Signature / Date

I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that MAE WRIGHT, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 30 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 30 day of December 2025.

[Signature]  
Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

Hearing Case No. 25-89  
Enforcement Case No: 25-001557

CITY OF TITUSVILLE

Petitioner,

vs.

**C CUBES STRIP LLC  
3306 S HOPKINS AVE  
TITUSVILLE, FL 32780**

Respondent.

\_\_\_\_\_ /

**NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE MASSEY HEARING (REPEAT VIOLATION)**

**On 01/12/2026 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:



**CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT SPECIAL MAGISTRATE**

**CITY OF TITUSVILLE, FL**

Petitioner,

v.

**C CUBES STRIP, LLC**

Mailing address:

Attn: Tuan Le – Registered Agent  
3306 S Hopkins Ave  
Titusville, FL 32780

Attn: Tuan Le – Registered Agent  
5175 S Washington Ave  
Titusville, FL 32780

Respondent(s).

CASE NO: 25-89

Subject Property: 5155 S Washington Ave  
Titusville, FL 32780

Tax Parcel ID#: 22-35-26-BF-\*-29

**FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER**

This case came on for an initial hearing before the Code Enforcement Special Magistrate of the City of Titusville, Florida, on December 8, 2025. Based on the evidence and testimony presented, the Special Magistrate finds and orders:

**Findings of Fact**

1. Respondent is the owner of the Subject Property. Respondent was provided notice of this hearing and did not appear at the hearing.

2. Code Enforcement Officer Mae Wright testified that the property was inspected and found to be in repeat violation of the following City Code Section 6-56: Construction Permit Required. A notice of repeat violation was issued giving a reasonable time to correct the violation, but the violation was not corrected.

3. In addition to the evidence and testimony presented, the following exhibits on behalf of the City were entered into evidence:

- Ex. 1: City's Affidavit of Mailing/Posting Notice of Hearing;
- Ex. 2: City's Affidavit of Mailing/Posting Notice of Violation;
- Ex. 3: City's Cost Recovery Statement in the amount of \$136.28;
- Ex. 4: Case No. 21-29 Order Imposing Fine and Lien entered on December 13, 2021.

4. The evidence shows the property remains in violation of the above-stated code provisions.

**Conclusions of Law**

5. Proper notice of the violation and notice of hearings were provided to Respondent(s).
6. Based on the evidence and testimony provided, the Special Magistrate finds that the subject property is in violation of City Code Section 6-56: Construction Permit Required.
7. The City is entitled to recover its costs incurred in prosecuting the case, pursuant to Section 162.07(2), Florida Statutes.

**Order**

Based upon the Findings of Fact and Conclusions of Law, it is hereby **ORDERED**:

1. Respondents shall correct the cited violation on the subject property by applying for and obtaining the required building permits for the work performed on Units 108 and 109 and for the installed signage by **12:00 p.m. (noon) on January 9, 2026**. Respondents shall immediately notify the Code Enforcement Officer when compliance is achieved so the officer can inspect and confirm compliance.
2. If compliance with all violations is not achieved by this date, a subsequent compliance/Massey hearing will be held, and the Magistrate may impose a fine in the amount of **\$500.00** per day commencing **January 10, 2026**, and continuing daily until the violation is corrected. A lien may also be imposed.
3. In setting the proposed fine, the following are considered: (i) the gravity of the violations; (ii) any actions taken by Respondent(s) to correct the violations; and (iii) any previous code violations.
4. In addition to the fine, the City's costs of prosecution are imposed in the amount of **\$136.28**, payable to the "City of Titusville" and delivered to the Office of the City Attorney, 555 South Washington Avenue, Titusville, Florida.
5. If the violation is corrected, Respondent(s) must contact the City of Titusville Code Enforcement Department at (321)567-3770 to request an inspection to verify compliance.

DONE AND ORDERED this 10<sup>th</sup> day of December, 2025.

**CITY OF TITUSVILLE, FLORIDA  
CODE ENFORCEMENT**

  
\_\_\_\_\_  
Special Magistrate  
Don H. Nguyen, Esq.

**Certificate of Mailing**

I hereby certify that a true and correct copy of the foregoing has been mailed to the Respondent(s) at the mailing address(es) listed above by regular mail and certified mail this 15 day of December, 2025.



\_\_\_\_\_  
Secretary Special Magistrate



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 25-89  
Address 5155 S WASHINGTON AVE  
Respondent C CUBES STRIP LLC

**Number of Inspector Hours**

4 Number of Field Inspections (*Each Inspection = .5 Hours*)  
2 Field Hours 35.22 per hour  
Inspection Hours Cost 70.44

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 136.28

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate

**From:**

**Subject:** Continued Hearings

**Department/Office:**

**Recommended Action:**

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

None

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate

**From:**

**Subject:** Initial Hearings

**Department/Office:**

**Recommended Action:**

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

None

City of Titusville  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate  
**From:** Charles Lewis, Lead Code Enforcement Officer  
**Subject:** 26-01  
**Patricia Skelly Sharek**  
**306 S Singleton Avenue**  
**Titusville, FL 32796**  
**Parcel ID# 22-35-05-00-255**  
**Notice of Violation: Certified mail sent November 24, 2025,**  
**and posted November 21, 2025.**  
**Notice of Hearing: Certified mail and first class mailed on**  
**December 10, 2025. Posted on December 11, 2025.**

**Department/Office:** Code Enforcement

**Recommended Action:**

1. Sec 12-23 Junk and Debris  
All junk and debris must be removed from the property.

**Order the Respondent(s) to correct the violation on or before 12:00 pm (noon) on February 6, 2026**

If the Respondent does not comply, Impose a fine of **\$100.00** per day, per violation, commencing on **February 9, 2026, and continuing daily** until the violation is corrected.

Order the Respondent(s) be assessed administrative costs in the amount of **\$171.50**.

The Respondent(s) must contact Code Officer Frank Lewis Jr. at 321-567-3771 to arrange for an inspection of the property to verify compliance.

**Summary Explanation & Background:**

**Sec. 12-23** - Junk and Debris  
**Sec. 13-73** - Inoperative Vehicles Prohibited

**Narrative of Violation(s):** Routine patrol of the area found a primer/gray color Ford pickup truck in the front yard without a license plate; the driveway and yard had tires, vehicle parts, an organ/piano instrument, storage containers, some loose trash and debris and a large tree trunk on a trailer in the driveway.

