



**COMMUNITY APPEARANCE BOARD MEETING MINUTES
WEDNESDAY, FEBRUARY 25, 2026, 5:30 PM
CITY OF FORT LAUDERDALE
101 NE 3 AVENUE, 11th FLOOR
FORT LAUDERDALE, FL 33301**

Board Member

Attendance

Sharon Bogard (arrived at 5:45 pm)	P
Jeff Ward	P
Walter G. Latimer	P
Dr. Yvette Giles Stuart	P
Diana Zayas-Baza	P

Staff Attending

Safeea Ali, Senior Strategic Communications Manager
Kevin Pulido, Director, Strategic Communications
Renee Manchoy, Senior Specialist, Strategic Communications

Call to Order/Roll Call

The meeting was called to order at 5:41 p.m. Roll was called, and it was determined a quorum was present.

Safeea Ali, Manager, Strategic Communications, stated that Chair Matthew Till resigned from his position and that Vice Chair Chauncell Dean chose not to seek reappointment.

Motion by Ms. Zayas-Baza, seconded by Mr. Ward, to appoint Walter Latimer as Chair for this meeting. The motion passed unanimously.

Approve of Minutes

- **December 9, 2025**

Motion made by Ms. Zayas-Baza, seconded by Mr. Ward, to approve the December 9, 2025, meeting. The motion passed unanimously.

Chair Latimer stated that there was no meeting last month due to a lack of quorum. He also welcomed new member Diana Zayas-Baza.

Chair Report

Chair Latimer read the letter from prior Chair Matthew Till and commended him on his leadership. He explained the challenges the board has faced in achieving quorum due to low participation and noted that the Commission had been asked to appoint additional members, expressing appreciation that the request was taken seriously. Ms. Zayas-Baza introduced herself as the newest member, and Ms. Bogard introduced herself, noting this would be her second term on the board after serving in the 1990s. Staff and other members also introduced themselves, and Dr. Giles Stuart planned to refer an additional member to apply to the board.

Chair Latimer discussed the WOW Awards, noting that none had been issued since he joined the board. Ms. Bogard offered to identify homes that participated in prior programs for consideration, and Ms. Zayas-Baza offered to provide a photo of a potential candidate home. Chair Latimer emphasized the need for identifying eligible homes and residences, while Ms. Ali will resend the WOW Awards program information and guidelines to members, highlighting that permission from the homeowner required and before and after photos will be needed.

New Business/ Old Business

Chair Latimer reiterated that he was pleased the Commission responded to the appeal made on December 16, 2025, which resulted in the appointment of new members. Ms. Ali reviewed board responsibilities per the ordinance, noting that the board is self-funded and members are responsible for securing sponsorships, orchids, and gift cards. She clarified that there would not be an annual award reception this year due to lack of funds. Ms. Zayas-Baza suggested setting a goal to hold a reception, along with a plan to prevent duplication of member efforts, while Chair Latimer emphasized that the priority should be growing board membership.

Discussion followed regarding gradually building membership and nominating homes for various categories, with Ms. Ali highlighting that certificates, gift cards, and orchids could be awarded monthly, and plaques would be for the annual awards. Chair Latimer proposed a two-pronged approach where each member searches for potential candidates and considers one nomination per month. Ms. Ali clarified which properties could qualify, and Ms. Bogard raised concerns about obtaining “before” photos; Ms. Ali noted she could research Google images if needed. Chair Latimer noted that the ordinance favors professionals such as realtors, construction, and design specialists involved with

aesthetics. Ms. Ali will re-send nomination forms for all programs to members, and Ms. Bogard suggested reaching out to the Council of Civic Associations, with support from Kevin Pulido and Ms. Ali.

Items for Next Meeting

Chair Latimer suggested that each member come to the next meeting with one residential and one commercial property for consideration, and Ms. Ali noted that the nomination form will outline the process. A three-pronged approach was agreed upon: identifying properties, increasing board membership, and developing a funding mechanism. Agenda items for the next meeting will include each member submitting one potential new member, one residential property, and one commercial property. Ms. Ali clarified that nominations should be based on current front-facing exterior aesthetics. Chair Latimer led a discussion on the timeline for nominating and awarding properties, and Dr. Giles Stuart and Ms. Ali noted that photos should be submitted and displayed on screens. Dr. Giles Stuart expressed appreciation for Chair Latimer's leadership. Ms. Ali also added an additional agenda item: voting for Chair and Vice Chair.

Communications

None

Adjourn

Upon motion duly made and seconded, the meeting adjourned at 6:50 p.m.

[Minutes prepared by J. Burnham, Prototype, Inc.]