



# CITY of CRESTVIEW

COMMUNITY REDEVELOPMENT AGENCY

## CRA Regular Meeting

February 9, 2026

5:00 PM

Council Chambers

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **Presentations and Reports**
6. **Consent Agenda**
  - 6.1 Approval of the Special Joint City Council and CRA Meeting Minutes of August 25, 2025
  - 6.2 Approval of the Special CRA Meeting Minutes of September 29, 2025
7. **Action Items**
  - 7.1 CRA Grant-Arts & Learning Center
8. **CRA Director Report**
9. **City Manager / CRA Administrator Report**
  - 9.1 CRA Report
10. **Comments from the Board**
11. **Comments from the Audience**
12. **Adjournment**

All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Natasha S. Peacock, City Clerk at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org) or 628-1560 option 2 within 48 hours of the scheduled meeting.

**ONECITY  
ONEMISSION**





# Staff Report

CRA MEETING DATE: February 9, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Maryanne Girard, City Clerk  
DATE: 09/08/2025  
SUBJECT: Approval of the Special Joint City Council and CRA Meeting Minutes of August 25, 2025

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## **BACKGROUND:**

This is a routine approval of past minutes.

## **DISCUSSION:**

The draft minutes were distributed prior to the meeting.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

#### Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

#### Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

#### Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

#### **FINANCIAL IMPACT**

n/a

#### **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the Special Joint City Council and CRA Meeting Minutes of August 25, 2025.

#### **Attachments**

1. 08252025 Special Joint City Council and CRA Minutes Draft

**City Council and Community Redevelopment Agency  
Joint Special Meeting Minutes - DRAFT  
August 25, 2025  
5:00 p.m.  
Council Chambers**

**1. Call to Order**

The City Council and CRA Joint Special Meeting was called to order at 5:00 P.M. by Vice-Chair Doug Capps. Chair Sherri Cox arrived at 5:12 p.m. Board members present: Doug Capps, Ryan Bullard, Brandon Frost, Shannon Hayes, Dusty Allison, and Traci Spencer-Medlock. Also, present were Mayor JB Whitten, City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and staff members. Board member Emily Daley was excused. CDS Director Barry Henderson was excused.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Vice-Chair Doug Capps.

**3. Open Policy Making and Legislative Session**

Vice-Chair Doug Capps declared a quorum was present.

**4. Approve Agenda**

Vice-Chair Doug Capps called for action.

**Motion** by Board member Brandon Frost and seconded by Board member Shannon Hayes to approve the agenda, as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**5. Presentations and Reports**

**6. Consent Agenda**

- 6.1. Approval of the Regular Meeting Minutes of May 12, 2025  
Vice-Chair D. Capps called for action.

**Motion** by Board member S. Hayes and seconded by Board member Traci Spencer-Medlock to approve the Consent Agenda, as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**7. Action Items**

- 7.1. Presentation of Audited Financial Statements by Purvis Gray  
Vice-Chair D. Capps introduced Ryan Tucker and Meagan Camp, representatives from Purvis Gray.

Mr. R. Tucker provided a briefing of the audited financial statements. He mentioned the report is based on the year ending September 30, 2024. He complimented Gina and the accounting team for their assistance. He said that the statements were submitted to the State before the deadline.

Meagan Camp, Auditing Director, summarized the combined city and CRA reports. She mentioned several highlights regarding the financial cost and findings adding there were no reportable issues. The city received the highest review for compliance. For this year, the threshold is \$750,000.

For CRA, Meagan Camp commented that there was one carryover from last year as a reportable noncompliance. The TIF distribution was calculated at 100% instead of 95%. It is now resolved.

Ms. M. Camp mentioned that the Governmental Accounting Standards Board reporting will now be implemented, and the city is in compliance with the Cybersecurity Act.

Meagan Camp went over the financial highlights in the General Fund, stating revenue was up, as the expenses were driven by higher personnel costs. She said the city is in a strong financial position.

For the CRA, M. Camp, stated there was an increase in revenue based on the increased tax base. She added revenues increased because of the addition in SHIP funds.

M. Camp said the Enterprise Fund depicted higher revenue for the golf course and the sanitation fund. She added the sanitation fund is a cost pass-through.

M. Camp said the Pension Funds are driven by the investment performance. The net investment income increase is driven by the marketing positions for both funds. Both plans have stayed above 80% over the last ten years. The goal is consistency over a period of time. She added that the Actuarial uses a four-year timeline.