**Contact with the owner:** I spoke with the owner's son the day of the inspection; I also spoke with the property owner by phone on 12/4/2025.

**Results of Inspection:** The vehicle violation was abated on 12/2/2025; there is little to no change with the junk and debris violation.

**Alternatives:**

- 1. Alternate finding and amount.
- 2. Waive the City's Cost.
- 3. Additional time to correct.
- 4. Find the property is in compliance.

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

Goal 1: Quality of Life

**Strategic Plan Impact:**

Goal 1: Quality of Life

**ATTACHMENTS:**

- 1. 20251121\_091740
- 2. 20251121\_091800
- 3. 20251121\_091825
- 4. 20251121\_091746
- 5. 20251121\_091751
- 6. 26-01 January 2026 Exhibits



Photo by FL  
November 21, 2025 9:17 AM



Photo by FL  
November 21, 2025 9:18 AM



Photo by FL  
November 21, 2025 9:18 AM



Photo by FL  
November 21, 2025 9:17 AM



Photo by FL  
November 21, 2025 9:17 AM



City of Titusville
Affidavit - Notice of Hearing



Case No. 26-01 Address/Location of Violation: 306 S SINGLETON AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- Owner of property on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_\_\_/\_\_\_/\_\_\_ at \_\_\_
Owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge \_\_\_/\_\_\_/\_\_\_ at \_\_\_

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 12/11/2025

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 12/10/2025

- Address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
Address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

FRANK LEWIS JR [Signature] 12-16-2025
Print Name / Signature / Date

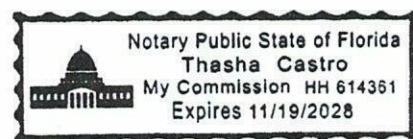
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that FRANK LEWIS JR, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 10 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 10 day of December 2025.

[Signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

Hearing Case No. ~~25-75~~ 26-01  
Enforcement Case No: 25-001610

CITY OF TITUSVILLE

Petitioner,

vs.

**SHAREK, PATRICIA SKELLEY  
1635 HANKS AVE  
ORLANDO, FL 32814**

Respondent.

\_\_\_\_\_ /

**AMENDED NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

**On 01/12/2026 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

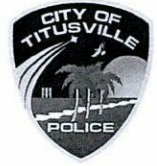
Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:





City of Titusville
Affidavit - Notice of Violation



Case No. 26-01 Address/Location of Violation: 306 S SINGLETON AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Violation was hand delivered to:

- Handwritten: [X] the owner of the property on 11/21/2025 at 306 S. Singleton Ave
[ ] the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_/ \_/ \_ at \_\_\_\_\_.
[ ] the owner(s) of commercial property, leaving the Notice of Violation with a manager or other person in charge \_/ \_/ \_ at \_\_\_\_\_.

POST

[ ] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Violation was properly posted on the real property listed above upon which the violation exists on \_/ \_/ \_.

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Violation was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 11/24/2025:

- [ ] the address listed in the tax collector's office on \_/ \_/ \_\_\_\_\_.
[ ] the address listed in the tax collector's office/another address provided to the City of Titusville \_/ \_/ \_.

FRANK LEWIS JR [Signature] 12-16-2025

Print Name / Signature / Date

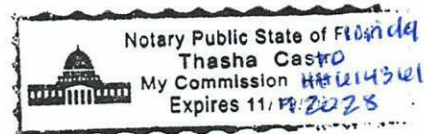
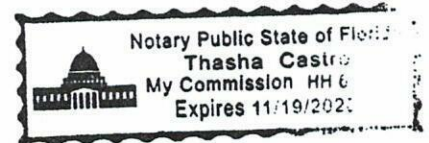
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that FRANK LEWIS JR, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 16 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 16 day of December 20 25.

[Signature]

Notary Public

SEAL





**CODE ENFORCEMENT**

PROMOTING TEAMWORK  
WITHIN OUR COMMUNITY

1100 John Glenn Blvd. • Titusville, FL 32780 PH 321-567-3770

**SHAREK, PATRICIA SKELLEY  
1635 HANKS AVE  
ORLANDO, FL 32814**

**November 21, 2025**

**CASE # 25-001610**

**NOTICE OF VIOLATION**

**THE PROPERTY LOCATED: 306 S SINGLETON AVE , Parcel ID# 22 3505-00-255**

An inspection was conducted on 11/21/2025 at the above referenced property in response to a complaint received by the Code Enforcement Department.

The City of Titusville realizes that most of its citizens are not familiar with the City's Codes and Ordinances; therefore, this letter shall serve as notice that the violation(s) listed below were found during this inspection:

Section: NUISANCE

VIOLATION OF CODE: SEC. 12-23 MACHINERY PARTS, SCRAPPED PARTS, SCRAPPED LUMBER, ETC. - STORAGE MANTAINING PROHIBITED - (A) IT SHALL BE UNLAWFUL FOR ANY PERSON TO CAUSE OR PERMIT JUNK, SCRAP METAL, SCRAP LUMBER, WASTEPAPER PRODUCTS, DISCARDED BUILDING MATERIALS, OR ANY UNUSED ABANDONED VEHICLE, VEHICLES, OR ABANDONED PARTS, MACHINERY OR MACHINERY PARTS, OR OTHER WASTE MATERIALS, TO BE IN OR UPON ANY YARD, GARDEN, LAWN, OUT-BUILDING, OR PREMISES, IN THE CITY UNLESS IN CONNECTION WITH A BUSINESS ENTERPRISE LAWFULLY SITUATED AND LICENSED FOR THE SAME. (B) IT SHALL BE UNLAWFUL TO PERMIT ANY ACCUMULATION OF ANY SUCH WASTE MATERIALS TO BE IN OR UPON ANY YARD, LAWN, GARDEN, OUT-BUILDING OR PREMISES, IN THE CITY, IF IT CONSTITUTES A FIRE HAZARD, A HAZARD TO THE SAFETY OF PERSONS OR PROPERTY, OR AN UNSANITARY CONDITION.

