

From: [Tanya Bouloy](#)
To: [Elisa Iglesias](#); [Certificate of Insurance](#)
Subject: RE: Brooks + Scarpa CSA COI
Date: Wednesday, October 30, 2024 3:13:52 PM
Attachments: [image003.png](#)

Apologies, I should have been more clear. What I meant was, be sure to include the email from Gloria as part of the DocuSign Envelope. I'll accept the COI with the email. Thanks.

From: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Sent: Wednesday, October 30, 2024 3:09 PM
To: Tanya Bouloy <TBouloy@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Subject: RE: Brooks + Scarpa CSA COI

Tanya, the latest email was included in the email chain below but I attached as well. Please confirm if the attached COI is approved so we can finalize the CSA DocuSign

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

Mailing Address:
City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

Office: 954-921-3927
Cell: 786-382-1065
E-mail: EIGLESIAS@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Tanya Bouloy <TBouloy@hollywoodfl.org>
Sent: Wednesday, October 30, 2024 12:48 PM
To: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Subject: FW: Brooks + Scarpa CSA COI

Hello,

Please include the email with the most recent email from Gloria with the envelope.

Thanks,
Tanya

From: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Sent: Tuesday, October 29, 2024 4:51 PM
To: Certificate of Insurance <COI@hollywoodfl.org>; Tanya Bouloy <TBouloy@hollywoodfl.org>
Subject: RE: Brooks + Scarpa CSA COI

Hi Tanya, please confirm if the attached COI is approved so we can finalize the CSA DocuSign

Elisa (Alex) Iglesias
Architectural Support Services Manager
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E-mail: EIGLESIAS@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Elisa Iglesias
Sent: Monday, October 28, 2024 3:27 PM
To: Certificate of Insurance <COI@hollywoodfl.org>; Tanya Bouloy <TBouloy@hollywoodfl.org>
Subject: FW: Brooks + Scarpa CSA COI
Importance: High

Further clarification below after our recent conversation...

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
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Hollywood, FL 33020

Mailing Address:
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Office: 954-921-3927
Cell: 786-382-1065
E-mail: ELIGLESIAS@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Gloria Page <Gloria.Page@ioausa.com>
Sent: Monday, October 28, 2024 3:26 PM
To: Elisa Iglesias <ELIGLESIAS@hollywoodfl.org>; Andrea Powers <accounting@brooksscarpa.com>; 'Jeff Huber' <huber@brooksscarpa.com>; Andrea Michael <Andrea.Michael@ioausa.com>; Ramses Terrero <rtterrero@HollywoodFL.org>
Subject: RE: Brooks + Scarpa CSA COI
Importance: High

Per our conversation:

Brooks + Scarpa does have Hired and Non Owned Auto Liability, which is provided on the Certificate. This coverage is for those Autos they don't own, but rather rent, lease or borrow and use in the business operations. This coverage is inclusive under the General Liability therefore the Additional Insured is applicable. The Additional Insured Endorsement provided, PPB 304 02 12, states "....per written contract...."

Again, whether a box is marked or not, does not "provide" coverage. I caution to rely heavily on "boxed" areas as it does NOT provide coverage, same with the Description of Operations. It is between the contract in place and the Policy and its endorsements, which we have provided.

I hope this helps.

Gloria

Gloria Page CISR
Account Manager
CA License #4119776
IOA CA License #OE67768
3875 Hopyard Road, Suite 200, Pleasanton, CA 94588
P: (925)918-4540 | **F:** (925) 416-7869 | gloria.page@ioausa.com

Please visit: www.ioausa.com | For your protection, coverage cannot be added, bound, changed or deleted via voicemail, email, or fax until confirmed by a Licensed Agent.

None of the services, comments, recommendations, statements, or otherwise provided by or herein shall constitute legal advice, nor do they in any manner establish an attorney-client relationship. You are encouraged to consult your own attorney regarding any and all legal issues and questions.



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that any retention, dissemination, distribution or copying of this communication is strictly prohibited. Please reply to the sender that you have received this message in error, and then delete it. Thank you.