\*Note: Vote was taken after the budget presentation as Mayor Whitten asked about the audit approval.

**Motion** by Vice-Chair D. Capps and seconded by Board member S. Hayes to approve the CRA audit as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**Motion** by Vice-Chair D. Capps and seconded by Board member S. Hayes to approve the city audit as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

## 7.2. Budget Presentation

City Manager Jessica Leavins thanked the Finance team, as well as Purvis Gray.

City Manager Jessica Leavins presented the draft budget for the CRA stating it

shows additional improvement grants. The sidewalk staining is in the budget. There is additional operating costs that include auditing fees, insurance for 104 Main Street, adding the remaining dollars will go toward the Arts and Learning Center. She added that the speakers have been installed, and the Internet upgrade has been completed.

**Motion** by Board member Ryan Bullard and seconded by Board member Dusty Allison to approve the budget for CRA, as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Shannon Hayes, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**8. CRA Director Report**

City Manager Jessica Leavins said they are working with Main Street for the Fall events. She explained the CRA funding is restricted to the district. She mentioned the funds will be used for the multiuse path. The banners on Main Street have been added, and the banners will be expanded to Wilson Street after we receive the quotes.

City Manager Jessica Leavins said the Arts and Learning Center is being renovated with upgrades for safety and Code compliance. She added the date for completion is tentatively in October.

**9. City Manager / CRA Administrator Report**

**10. Comments from the Board**

Chair S. Cox called for comment from the Board.

The City Council complemented the staff on the audit and applauded the healthy financial position.

**11. Comments from the Audience**

Chair S. Cox called for comment from the public.

**12. Adjournment**

In hearing none, Chair S. Cox adjourned the meeting at 5:37 p.m.

Minutes approved this \_\_\_ day of \_\_\_, 2025.

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Sherri Cox, Chair

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Maryanne Girard

City Clerk

*Proper Notice having been duly given*



# Staff Report

CRA MEETING DATE: February 9, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Maryanne Girard, City Clerk  
DATE: 10/01/2025  
SUBJECT: Approval of the Special CRA Meeting Minutes of September 29, 2025

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## **BACKGROUND:**

This is a routine approval of past minutes.

## **DISCUSSION:**

The draft minutes were distributed prior to the meeting.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization
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3. Connect Industrial Drive to Twin Hills park with new entrance

#### **FINANCIAL IMPACT**

n/a

#### **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the Special CRA Meeting Minutes of September 29, 2025.

#### **Attachments**

1. 09292025 Special CRA Meeting Minutes Draft

**Community Redevelopment Board  
Special Meeting Minutes – Draft  
September 29, 2025  
5:30 p.m.  
Council Chambers**

**1. Call to Order**

The Special Meeting of the Crestview Community Redevelopment Agency was called to order at 5:30 p.m. by Vice-Chair Doug Capps. Board members present: Ryan Bullard, Brandon Frost, Dusty Allison, and Traci Spencer-Medlock. Also, present were City Manager Jessica Leavins, City Clerk Maryanne Girard, CDS Director Barry Henderson, City Attorney Jonathan Holloway, and staff members. Commissioner Sheri Cox was excused, and Board members Shannon Hayes and Emily Daley were excused.

**2. Pledge of Allegiance**

Vice-Chair Doug Capps asked CDS Planning Administrator Nicholas Schwendt to lead in the Pledge of Allegiance to the Flag of the United States of America.

**3. Open Policy Making and Legislative Session**

**4. Approve Agenda**

Vice-Chair Doug Capps called for action.

**Motion** by Board member Traci Spencer-Medlock and seconded by Board member Brandon Frost to approve the agenda, as presented.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**5. Action Items**

**5.1. CRA Resolution 2025 - 22 CRA Budget Adoption**

City Manager Jessica Leavins introduced CRA Resolution 2025-22, a Resolution to adopt the CRA Budget. She went over the proposed projects. She stated the resolution is a result of the budget that was approved at the last meeting. She then asked the city clerk to read the resolution by title.

City Clerk Maryanne Girard read aloud Resolution 2025-22. A Resolution of the Community Redevelopment Agency of the City of Crestview, Florida Adopting A Budget of \$686,606.00 for Fiscal Year 2026 Beginning October 1, 2025 and Ending September 30, 2026, and Providing for An Effective Date.

Vice-Chair Doug Capps called for action.