***Inspector Comments: Remove junk and debris from the property.***

Section: VEHICLES

VIOLATION OF CODE: SEC. 13-73 INOPERATIVE VEHICLES PROHIBITED; TIME LIMIT FOR DISPOSTION; EXCEPTION - (A) NO PERSON IN CHARGE OR IN CONTROL OF ANY PROPERTY WITHIN THE CITY, WHETHER AN OWNER, TENANT, OCCUPANT, LESSEE OR OTHERWISE, SHALL ALLOW ANY INOPERATIVE VEHICLE TO REMAIN ON SUCH PROPERTY LONGER THAN SEVENTY-TWO (72) HOURS. NO PERSON SHALL LEAVE ANY VEHICLE ON ANY PROPERTY WITHIN THE CITY FOR A LONGER TIME THAN SEVENTY-TWO (72) HOURS UNLESS THE VEHICLE HAS A CURRENT TAG AND REGISTRATION. ONLY ONE (1) INOPERATIVE VEHICLE AT A TIME SHALL BE ALLOWED TO REMAIN ON SUCH PROPERTY DURING THE AFOREMENTIONED SEVENTY-TWO-HOUR PERIOD. (B) EXCEPTIONS:(1) A VEHICLE IN A FULLY-ENCLOSED

STRUCTURE;(2) A VEHICLE IN A CARPORT THAT HAS AN OPAQUE COVERING MADE OF EITHER VINYL, NYLON, CHAMOIS, OR OTHER SIMILAR MATERIAL THAT IS RESISTANT TO WEATHER AND IS COMMERCIALY INTENDED TO BE USED AS AN OUTDOOR PROTECTIVE COVER FOR A VEHICLE. SUCH COVER SHALL PROVIDE SUFFICIENT SCREENING SO AS TO PREVENT ORDINARY VIEWING OF ANY INOPERABLE VEHICLE OR ITS PARTS FROM ADJACENT PUBLIC AND PRIVATE PROPERTY. (3) VEHICLES STORED OR KEPT ON THE PREMISES OR PROPERTY OF A BUSINESS ENTERPRISE OPERATED IN A LAWFUL PLACE AND MANNER, WHEN NECESSARY TO THE OPERATION OF SUCH BUSINESS ENTERPRISE, PROVIDED THAT ANY INOPERATIVE VEHICLES ARE STORED IN AN APPROPRIATE AND APPROVED SCREENED STORAGE SPACE, JUNKYARD OR DEPOSITORY, MAINTAINED IN A LAWFUL PLACE AND MANNER IN THE CITY. (4) ANY VEHICLE OR OFF-ROAD VEHICLE THAT IS NOT IN COMPLIANCE WITH STATE REGULATIONS FOR STREET USAGE, BUT IS IN OPERATING CONDITION AND INTACT, SO THAT THE VEHICLE DOES NOT MEET THE DEFINITION OF INOPERATIVE VEHICLES AS PROVIDED IN SECTION 13-56. (C) INOPERATIVE VEHICLES PLACED ON A LICENSED TRUCK, TRAILER, OR OTHER VEHICLE IS NOT AN AUTHORIZED EXCEPTION AND THE INOPERATIVE VEHICLE IS PROHIBITED.

***Inspector Comments: Remove all inoperable vehicles from the property.***

As the property owner of record/person in possession, you are required by Code to correct the violation (s) as stated above by **12/01/2025**. Failure to do so will necessitate a hearing before the Special Magistrate/Municipal Code Enforcement Board.

**If you have any questions or to schedule a re-inspection in your effort to achieve compliance, please contact the Code Enforcement office at (321)-567-3771.**

In accordance with Florida Statutes, Chapter 162, the Special Magistrate/Code Board has the authority to assess any costs the City incurs in investigating and prosecuting this case, in addition to imposing a fine of up to \$250.00 per day for each violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the enforcement magistrate/board even if the violation has been corrected prior to the hearing.

It is the responsibility of the City's Code Enforcement Department to enforce Titusville's Codes and Ordinances to ensure a safe and healthy environment for its citizens. By means of this notice we are asking for your assistance in achieving this goal.

Sincerely,

Frank Lewis Jr.  
Code Enforcement Officer



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 26-01  
Address 306 S SINGLETON AVE  
Respondent PATRICIA SKELLEY SHAREK

**Number of Inspector Hours**

6 Number of Field Inspections (*Each Inspection = .5 Hours*)  
3 Field Hours 35.22 per hour  
Inspection Hours Cost 105.66

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 171.5

City of Titusville  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate  
**From:** Charles Lewis, Lead Code Enforcement Officer  
**Subject:** **26-02**  
**Jeffrey Joe Damron**  
**554 Lenore Avenue**  
**Titusville, FL 32796**  
**Parcel ID# 21-35-33-76-1-15**  
**Notice of Violation: Certified mail sent on October 3, 2025,**  
**and posted on October 2, 2025.**  
**Notice of Hearing: Certified mail sent on December 10,**  
**2025, and posted on December 11, 2025.**  
**Department/Office:** Code Enforcement

**Recommended Action:**

**Order** the Respondent(s) to correct the violation on or before **February 6, 2026**, by:

1. Sec. 6-109, 2018 IPMC Subsection 304.1 – General Exterior Maintenance  
Repair the exterior of the structure.
2. Sec. 6-109, 2018 IPMC Subsection 304.7- Roofs and Drainage  
Repair or replace the roof system of the structure.

Order the Respondent(s) be assessed administrative costs in the amount of **\$153.89**

If the Respondent does not comply by **February 6, 2026**, it is being requested that a fine of **\$100.00 per violation per day (2 violations exist)** be imposed for each day the violation continues.

The Respondent(s) must contact Frank Lewis Jr. Code Enforcement Officer at 321-567-3771 to arrange for an inspection of the property to verify compliance.

**Summary Explanation & Background:**

Sec.6-109; 2018 IPMC- 304.1- General Exterior Maintenance

Sec.6-109; 2018 IPMC- 304.7 - Roofs and Drainage

**Narrative of Violation(s):** Routine patrol in the area found a vacant residential structure with damage to the roof covering, roof decking, and roof framing at the right rear and front porch area. The damage has exposed some of the roof framing and allows water

intrusion.

**Any Contact with the owner:** No contact with the owner; attempts to make contact through utility records and previous building permit applications were unsuccessful.

**Results of re-inspections:** None of the violations have been corrected to date.

**Alternatives:**

1. Alternate finding and amount.
2. Waive the City's Cost.
3. Additional time to correct.
4. Find the property is in compliance.