From: Gloria Page
Sent: Monday, October 28, 2024 12:04 PM
To: Elisa Iglesias <ELIGLESIAS@hollywoodfl.org>
Cc: 'Jeff Huber' <huber@brooksscarpa.com>; Ramses Terrero <rtorrero@HollywoodFL.org>; Andrea Michael <Andrea.Michael@ioausa.com>; Andrea Powers <accounting@brooksscarpa.com>
Subject: RE: Brooks + Scarpa CSA COI
Importance: High

Hi Elisa

We cannot provide the Additional Insured Endorsement under the Auto, as there is not an Owned Auto policy in place. The Hired and Non Owned Liability is inclusive of the General Liability, thus the Additional Insured endorsement provided is what is applicable.

Furthermore, a Certificate is a "snap shot" of coverage, it is not designed to provide or imply coverage. In the event of a claim, how the carrier would respond **is between the policy and the contract, NOT the Certificate**. We can only provide on the Certificate in the lines of coverage of what is true and factual. Since Brooks + Scarpa does not have an Owned Auto policy in place, we cannot legally list or imply any coverage that would simply satisfy a contract. It is always our goal to assist in our clients to compliance, however, there is no coverage for the Owned Auto and that is the endorsement you seem to be looking for, which we cannot provide.

I am sorry, however the Certificate issued is correct and cannot be amended.

Please let me know if you have further questions and/or concerns.

Thank you

Gloria

Gloria Page CISR

Account Manager
CA License #4119776
IOA CA License #OE67768
3875 Hopyard Road, Suite 200, Pleasanton, CA 94588
P: (925)918-4540 | **F:** (925) 416-7869 | gloria.page@ioausa.com

Please visit: www.ioausa.com | For your protection, coverage cannot be added, bound, changed or deleted via voicemail, email, or fax until confirmed by a Licensed Agent.

None of the services, comments, recommendations, statements, or otherwise provided by or herein shall constitute legal advice, nor do they in any manner establish an attorney-client relationship. You are encouraged to consult your own attorney regarding any and all legal issues and questions.



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From: Elisa Iglesias <ELIGLESIAS@hollywoodfl.org>
Sent: Monday, October 28, 2024 11:33 AM
To: Gloria Page <Gloria.Page@ioausa.com>
Cc: 'Jeff Huber' <huber@brooksscarpa.com>; Ramses Terrero <rtorrero@HollywoodFL.org>
Subject: FW: Brooks + Scarpa CSA COI

Hi Gloria, please see response from Risk below. Please revise and resend accordingly

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

Mailing Address:
City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

Office: 954-921-3927
 Cell: 786-382-1065
 E-mail: FIGLESIAS@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Certificate of Insurance <COI@hollywoodfl.org>
Sent: Monday, October 28, 2024 2:30 PM
To: Elisa Iglesias <FIGLESIAS@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Cc: Ramses Terrero <rterrero@HollywoodFL.org>
Subject: Brooks + Scarpa CSA COI

In looking at the prior COI from Brooks & Scarpa, they included the City as additional insured for Auto Liability.

INSURED		INSURER A : KLI Insurance Company		13056	
Brooks + Scarpa Architects, Inc. 3929 W 139th Street Hawthorne, CA 90250		INSURER B : Hudson Insurance Company		25054	
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> OBJECT <input type="checkbox"/> LOC OTHER:	X	X	PSB0001373	10/8/2023	10/8/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		PSB0001373	10/8/2023	10/8/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0001238	10/8/2023	10/8/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab.			RB0619117406	10/8/2023	10/8/2024	Per Claim 2,000,000
B	Professional Liab.			RB0619117406	10/8/2023	10/8/2024	Aggregate 4,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
All operations of the Named Insured.							
General Liability: City of Hollywood is included as Additional Insured on Primary & Non-Contributory basis with Waiver of Subrogation included, as required by written contract. City of Hollywood is additional insured with respects to Auto Liability when required by written contract.							
Workers' Compensation: Waiver of Subrogation is in favor of City of Hollywood, as required by written contract.							

Therefore, the statement "Certificates for this insured have been issued in this same manner in previous years and have been accepted" is not accurate.

I would also remind you/them, when they responded to the CSA, there were stating that they could meet the insurance requirements listed in the CSA.