**Motion** by Board member Ryan Bullard and seconded by Board member Dusty Allison to approve Resolution 2025-22 - CRA Budget Adoption.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**5.2. Main Street Administrative Support Agreement Renewal**

City Manager J. Leavins stated the Main Street Administrative Support Agreement will expire on

September 30th. She explained this action will renew the agreement for 2026. She added that the content and agreement is unchanged from last year.

Vice-Chair Doug Capps called for action.

**Motion** by Board member Brandon Frost and seconded by Board member Ryan Bullard to approve the Main Street Administrative Support Agreement renewal.

Roll Call: Ayes: Ryan Bullard, Doug Capps, Brandon Frost, Dusty Allison, Traci Spencer-Medlock. All ayes. Motion carried.

**6. CRA Director Report**

City Manager J. Leavins stated she had no other reports.

**7. City Manager / CRA Administrator Report**

**8. Comments from the Board**

Vice-Chair Doug Capps called for comment from the Board.

In response to Board member Ryan Bullard regarding when we can expect the decorations for the holiday, City Manager J. Leavins replied they should be up late October or early November.

In response to Board member Ryan Bullard about the transition of the commissioner's removal from the CRA, he asked if the Chair had voting rights, and City Attorney Jonathan Holloway responded that the Mayor Pro-Tem does have a vote. He explained that the mayor by Charter does not vote.

**9. Comments from the Audience**

Vice Chair Doug Capps called for comment from the public.

Alex Barthé, owner of Courthouse Suites, came forward to inform the Board that the speaker near his building is not working. He also asked for enforcement of speeding signs, as it is a safety hazard for the pedestrians leaving his building. He added he appreciates the improvements in the downtown area.

City Manager Jessica Leavins thanked him for bringing up the speaker issue, as we have spoken to the manufacturer. She stated the speakers are under warranty. There are problems with the reach, but we hope to have them fully functional in the next few weeks. They also may need a repeater. Mr. Barthé, said the rain appears to have caused the sound issue, so City Manager J. Leavins said they will investigate that as well.

**10. Adjournment**

Vice Chair Doug Capps adjourned the meeting at 5:38 p.m.

Minutes approved this \_\_\_ day of \_\_\_, 2025.

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Chair, Doug Capps

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Maryanne Girard  
City Clerk

*Proper Notice having been duly given*



# Staff Report

CRA MEETING DATE: February 9, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: CRA Board  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Nicholas Schwendt, Strategic Initiatives Director, Jessica Leavins, City Manager  
DATE: 02/06/2026  
SUBJECT: CRA Grant-Arts & Learning Center

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## **BACKGROUND:**

Around the middle of last year, the City began leasing the building at 189 N Main Street. After, staff cleared out the building, and began the process of preparing to improve the interior to convert the building into the Arts & Learning Center.

## **DISCUSSION:**

Throughout June and July of last year, staff worked to receive three quotes for the necessary improvements to be made to the building. On August 11, 2025, the City Council approved the remodel project to be awarded to Shephard Development LLC, who came in as the lowest bidder by approximately \$50,000.00. The bid came in at \$126,650.00, with a separate quote for electrical work also approved by council for \$43,000.00, bringing the total project cost to \$169,650.00.

Upon selection of the contractor, they began demolition work within the building. At this point, the contractor noticed substantial termite damage and subsequent structural damage. On September 2nd, 2025, the contractor hired Apex Engineering Group to evaluate the damage and provide a structural assessment. The total cost of the required improvements came out to \$145,800.00. Typically, a change in scope such as this, could be handled as a change order for a given project, and the contractor that was already competitively selected could be directed to complete the unexpected work.

The City went into discussion with the property owner regarding the required improvements to the property. Upon that discussion, the property owner made the decision to apply for a CRA Code Compliance grant to cover fifty percent of the required improvement. The grant would cover \$72,900.00.

Our CRA grants typically require 3 quotes for items greater than \$7,500.00. Because this project was already underway with the selected, lowest-quoted contractor, would typically be handled as a change order to that contractor for the new scope, and due to the time efficiencies created by proceeding with this contractor, staff has determined that it is logical to waive the CRA Code Compliance Grant Application requiring three quotes for items greater than \$7,500.00.

## **GOALS & OBJECTIVES**

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

## **FINANCIAL IMPACT**

There are sufficient funds existing in the CRA to provide for a 50% match on this item.

## **RECOMMENDED ACTION**

Staff respectfully requests a motion to waive the CRA Code Compliance Grant Application requirement for three quotes for project costs greater than \$7,500.00.