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

Goal 1: Quality of Life

**Strategic Plan Impact:**

Goal 1: Quality of Life

**ATTACHMENTS:**

1. 20251002\_095037
2. 20251002\_095105
3. 20251002\_095043
4. 26-02 January 2026 Exhibits



Photo by FL  
October 02, 2025 9:50 AM



Photo by FL  
October 02, 2025 9:51 AM



Photo by FL  
October 02, 2025 9:50 AM



City of Titusville
Affidavit - Notice of Hearing



Case No. 25-02 Address/Location of Violation: 554 LENORE AVE
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- Owner of property on \_\_\_/\_\_\_/\_\_\_
Owner(s) usual place of residence with a person who is above 15 years of age...
Owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge...

POST

[X] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 12/11/2025

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 12/10/2025

- the address listed in the tax collector's office on \_\_\_/\_\_\_/\_\_\_
the address listed in the tax collector's office/another address provided to the City of Titusville \_\_\_/\_\_\_/\_\_\_

FRANK LEWIS JR [Signature] 12-16-2025
Print Name / Signature / Date

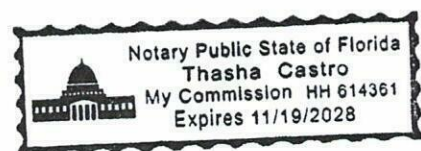
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that FRANK LEWIS JR, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 10 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 10 day of December 2025.

[Signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

Hearing Case No. ~~25-0426-02~~  
Enforcement Case No: 25-001429

CITY OF TITUSVILLE

Petitioner,

vs.

**DAMRON, JEFFREY JOE  
PO BOX 1373  
PIKEVILLE, KY 41502**

Respondent.  
\_\_\_\_\_ /

**AMENDED NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

**On 01/12/2026 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:

1. Plaintiff, the CITY OF TITUSVILLE, is a municipal corporation of the STATE OF FLORIDA, and has, pursuant to Chapter 162 Florida Statutes, and Section 2-41, et seq., of the Code of Ordinances of the City of Titusville, established a Municipal Code Enforcement Board/Special Magistrate.

2. Defendant(s) is/are the owner(s) of (or is/are in possession of) the following described real property located within the municipal boundaries of the Plaintiff:

|                       |                                      |                                     |
|-----------------------|--------------------------------------|-------------------------------------|
| <b>554 LENORE AVE</b> | <b>TAX PARCEL ID 21 3533-76-1-15</b> | <b>LAND DESCRIPTION LENORE ADDN</b> |
|                       | <b>TO TITUSVILLE LOT 15 BLK 1</b>    |                                     |

3. Defendant(s) has/have failed to comply with the provisions of the Section(s) listed below, of the Code of Ordinances and/or the Land Development Regulations of the City of Titusville by reason of:

SEC. 6-109; 2018 IPMC SEC. 304.1 - GENERAL EXTERIOR MAINTENANCE

SEC. 6-109; 2018 IPMC SEC. 304.7 - - ROOFS AND DRAINAGE

4. Defendant(s) has/have been notified by Plaintiff of the violation(s) described in paragraph 3 hereof and has failed and refused to correct the same despite Plaintiff's demands thereof.

5. The Plaintiff has incurred costs and attorney fees in investigating and prosecuting this case before the Municipal Special Magistrate/Code Enforcement Board, and is entitled to recover those costs and fees from the Defendant(s).

WHEREFORE, Plaintiff requests that the Municipal Code Enforcement Board/Special Magistrate;

1. Enter its Order issuing findings of fact and directing Defendant(s) to correct the Code violation by a time certain;
2. Upon the continued failure of the Defendant(s) to correct the Code violations, enter its Final Judgment ordering the Defendant(s) to pay a fine of up to \$250.00 for each day the Code violation continues past the date set for compliance, and
3. Award Plaintiff all costs incurred in prosecuting this case and include those costs in any lien that may be imposed.

Enter such further orders and judgments as may be authorized by Chapter 162, Florida Statutes, and other applicable law.

Glenn Tolleson  
Code Enforcement Manager



City of Titusville  
Affidavit - Notice of Violation



Case No. 26-02 Address/Location of Violation: 554 LENORE AVE

Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Violation was hand delivered to:

- the owner of the property on    /    /    at \_\_\_\_\_.
- the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on    /    /    at \_\_\_\_\_.
- the owner(s) of commercial property, leaving the Notice of Violation with a manager or other person in charge    /    /    at \_\_\_\_\_.

POST

Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Violation was properly posted on the real property listed above upon which the violation exists on 10/2/2025

MAIL

Pursuant to Florida 162.12 (1)(a), the Notice of Violation was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 10/3/2025 :

- the address listed in the tax collector's office on    /    /   .
- the address listed in the tax collector's office/another address provided to the City of Titusville    /    /   .

FRANK LEWIS JR [Signature] 12-16-2025

Print Name / Signature / Date

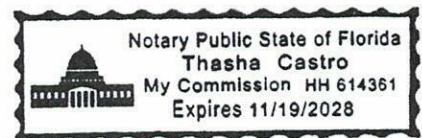
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that FRANK LEWIS JR, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 10 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 10 day of December 2025.

[Signature]

Notary Public

SEAL





**CODE ENFORCEMENT**

PROMOTING TEAMWORK WITHIN OUR COMMUNITY

1100 John Glenn Blvd. • Titusville, FL 32780 • PH 321-567-3770

**DAMRON, JEFFREY JOE  
PO BOX 1373  
PIKEVILLE, KY 41502**

**October 02, 2025**

**CASE # 25-001429**

**NOTICE OF VIOLATION**

**THE PROPERTY LOCATED: 554 LENORE AVE , Parcel ID# 21 3533-76-1-15**

An inspection was conducted on 10/02/2025 at the above referenced property in response to a complaint received by the Code Enforcement Department.

The City of Titusville realizes that most of its citizens are not familiar with the City's Codes and Ordinances; therefore, this letter shall serve as notice that the violation(s) listed below were found during this inspection:

Section: PROPERTY MAINTENANCE

VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 304.1 THE EXTERIOR OF A STRUCTURE SHALL BE MAINTAINED IN GOOD REPAIR, STRUCTURALLY SOUND AND SANITARY SO AS NOT TO POSE A THREAT TO THE PUBLIC HEALTH, SAFETY OR WELFARE.