Thank you,
 Tanya

From: Certificate of Insurance <COI@hollywoodfl.org>
Sent: Monday, October 28, 2024 11:08 AM
To: Elisa Iglesias <FIGLESIAS@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>

Cc: Ramses Terrero <rtorrero@HollywoodFL.org>
Subject: FW: [EXT]Re: Brooks + Scarpa CSA COI

Will discuss with Tanya and get back. Horace

From: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Sent: Friday, October 25, 2024 11:33 AM
To: Certificate of Insurance <COI@hollywoodfl.org>; Tanya Bouloy <TBouloy@hollywoodfl.org>
Cc: Ramses Terrero <rtorrero@HollywoodFL.org>
Subject: Fw: [EXT]Re: Brooks + Scarpa CSA COI

Hi Tanya, please see explanation below as to why auto is not provided

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

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City of Hollywood
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Hollywood, FL 33022-9045

Office: 954-921-3927
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E-mail: EIGLESIAS@hollywoodfl.org

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From: Gloria Page <Gloria.Page@ioausa.com>
Sent: Friday, October 25, 2024 11:23:47 AM
To: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Cc: Ramses Terrero <rtorrero@HollywoodFL.org>; andrea Powers <accounting@brooksscarpa.com>; Jeffrey Huber <huber@brooksscarpa.com>;
Andrea Michael <Andrea.Michael@ioausa.com>
Subject: RE: [EXT]Re: Brooks + Scarpa CSA COI

Some people who received this message don't often get email from gloria.page@ioausa.com. [Learn why this is important](#)

Good Morning Elisa

We cannot provide an Additional Insured on the Auto , nor can we provide in the Description of Operation box , as Brooks + Scarpa does not have an Owned Auto Policy. They do have Hired/Non Owned Auto which is included on the Certificate with the General Liability coverages, the Additional Insured Endorsement of #PPB 304 02 12 is inclusive.

Certificates for this insured have been issued in this same manner in previous years and have been accepted.

Please let me know if I can be of further assistance.

Thank you

Gloria

Gloria Page CISR
Account Manager
CA License #4119776
IOA CA License #OE67768
3875 Hopyard Road, Suite 200, Pleasanton, CA 94588
P: (925)918-4540 | **F:** (925) 416-7869 gloria.page@ioausa.com

Please visit: www.ioausa.com | For your protection, coverage cannot be added, bound, changed or deleted via voicemail, email, or fax until confirmed by a Licensed Agent.

None of the services, comments, recommendations, statements, or otherwise provided by or herein shall constitute legal advice, nor do they in any manner establish an attorney-client relationship. You are encouraged to consult your own attorney regarding any and all legal issues and questions.



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From: Jeffrey Huber <huber@brooksscarpa.com>
Sent: Friday, October 25, 2024 5:04 AM
To: Gloria Page <Gloria.Page@ioausa.com>; Andrea Michael <Andrea.Michael@ioausa.com>
Cc: Ramses Terrero <rterrero@HollywoodFL.org>; andrea Powers <accounting@brooksscarpa.com>; Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Subject: Re: [EXT]Re: Brooks + Scarpa CSA COI

Good morning IOA team,

Can you please work directly with the City (Alex Iglesias is the city PM) on this. See below, the project manager is stating what I had said needed to be provided (the city must be listed as additional insured under the comprehensive automobile policy), but it was not included in the statement per your changes. I have spent several hours on this at this point and it is becoming clear that we need to either get on the phone and discuss or you all can directly speak together. Please resolve ASAP.

Thank you,

—
Jeffrey Huber, FAIA, ASLA, NCARB, LEEDap, WEDG
Principal, Director of Landscape Architecture, Urban Design and Planning
BROOKS + SCARPA
1147 NE 7th Ave
Fort Lauderdale, FL 33304
o 954 683 1236 d 904 540 9135

LOS ANGELES | FORT LAUDERDALE | MIAMI



Books: "Salty Urbanism," "Ordinary and Extraordinary" & "Brooks + Scarpa Architects: A Journey of Discovery"
LinkedIn | Instagram | facebook | twitter

On Oct 25, 2024, at 7:47 AM, Elisa Iglesias <EIGLESIAS@hollywoodfl.org> wrote:

Hi Jeff,
I still don't see this in the box

Auto Liability – the City must be named as an additional insured for auto liability in the Description of Operations Box.