## **Attachments**

1. 25.08.11 Arts and Learning Center Contractor Selection
2. 2025-11-05 Crestview Bldg Preliminary Structural Assessment - DSS
3. 189 Main Structural Repairs Estimate
4. 25.07.30 - 189 N Main Remodel Quote Comparison
5. 26.01.13 - CRA Grant (189 N Main St.)



# Staff Report

CITY COUNCIL MEETING DATE: August 11, 2025

TYPE OF AGENDA ITEM: Action Item

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Wayne Steele, Director of Operations  
DATE: 8/7/2025  
SUBJECT: Procurement and Contractor Selection for 189 N Main Street (Arts & Learning Center) Renovation Project

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**BACKGROUND:**

The City of Crestview has initiated plans to renovate 189 N Main Street for use as a flexible, ADA-compliant space that will serve as the Arts & Learning Center. This project supports community programming, educational services, and library expansion efforts.

In preparing this project plan, City staff reached out to qualified local contractors to obtain pricing for the renovation work. Three firms submitted complete proposals. The lowest responsive quote was submitted by Shephard Development LLC, whose proposed scope aligns with the City's program requirements, schedule, and budget constraints. Colson's Electric was also engaged to provide pricing for the electrical scope, offering reduced rates in recognition of the community-focused nature of the project. Staff has reviewed all estimates, completed value engineering, and confirmed that the final scope is ready for execution.

**DISCUSSION:**

Stakeholder expectations and project timelines call for construction to begin in August 2025 and conclude by mid-October 2025. While City purchasing policy normally requires formal solicitation for purchases exceeding \$100,000, the policy also allows City Council to approve direct procurement under certain circumstances. In this case, the project is time-sensitive. Delaying the start to initiate a formal bid process would likely extend the schedule by at least 30 days and risk missing the targeted completion window.

**GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

*Communication-* To engage, inform and educate public and staff

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Community Character-* Promote desirable growth with a hometown atmosphere

*Safety-* Ensure the continuous safety of citizens and visitors

*Mobility*- Provide safe, efficient and accessible means for mobility

*Opportunity*- Promote an environment that encourages economic and educational opportunity

*Play*- Expand recreational and entertainment activities within the City

*Community Culture*- Develop a specific identity for Crestview

### **FINANCIAL IMPACT**

Shepherd Development LLC submitted the lowest qualified quote for the construction remodel at \$126,650. Electrical services, provided by Colson's, are quoted at \$43,000, bringing the total project cost to \$169,650.

The project will be funded through a combination of:

- Public Services in-kind contribution 001-2319-519-63.00
- Property owner contribution to the electrical main panel upgrade
- Community Redevelopment Agency (CRA) allocation - 670-311-511-63.00

### **RECOMMENDED ACTION**

Staff respectfully requests a motion to award the renovation contract for 189 N Main Street to Shepherd Development LLC and Colson's Electric for electrical services, and to authorize the City Manager to execute the contracts under a purchasing policy exception.

### **Attachments**

1. 189 N Main Quote Comparison
2. Shepherd Dev - Estimate
3. Kingstruction - Estimate
4. Maranatha - Estimate
5. Colsons Electric - Wiring Estimate
6. Colsons Electrical - Main Panel Estimate

# APEX ENGINEERING GROUP, PLLC

## PRELIMINARY STRUCTURAL ASSESSMENT REPORT

Project: Crestview Building  
Project #: 1380-2501  
Address: 189 Main Street, Crestview, FL  
Inspection Type: Structural Assessment

Date of Inspection: 09/02/2025  
Name of Inspector: JLL  
Weather Condition: Sunny  
Ordered By: Doug Sheppard

### Scope:

Our office performed the on-site structural assessment for a two-story commercial structure located in Crestview, Florida on September 02, 2025, following the request of Doug Sheppard. This inspection was performed to review the existing conditions of the in-situ framing.

### Evaluation:

This assessment was conducted utilizing Visual Examination and non-destructive Manual procedures and was limited to fully visible and accessible structural elements only. As a routine matter, and to avoid possible misunderstandings, nothing in this report should be construed directly or indirectly as a guarantee for any portion of the structure. To the best of my knowledge and ability, this report represents an accurate appraisal of the present condition of the building based upon careful evaluation of observed conditions, to the extent reasonably possible.