***Inspector Comments: Repair all exterior violations including but not limited to soffit, fascia and porch ceilings.***

Section: PROPERTY MAINTENANCE

VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 304.7 - THE ROOF AND FLASHING SHALL BE SOUND, TIGHT AND NOT HAVE DEFECTS THAT ADMIT RAIN. ROOF DRAINAGE SHALL BE ADEQUATE TO PREVENT DAMPNES OR DETERIORATION IN THE WALLS OR INTERIOR PORTION OF THE STRUCTURE. ROOF DRAINS, GUTTERS AND DOWNSPOUTS SHALL BE MAINTAINED IN GOOD REPAIR AND FREE FROM OBSTRUCTIONS. ROOF WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CREATES A PUBLIC NUISANCE.

***Inspector Comments: Repair/replace roofing material, roof decking, and repair or replace structural components to include but not limited to the roof trusses.***

As the property owner of record/person in possession, you are required by Code to correct the violation (s) as stated above by **11/02/2025**. Failure to do so will necessitate a hearing before the Special Magistrate/Municipal Code Enforcement Board.

**If you have any questions or to schedule a re-inspection in your effort to achieve compliance,**

**please contact the Code Enforcement office at (321)-567-3771.**

In accordance with Florida Statutes, Chapter 162, the Special Magistrate/Code Board has the authority to assess any costs the City incurs in investigating and prosecuting this case, in addition to imposing a fine of up to \$250.00 per day for each violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the enforcement magistrate/board even if the violation has been corrected prior to the hearing.

It is the responsibility of the City's Code Enforcement Department to enforce Titusville's Codes and Ordinances to ensure a safe and healthy environment for its citizens. By means of this notice we are asking for your assistance in achieving this goal.

Sincerely,

Frank Lewis Jr.  
Code Enforcement Officer



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 26-02  
Address 554 LENORE AVE  
Respondent JEFFREY JOE DAMRON

**Number of Inspector Hours**

5 Number of Field Inspections (*Each Inspection = .5 Hours*)  
2.5 Field Hours 35.22 per hour  
Inspection Hours Cost 88.05

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 153.89

**City of Titusville**  
"Gateway to Nature and Space"

REPORT

**To:** Code Enforcement Special Magistrate  
**From:** Mae Wright, Code Enforcement Officer  
**Subject:** **26-03**  
**BAF Assets 6 LLC**  
**1235 Thoreau Street**  
**Titusville, FL 32780**  
**Parcel ID# 22-35-21-88-\*-36**  
**Notice of Violation: Certified mail sent October 3, 2025;**  
**Copy Hand-delivered to tenant on October 3, 2025.**  
**Notice of Hearing: Certified mail sent December 9, 2025.**  
**Posted on property and at City Hall on December 30,**  
**2025.**

**Department/Office:** Code Enforcement

**Recommended Action:**

Order the Respondent(s) to correct the violation **on or before 12:00 pm (noon) on February 6, 2026**, by:

1. Sec. 6-56 – Building Permit Required  
Obtain the required mechanical permit for the new HVAC system and complete all required inspections.
2. Sec. 6-109; 2018 IPMC Subsection 605.1 - Electrical Equipment Installation  
Complete repairs to the dining room switch and fixtures, returning them to operational condition.
3. Sec. 6-109; 2018 IPMC Subsection 304.13 – Window, Skylights, Door Frames  
Complete repairs to exterior doors and assembly so that they are free of loose or rotting materials and weather tight.  
Replace damaged sheet rock, baseboard and damaged flooring inside the house.
4. Sec. 6-109; 2018 IPMC Subsection 304.6 – Exterior Walls  
Repair all holes and cracks; replace deteriorated materials on exterior walls returning them to a weatherproof condition. Replace damaged sheet rock, baseboard and flooring damaged inside house.
5. Sec. 6-109; 2018 IPMC Subsection 304.7 – Roofs and Drainage

Repair damaged gutters and downspout. Complete repairs to soffit and fascia boards so that they are free of loose and rotten materials.

6. Sec. 6-109; 2018 IPMC Subsection 506.2 – Sanitary Drainage System Maintenance  
Repair broken drain line from washing machine located on exterior of house;  
Repair soil erosion in yard caused by broken pipe.

7. Sec. 6-109; 2018 IPMC Subsection 603.1 – Mechanical Appliances  
Obtain the required mechanical permit for the new HVAC system and completed required inspections confirming the system is performing as designed.

If the Respondent does not comply, **Impose** a fine of **\$100.00 per day per violation**, commencing on **February 7, 2026** and continuing daily until the violations are corrected. A lien may be imposed.

Order the Respondent(s) be assessed administrative costs in the amount of **\$153.89**.

The Respondent(s) must contact Code Enforcement Officer Mae Wright at 321-567-3935 to arrange for an inspection of the property to verify compliance.

**Summary Explanation & Background:**

1. Sec. 6-56 – Building Permit Required
2. Sec. 6-109; 2018 IPMC Subsection 605.1 - Electrical Equipment Installation
3. Sec. 6-109; 2018 IPMC Subsection 304.13 – Window, Skylights, Door Frames
4. Sec. 6-109; 2018 IPMC Subsection 304.6 – Exterior Walls
5. Sec. 6-109; 2018 IPMC Subsection 304.7 – Roofs and Drainage
6. Sec. 6-109; 2018 IPMC Subsection 506.2 – Sanitary Drainage System Maintenance
7. Sec. 6-109; 2018 IPMC Subsection 603.1 – Mechanical Appliances

**Narrative of Violation(s):** I was contacted by the tenant for a minimum housing inspection of the property. The initial complaint concerned the HVAC system not working and leaks inside the house. Upon inspection of the property, multiple violations of the property maintenance code were observed.

**Any Contact with the owner:** On November 11, 2025; I received email correspondence from Property Management Company - Main Street Renewal, concerning the notice of violation sent to them. An onsite meeting to discuss the open violations and view repairs completed at the property was set for November 20, 2025. No one from the company arrived at the property on November 20th nor have any of the follow-up phone calls or emails been responded to.

**Results of re-inspection:** The property is vacant and posted for lease. I have been unable to complete a reinspection of the interior of the structure. Exterior repairs have yet to be completed. Review of building department records found no applications received for the HVAC replacement.

**Alternatives:**

1. Alternate finding and amount.
2. Waive the City's Cost.
3. Additional time to correct.
4. Find the property is in compliance.

