



VILLAGE OF PALMETTO BAY  
 9705 E. HIBISCUS STREET  
 PALMETTO BAY, FLORIDA 33157  
 (305) 259-1234 Fax: (305) 259-1290

Approved  
 \_\_\_\_\_  
 Edward Silva, Village Manager  
 \_\_\_\_\_  
 Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 12-2-19  
 NAME: Sabine Alexis  
 COMPANY: Kelley Kronenberg  
 ADDRESS: 10360 West State Road 84, Ft. Lauderdale, FL  
 PHONE: 954-870-9970 FAX: 33324  
 EMAIL: salexis@kelleykronenberg.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Any & all records for year  
2014 to present involving - Mercedes  
Huaman Castilla - address: 8055<sup>SW</sup> 138<sup>th</sup> St.  
Palmetto Bay, FL  
Folio # 33-5022-003-000 - \*Pls. see attached

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-406

DATE FORWARDED: \_\_\_\_\_

ASSIGNED DEPT: Building

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_





10360 West State Road 84, Fort Lauderdale FL 33324 | Phone: (954)370-9970, Fax: (954)382-1988  
www.kelleykronenberg.com

November 26, 2019

**Via Email to: ahewlett@palmettobay-fl.gov**

Building Records

Palmetto Bay Village Hall

9705 East Hibiscus Street

Palmetto Bay, FL 33157

Phone: 305-259-1250

Re: Public Records Request  
Our File No. 10-305

Attention Building Permits Department:

Please accept this correspondence as a public records request pursuant to the Florida Public Records Act, Chapter 119 of the Florida Statutes, for any and all records for the years 2014 to present, involving:

**Property Owner: Mercedes Huaman Castilla**  
**Property Address: 8055 SW 138<sup>th</sup> Street, Palmetto Bay, Florida**  
**Folio No. 33-5022-003-0050**

Please include all records for the above-referenced property, including but not limited to:

- All applications forms
- All supplemental application forms
- All documents in support of applications and/or supplemental applications
- All roofing documents
- Photographs
- Permit forms
- Payment of fees
- Inspection(s) forms
- Citations and/or Code Violations
- Correspondence



**Please contact undersigned upon receipt to identify records responsive to this request.**

If you assert that an exemption in Florida Statutes 119.071 or in a general or special law applies to all or part of the requested documents, please excise only that portion of the document or documents with respect to which an exemption is being asserted, and produce the remainder of the document or documents.

If you contend that any of the requested records are exempt from inspection and examination, please state in writing the basis of the exemption which you contend is applicable to the record, including that citation to an exemption afforded by statute and state in writing and with particularity the reasons for your conclusion that the record or records are exempt.

Please provide copies of all documents produced in response to this request. In order to expedite this request, please provide the amount of copying charges due for this request by e-mail, to me, at [salexis@kklaw.com](mailto:salexis@kklaw.com).

If you have any questions, please feel free to contact the undersigned.

Very truly yours,

*Sabine Alexis*

Sabine Alexis, CP  
Certified Paralegal

2019-406

**Melissa Dodge**

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**From:** Angie Hewlett  
**Sent:** Thursday, December 12, 2019 9:16 AM  
**To:** Melissa Dodge  
**Cc:** Admin Temp; Karla Morales-Maestre; Wesley Maltby  
**Subject:** FW: PUBLIC RECORDS REQUEST - HUAMAN CASTILLA, Mercedes v. Universal Property & Casualty Ins. Co.  
**Attachments:** Public Records Request - Building(1).pdf

Good morning,

Has this been given a PRR number? I have all the files together to send.

Regards,

**Angie Hewlett**  
**Plans Processing Clerk**  
**Village of Palmetto Bay**  
**9705 E. Hibiscus St**  
**Palmetto Bay, FL 33157**  
**Office: 305-259-1250**  
**Fax: 866-927-5576**  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

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**From:** Angie Hewlett  
**Sent:** Monday, December 2, 2019 11:06 AM  
**To:** Wesley Maltby <wmaltby@palmettobay-fl.gov>  
**Cc:** Melissa Dodge <mdodge@palmettobay-fl.gov>; Admin Temp <admintemp@palmettobay-fl.gov>; Karla Morales-Maestre <kmorales@palmettobay-fl.gov>  
**Subject:** FW: PUBLIC RECORDS REQUEST - HUAMAN CASTILLA, Mercedes v. Universal Property & Casualty Ins. Co.

Good morning,  
Please see attached.

Regards,

**Angie Hewlett**  
**Plans Processing Clerk**  
**Village of Palmetto Bay**  
**9705 E. Hibiscus St**  
**Palmetto Bay, FL 33157**  
**Office: 305-259-1250**  
**Fax: 866-927-5576**  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

**From:** Sabine Alexis <[salexis@kelleykronenberg.com](mailto:salexis@kelleykronenberg.com)>

**Sent:** Tuesday, November 26, 2019 2:15 PM

**To:** Angie Hewlett <[ahewlett@palmettobay-fl.gov](mailto:ahewlett@palmettobay-fl.gov)>

**Subject:** PUBLIC RECORDS REQUEST - HUAMAN CASTILLA, Mercedes v. Universal Property & Casualty Ins. Co.

**CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.**

Please see attached

Thank you

Sabine Alexis, CP, F.R.P.

**Managing Paralegal**

Kelley Kronenberg

10360 West State Road 84

Ft. Lauderdale | FL 33324

954. 370.9970 | Office

954. 382.1988 | Fax

[Website](#) | [Email](#)



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