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Cell: 786-382-1065
E-mail: EIGLESIAS@hollywoodfl.org

<image001.jpg>

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From: Jeffrey Huber <huber@brooksscarpa.com>
Sent: Thursday, October 24, 2024 10:38 PM
To: Elisa Iglesias <FIGLESIAS@hollywoodfl.org>
Cc: Ramses Terrero <rtorrero@HollywoodFL.org>
Subject: [EXT]Re: Brooks + Scarpa CSA COI

Hi Alex, I just received them back today and reviewed them. Andrea should send out tomorrow, too. See attached.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeffrey Huber, FAIA, ASLA, NCARB, LEEDap, WEDG
Principal, Director of Landscape Architecture, Urban Design and Planning
BROOKS + SCARPA
1147 NE 7th Ave
Fort Lauderdale, FL 33304
o 954 683 1236 d 904 540 9135

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<image002.jpg>

Books: "Salty Urbanism," "Ordinary and Extraordinary" & "Brooks + Scarpa Architects: A Journey of Discovery"
LinkedIn | Instagram | facebook | twitter

On Oct 24, 2024, at 12:38 PM, Elisa Iglesias <FIGLESIAS@hollywoodfl.org> wrote:

Hi Jeff, just a friendly reminder to revise and resend the COI. See attached redlines and comments . Let me know if you have any questions

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

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City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

Office: 954-921-3927
Cell: 786-382-1065
E-mail: FIGLESIAS@hollywoodfl.org
<image001.jpg>

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From: Elisa Iglesias
Sent: Monday, October 21, 2024 5:16 PM
To: 'Jeff Huber' <huber@brooksscarpa.com>
Subject: RE: Brooks + Scarpa CSA COI

Hi Jeff, please add :

Auto Liability – the City must be named as an additional insured for auto liability in the Description of Operations Box.

Do not mention a reference to Art and Culture or any other project in the Description box...

And add DCM under COH...

City of Hollywood
Dept. of Design and Construction Management
P.O. Box 229045
Hollywood, FL 33022-9045

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

Mailing Address:
City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

Office: 954-921-3927
Cell: 786-382-1065
E-mail: ELIGLESIAS@hollywoodfl.org
<image001.jpg>

Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Elisa Iglesias
Sent: Monday, October 21, 2024 4:05 PM
To: 'Jeff Huber' <huber@brooksscarpa.com>
Subject: FW: Brooks + Scarpa CSA COI

Hi Jeff, please add :

Auto Liability - the City must be named as an additional insured for auto liability in the Description of Operations Box.

Do not mention a reference to Art and Culture or any other project in the Description box...

Elisa (Alex) Iglesias
Architectural Support Services Manager
Dept. of Design and Construction Management
2207 Raleigh Street
Hollywood, FL 33020

Mailing Address:
City of Hollywood
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Hollywood, FL 33022-9045

Office: 954-921-3927
Cell: 786-382-1065
E-mail: ELIGLESIAS@hollywoodfl.org
<image001.jpg>

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From: Tanya Bouloy <TBouloy@hollywoodfl.org>
Sent: Monday, October 21, 2024 3:37 PM
To: Ramses Terrero <rterrero@HollywoodFL.org>
Cc: Elisa Iglesias <ELIGLESIAS@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Subject: FW: Brooks + Scarpa CSA COI

Not acceptable

1. Auto Liability - the City must be named as an additional insured for auto liability in the Description of Operations Box.
2. City of Hollywood must be the certificate holder per the following format:
City of Hollywood (Nothing else on this line)
Department Name & Room # (if applicable)
Department Address
Department Address

Please submit corrected COI, to me, for additional review.

Thank you

From: Ramses Terrero <rtorrero@HollywoodFL.org>
Sent: Monday, October 21, 2024 1:59 PM
To: Tanya Bouloy <TBouloy@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Cc: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Subject: Brooks + Scarpa CSA COI

Good afternoon,

Please see attached Brooks + Scarpa COI for approval for the renewal of the Continuing Services Agreements

Best,

Ramses Terrero, CBC
Project Manager
Dept. of Design and Construction Management
City of Hollywood

Cell: [754-314-0154](tel:754-314-0154)
E-mail: rtorrero@hollywoodfl.org

<image002.jpg>

Notice:

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<Certificate (002).pdf>