**Item Budgeted:**

**Source/Use of Funds/Budget Book Page:**

**Strategic Plan:**

Goal 1: Quality of Life

**Strategic Plan Impact:**

Goal 1: Quality of Life

**ATTACHMENTS:**

1. 26-03 January 2026 Exhibits
2. 20251002\_113901
3. 20251002\_114747
4. 20251002\_112609
5. 20251002\_112755
6. 20251002\_112809
7. 20251002\_113551
8. 20251231\_081151
9. 20251231\_080947
10. 20251231\_081053
11. 20251231\_081124



City of Titusville
Affidavit - Notice of Hearing



Case No. 26-03 Address/Location of Violation: 1235 THOREAU ST
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Hearing was hand delivered to:

- the owner of the property on \_ / \_ / \_ at
the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_ / \_ / \_ at
the owner(s) of commercial property, leaving the Notice of Hearing with a manager or other person in charge \_ / \_ / \_ at

POST

Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Hearing was properly posted on the real property listed above upon which the violation exists, AND at City Hall, 555 S Washington Avenue, Titusville, FL on 30/Dec/2025.

MAIL

- Pursuant to Florida 162.12 (1)(a), the Notice of Hearing was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 10/Dec/2025
the address listed in the tax collector's office on \_ / \_ / \_
the address listed in the tax collector's office/another address provided to the City of Titusville \_ / \_ / \_

MAE WRIGHT Mae Wright 30-Dec-2025
Print Name / Signature / Date

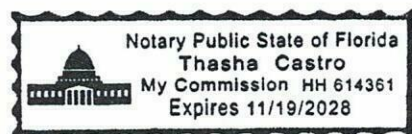
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that MAE WRIGHT, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 30 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 30 day of December 20 25.

[Handwritten signature]

Notary Public

SEAL



**CITY OF TITUSVILLE  
CODE ENFORCEMENT  
1100 JOHN GLENN BOULEVARD  
TITUSVILLE, FL 32780  
(321) 567-3770**

Hearing Case No. ~~25-9326-03~~  
Enforcement Case No: 25-001413

CITY OF TITUSVILLE

Petitioner,

vs.

**BAF ASSETS 6 LLC  
5001 PLAZA ON THE LK, STE 200  
AUSTIN, TX 78746**

Respondent.  
\_\_\_\_\_ /

**AMENDED NOTICE OF CODE ENFORCEMENT SPECIAL MAGISTRATE HEARING**

**On 01/12/2026 at 1:00PM  
City of Titusville City Hall,  
555 S Washington Avenue,  
2nd Floor (Council Chambers)  
Titusville, FL 32780**

YOU ARE REQUIRED TO BE PRESENT AT THE HEARING AND FAILURE TO APPEAR WILL NOT PREVENT OR POSTPONE THE HEARING IN ANY MANNER. IF THE VIOLATION IS CORRECTED AND THEN RECURS, OR IF THE VIOLATION WAS NOT CORRECTED BY THE TIME SPECIFIED FOR CORRECTION BY THE CODE INSPECTOR, THE CASE SHALL BE PRESENTED TO THE ENFORCEMENT BOARD/SPECIAL MAGISTRATE EVEN IF THE VIOLATION HAS BEEN CORRECTED PRIOR TO THE BOARD HEARING.

If you have witnesses, books, receipts or other evidence bearing on this matter you should bring them with you at the time of the hearing. You may request issuance of subpoenas for witnesses and evidence and may appear with or without an attorney.

Proceedings of the Municipal Code Enforcement Special Magistrate are conducted in accordance and by the authority of Part I., Chapter 162 Florida Statutes, and Article II, Chapter II, Code of Ordinances of the City of Titusville, Florida. Pursuant to the provisions of Chapter 162, Florida Statutes the Board may issue orders having the force of law to command whatever steps are necessary to bring any Code violations determined to exist into compliance and, upon the failure of a party to comply, to order the payment of a fine of up to \$5000.00 for an irreversible/irreparable violation, said fine may constitute a lien upon your real and personal property.

Plaintiff, the CITY OF TITUSVILLE, a municipal corporation of the STATE OF FLORIDA, files this, its Complaint, against Defendant(s), and alleges as follows:

1. Plaintiff, the CITY OF TITUSVILLE, is a municipal corporation of the STATE OF FLORIDA, and has, pursuant to Chapter 162 Florida Statutes, and Section 2-41, et seq., of the Code of Ordinances of the City of Titusville, established a Municipal Code Enforcement Board/Special Magistrate.

2. Defendant(s) is/are the owner(s) of (or is/are in possession of) the following described real property located within the municipal boundaries of the Plaintiff:

**1235 THOREAU ST**

**TAX PARCEL ID 22 3521-88\*-36  
HEIGHTS UNIT 12 LOT 36**

**LAND DESCRIPTION INDIAN RIVER**

3. Defendant(s) has/have failed to comply with the provisions of the Section(s) listed below, of the Code of Ordinances and /or the Land Development Regulations of the City of Titusville by reason of:

SEC. 6-56 (A) - BUILDING PERMIT REQUIRED

SEC. 6-109; 2018 IMPC SEC. 605.1 - ELECTRICAL EQUIPMENT INSTALLATION

SEC. 6-109; 2018 IPMC SEC. 304.13 - WINDOW, SKYLIGHTS, DOOR FRAMES

SEC. 6-109; 2018 IPMC SEC. 304.6 - EXTERIOR WALLS

SEC. 6-109; 2018 IPMC SEC. 304.7 - - ROOFS AND DRAINAGE

SEC. 6-109; 2018 IPMC SEC. 506.2 - SANITARY DRAINAGE SYSTEM MAINTENANCE

SEC. 6-109; 2018 IPMC SEC. 603.1 - - MECHANICAL APPLIANCES

4. Defendant(s) has/have been notified by Plaintiff of the violation(s) described in paragraph 3 hereof and has failed and refused to correct the same despite Plaintiff's demands thereof.

5. The Plaintiff has incurred costs and attorney fees in investigating and prosecuting this case before the Municipal Special Magistrate/Code Enforcement Board, and is entitled to recover those costs and fees from the Defendant(s).

WHEREFORE, Plaintiff requests that the Municipal Code Enforcement Board/Special Magistrate;

1. Enter its Order issuing findings of fact and directing Defendant(s) to correct the Code violation by a time certain;
2. Upon the continued failure of the Defendant(s) to correct the Code violations, enter its Final Judgment ordering the Defendant(s) to pay a fine of up to \$250.00 for each day the Code violation continues past the date set for compliance, and
3. Award Plaintiff all costs incurred in prosecuting this case and include those costs in any lien that may be imposed.

Enter such further orders and judgments as may be authorized by Chapter 162, Florida Statutes, and other applicable law.

Glenn Tolleson  
Code Enforcement Manager



City of Titusville
Affidavit - Notice of Violation



Case No. 26-03 Address/Location of Violation: 1235 THOREAU ST
Titusville, Florida

HAND DELIVERED

Pursuant to Florida Statute 162.12 (1)(b)-(d), the Notice of Violation was hand delivered to:

- Handwritten: [X] the owner of the property on 03/02/2025 at 1235 Thoreau St.
[ ] the owner(s) usual place of residence with a person who is above 15 years of age and informing such person of the contents of the notice on \_ / \_ / \_ at \_\_\_\_\_.
[ ] the owner(s) of commercial property, leaving the Notice of Violation with a manager or other person in charge \_ / \_ / \_ at \_\_\_\_\_.

POST

[ ] Pursuant to Florida Statute 162.12 (2)(b)(1), a copy of the Notice of Violation was properly posted on the real property listed above upon which the violation exists on \_ / \_ / \_.

MAIL

[X] Pursuant to Florida 162.12 (1)(a), the Notice of Violation was mailed first class and mailed certified, return receipt requested for the owner(s) of the property on 03/02/2025.:

- [ ] the address listed in the tax collector's office on \_ / \_ / \_\_\_\_\_.
[ ] the address listed in the tax collector's office/another address provided to the City of Titusville \_ / \_ / \_.

MAE WRIGHT Mae Wright 30-Dec-2025

Print Name / Signature / Date

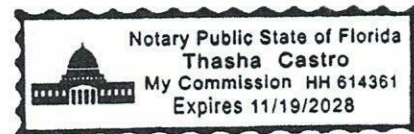
I, THASHA CASTRO, a Notary Public of Brevard County, within the State of Florida, hereby certify that MAE WRIGHT, who is personally known to me, who, subscribed and sworn (or affirmed) before me, by means of physical presence or online notarization, this 30 day of December, 2025, that the information in the foregoing affidavit is true.

Witness my hand and official seal this 30 day of December 2025.

[Handwritten signature]

Notary Public

SEAL





**CODE ENFORCEMENT**

PROMOTING TEAMWORK  
WITHIN *Our* COMMUNITY

1100 John Glenn Blvd., Titusville, FL 32780 PH 321-567-3770

**BAF ASSETS 6 LLC  
5001 PLAZA ON THE LK, STE 200  
AUSTIN, TX 78746**

**BAF ASSETS 6 LLC  
C/O CORPORATION SERVICE COMPANY - Registered Agent  
1201 HAYS STREET  
TALLAHASSEE, FL 32301-2525**

**October 03, 2025**

**CASE # 25-001413**

**NOTICE OF VIOLATION**

**THE PROPERTY LOCATED: 1235 THOREAU ST TITUSVILLE, FL 32780, Parcel ID# 22 3521-88-\*-36**

An inspection was conducted on 10/02/2025 at the above referenced property in response to a complaint received by the Code Enforcement Department.

The City of Titusville realizes that most of its citizens are not familiar with the City's Codes and Ordinances; therefore, this letter shall serve as notice that the violation(s) listed below were found during this inspection:

**Section: BUILDING**

**VIOLATION OF CODE: SEC. 6-56 (A)** IT SHALL BE UNLAWFUL FOR ANY PERSON TO CONSTRUCT, ALTER, REPAIR, REMOVE OR DEMOLISH OR TO COMMENCE THE CONSTRUCTION, ALTERATION, REPAIR, REMOVAL OR DEMOLITION OF A BUILDING, SWIMMING POOL OR STRUCTURE IN THE CITY WITHOUT FIRST OBTAINING A FORMAL PERMIT FROM THE BUILDING OFFICIAL.

***Inspector Comments: 10/2/2025 Obtain required Mechanical Permit for York HVAC system install by Fuss Free AC in 2024. Contact Titusville Building Department at 321-567-3760 or buildingpermits@titusville.com for information on obtaining required Mechanical permit. MW***

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IMPC SEC. 605.1** ELECTRICAL EQUIPMENT INSTALLATION - ELECTRICAL EQUIPMENT, WIRING, AND APPLIANCES SHALL BE PROPERLY INSTALLED AND MAINTAINED IN A SAFE AND APPROVED MANNER.

***Inspector Comments: 10/02/2025 Complete repairs to dining room switch and fixture returning it to an operational condition. MW***

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 304.13** EVERY WINDOW, SKYLIGHT, DOOR, AND FRAME SHALL BE KEPT IN SOUND CONDITION, GOOD REPAIR AND WEATHER TIGHT.

*Inspector Comments: 10/2/2025 Complete repairs to exterior door & windows frame assembly so that they are free of loose or rotting materials and are weathertight. Replace water damaged sheet rock, baseboard and flooring damaged inside house. MW*

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 304.6** EXTERIOR WALLS SHALL BE FREE FROM HOLES, BREAKS, AND LOOSE OR ROTTING MATERIALS; AND MAINTAINED WEATHERPROOF AND PROPERLY SURFACE COATED WHERE REQUIRED TO PREVENT DETERIORATION.

*Inspector Comments: 10/2/2025 Complete repairs to exterior walls: Repair all holes and cracks; replace deteriorated, rotten or missing siding and/or soffit returning walls to weatherproof condition. Replace water damaged sheet rock, baseboard and flooring damaged inside house. MWWW*

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 304.7** - THE ROOF AND FLASHING SHALL BE SOUND, TIGHT AND NOT HAVE DEFECTS THAT ADMIT RAIN. ROOF DRAINAGE SHALL BE ADEQUATE TO PREVENT DAMPNESS OR DETERIORATION IN THE WALLS OR INTERIOR PORTION OF THE STRUCTURE. ROOF DRAINS, GUTTERS AND DOWNSPOUTS SHALL BE MAINTAINED IN GOOD REPAIR AND FREE FROM OBSTRUCTIONS. ROOF WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CREATES A PUBLIC NUISANCE.

*Inspector Comments: 10/2/2025 Repair missing or damaged gutters and downspout. Complete repairs to Roof and fascia boards so that they are free from leaks, holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. Replace water damaged sheet rock, baseboard and flooring damaged inside house. MW*

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 506.2** SANITARY DRAINAGE SYSTEM MAINTENANCE - EVERY PLUMBING STACK, VENT, WASTE AND SEWER LINE SHALL FUNCTION PROPERLY AND KEPT FREE FROM OBSTRUCTIONS, LEAKS, AND DEFECTS.

*Inspector Comments: 10/2/2025 Repair broken drain line from washing machine located on exterior of house; Repair soil erosion in yard caused by broken pipe. MW Remove plant growth and other debris blocking gutters & downspouts; and repair missing or damaged gutters and downspout. Complete repairs to Roof, soffit and fascia boards so that they are free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. MW*

**Section: PROPERTY MAINTENANCE**

**VIOLATION OF CODE: SEC. 6-109; 2018 IPMC SEC. 603.1** - MECHANICAL APPLIANCES, FIREPLACES, SOLID FUEL-BURNING APPLIANCES, COOKING APPLIANCES AND WATER

HEATING APPLIANCES SHALL BE PROPERLY INSTALLED AND MAINTAINED IN A SAFE WORKING CONDITION, AND SHALL BE CAPABLE OF PERFORMING THE INTENDED FUNCTION.

***Inspector Comments: 10/2/2025 Have HVAC system inspected and serviced by Licensed Contractor and provide signed report from contractor detailing work done and confirming system is performing as intended. MW***

As the property owner of record/person in possession, you are required by Code to correct the violation (s) as stated above by **11/03/2025**. Failure to do so will necessitate a hearing before the Special Magistrate/Municipal Code Enforcement Board.

**If you have any questions or to schedule a re-inspection in your effort to achieve compliance, please contact the Code Enforcement office at (321) 567 3935 or [mae.wright@titusville.com](mailto:mae.wright@titusville.com).**

In accordance with Florida Statutes, Chapter 162, the Special Magistrate/Code Board has the authority to assess any costs the City incurs in investigating and prosecuting this case, in addition to imposing a fine of up to \$250.00 per day for each violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the enforcement magistrate/board even if the violation has been corrected prior to the hearing.

It is the responsibility of the City's Code Enforcement Department to enforce Titusville's Codes and Ordinances to ensure a safe and healthy environment for its citizens. By means of this notice we are asking for your assistance in achieving this goal.

Sincerely,

Mae Wright  
Code Enforcement Officer

# TITUSVILLE POLICE DEPARTMENT

## NOTICE OF CODE VIOLATION

TO: PROPERTY OWNER/RESIDENT

ADDRESS: 1235 Thoreau St

This notice is to make you aware that the following condition is a violation of the Code of the City of Titusville.

INTERNAL PROPERTY MAINTENANCE CODE: 6-109  
See description below of Section: See Below

ACCUMULATION OF TRASH AND DEBRIS: 12-23  
Remove all junk, trash, and debris from property.

VEH/BOAT/RV/TRAILER STORED ON YARD: 20-58

PROHIBITED USES IN ZONING DIST. 28-52

COMMERCIAL USE OF RESIDENTIAL AREA: 20-60  
Remove commercial vehicle or equipment.

FENCE IN NEED OF REPAIR: 302.7

INOPERABLE/UNLICENSED VEHICLE: 13-72/13-73

OVERGROWTH PROP/DEAD TREE: 13-26/13-28

STAGNANT POOL/POOL ENCLOSURE: 303.1/303.2

TEMPORARY STORAGE UNIT 28-373

PERMIT REQUIRED: Mechanical Replacement 6-56

OTHER: Sec 506.2 - Plumbing Maintenance  
Sec 603.1 - Mechanical Work Sec 603.1 Electrical Work  
Sec 704.6 Exterior Walls Sec. 704.7 Roof Drainage  
Sec 704.13 Exterior Door

PLEASE CORRECT VIOLATION BY: Nov 2, 2025

TO NOTIFY OFFICER WHEN CORRECTED OR  
FOR INFORMATION NEEDED CALL 321-567-3770

OFFICER/ID #: Mae Wright #814

CASE NUMBER: 25-001413 DATE: 02-Oct-2025

25-001412

25-00

**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:

BAF ASSETS 6 LLC  
 c/o CORPORATION SERVICE COMPANY  
 1201 HAYS ST.  
 TALLAHASSEE, FL 32301



2. Article Number (Transfer from service label)

9589 0710 5270 1979 8270 60

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

**COMPLETE THIS SECTION ON DELIVERY**

A. 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 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

restricted Delivery

Domestic Return Receipt



**BAF ASSETS 6 LLC**  
 c/o CORPORATION SERVICE COMPANY  
 1201 HAYS ST  
 TALLAHASSEE, FL 32301

25-0014P

25-0014

**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:

BAF ASSETS 6 LLC  
5001 PLAZA ON THE LK, STE 200  
AUSTIN, TX 78746



9590 9402 9486 5069 5131 16

2. Article Number (Transfer from service label)

9589 0710 5270 1979 8270 53

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

**COMPLETE THIS SECTION ON DELIVERY**

A. 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 Restricted Delivery

Certified Mail®

Collect on Delivery Restricted Delivery

Priority Mail Express®

Registered Mail™

Registered Mail Restricted Delivery

Signature Confirmation™

Signature Confirmation Restricted Delivery

Domestic Return Receipt



**CODE ENFORCEMENT**

PROMOTED TEAMWORK WITHIN OUR COMMUNITY

1100 John Glenn Blvd., Titusville, FL 32780 PH 321-587-

BAF ASSETS 6 LLC  
 5001 PLAZA ON THE LK, STE 200  
 AUSTIN, TX 78746



City of Titusville  
Code Enforcement Board  
Cost Recovery



CEB Case # 26-03  
Address 1235 THOREAU ST  
Respondent JEFFREY JOE DAMRON

**Number of Inspector Hours**

5 Number of Field Inspections (*Each Inspection = .5 Hours*)  
2.5 Field Hours 35.22 per hour  
Inspection Hours Cost 88.05

**Administrative Hours and Postage**

44 2 Hours in Complaint (*\$22 per hour*)  
21.84 Postage (*\$10.44 each certified mail, .48 each First Class Mail*)  
Administrative Hours and Postage 65.84

**Total** 153.89







FussFree  
Leave the Fuss to US!  
954-771-3333  
www.FussFreeAC.com

**YORK**

3 TON  
60 Amps in breaker  
8 kW

Technical specifications sheet

Technical specifications sheet

Filter  
17.5 x 23.5 x 1

CAUTION / ATTENTION









Photo by MW

December 31, 2025 8:11 AM



Photo by MW

December 31, 2025 8:09 AM



Photo by MW

December 31, 2025 8:10 AM



Photo by MW

December 31, 2025 8:11 AM