### Summary:

Based upon the information made available, this commercial structure was built around 1926. The building utilizes a shallow foundation with exterior walls constructed of reinforced CMU blocks and clay brick masonry. The second floor is constructed with conventional wood joist framing using rough-cut structural members. The roof features a wood-framed split double gable end roof geometry with asphalt shingles. Prior modifications, additions and remodels to the structure have occurred over the lifespan of the building, with undocumented scope and age associated.

### Observations:

The interior space has an open floor plan with three rows of four 8x8-inch primary timber columns. These support three continuous dropped beam rows for the floor joist framing above. The bottoms of several timber columns were noted to have visible damage near the slab interface caused by Wood Destroying Organisms (WDO). Each of these members will need to be fully replaced.

The dropped girder beams above have decayed past their ability to perform as originally intended in many locations. Analysis of these members also noted the current sizing will not allow for the second floor to be utilized in a full load capacity without strengthening and/or replacement to be code compliant. It is our recommendation that these members will need to be fully replaced.

The second-floor joist framing system does not appear to be laid out on a typical 16" or 24" center to center spaced layout. Due to the extent of the damage and replacement below the joist system, we recommend that the floor joist framing also be addressed as part of the repair scope. This will ensure that all loads will be evenly distributed from the floor and roof framing above as well as allow full load capacity for the future use of that space.

Recommendations:

1. Shore the existing second floor framing in place down to the first-floor slab on grade.
2. Remove all damaged 8x8 timber columns as well as the heavy timber girder members above.
3. Install new joists in the floor framing above as needed so that the aggregate spacing of the joists within the floor system is equal to 16" o.c. New members should match or exceed the size(s) of the in-situ joist framing.
4. Demo portions of the existing slab around each of the existing 8x8 column locations to allow a 64"W x 64"W x 12"D footing to be installed below each replaced column location. Construct each pedestal footing with 3,000 psi normal weight concrete reinforced with (6)#5 bars each way in bottom of footing. Center new PT 8x8 columns over the new footings using a CB88 column base for connection.
5. Install new (3) ply 1.75x 24" LVL dropped beams continuous across the building in place of the old heavy timber girders above.
6. Run LVL's continuous across all 8x8 columns. Connect LVL's to columns at bearing points with (2) Simpson MTS20 straps (one on each face).

Conclusion:

After the damaged and deteriorated primary support columns and girders have been replaced, and the floor framing above has been strengthened, it is my professional opinion that this structure will be structural sufficient for safe continued use as a code compliant commercial structure.

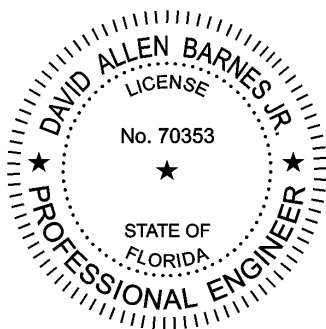
Please feel free to contact us with any remaining questions or need for clarification.

Inspected By:



James L. Layle  
Delegate Inspector

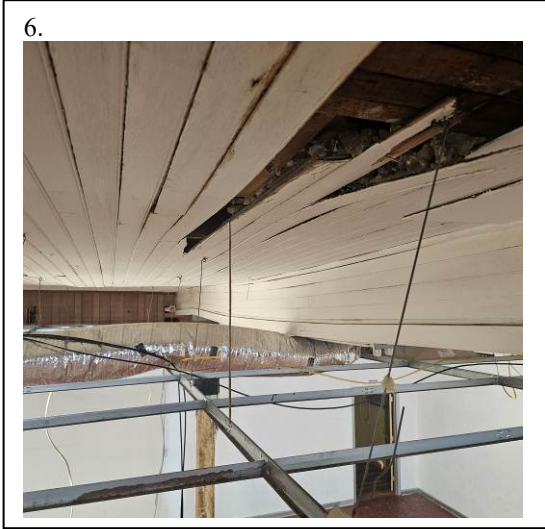
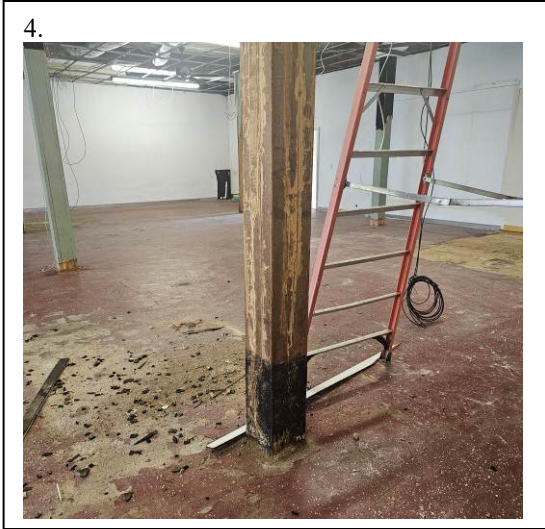
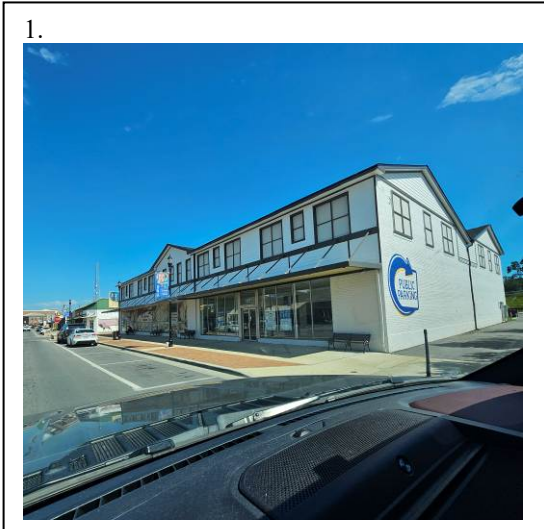
Reviewed and Approved By:



D. Allen Barnes Jr., PE, SI, FRSE, MLE, LEED AP  
Engineer in Responsible Charge

Cc: Ronnie Raybon – [ronnieraybon@cityofcrestview.org](mailto:ronnieraybon@cityofcrestview.org)  
Doug Sheppard - [shepherdllc@gmail.com](mailto:shepherdllc@gmail.com)

INSPECTION PICTURES



Additional Notes:

For Electronically Transmittals: This document has been digitally signed and sealed using PKCS#12 in compliance with 61G15-23.004, F.A.C. Printed copies of this document are not considered signed and sealed. Signature SHA authentication code must be verified on any electronic copies to validate. Hard copies must be Physically Signed with an original signature in compliance with 61G15-23.003, F.A.C.

This report is based on observations, documentation and field notes from the inspections and site visits performed by the Engineer of Record or an Authorized Representative under the responsible charge of the Engineer of Record.

Statements and professional opinions within this report are based upon the professional engineer's experiential knowledge, available information, and judgment, and in accordance with commonly accepted procedures consistent with applicable standards of practice, and is not a guaranty or warranty, either expressed or implied.

This report may include or take into consideration additional information provided by other parties regarding as-built conditions for consideration in our assessment. All such provided information is believed to be truthful although the accuracy thereof cannot be guaranteed.

Please be advised that AEG reserves the right to modify, revise, and/or expand the opinions and conclusions drawn thus far, especially if additional information or data becomes available.



**Shepherd Development LLC**

PO Box 1648  
 Crestview, FL 32536  
 CBC1260762

Phone # 850-758-5119      shepherdllc@gmail.com  
 shepherddevelopment.com

**Estimate**

Date	Estimate #
11/13/2025	156

Name / Address
City of Crestview 198 N Wilson St Crestview FL 32536

Project
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189 N Main St
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Description	Qty	Total
<b>Engineering Report</b>		1,500.00
<b>Remove and Replace Ceilings and walls as needed/ Remove and Replace Columns/ Remove and replace all supports beams All work will be done per Engineering Report</b>		145,800.00
<b>Thanks for the opportunity to Bid Project</b>		<b>Total \$147,300.00</b>



Signature \_\_\_\_\_

Signature \_\_\_\_\_ Page 19 of 49



# City of Crestview

## Quote Comparison Form

Requisition No. \_\_\_\_\_

Name Jayce Vanderford

Date: 07/30/2025

Dept: Operations Management

### Item/Service Requested:

189 N Main Street (Arts & Learning Center) Renovation Project

#### Quote 1

Company Shepherd Development LLC

Vendor No. 6798

Contact Doug Shepherd

Quote \$126,650

Phone No. (850) 863-0031

mail  telephone

fax  email  other

#### Quote 2

Company Kingstruction

Contact Jeff King

Vendor No. 6910

Phone No. (619) 867-5240

Quote \$169,517

mail  telephone

fax  email  other

#### Quote 3

Company Maranatha Construction Services LLC

Contact Ed Hann

Vendor No. \_\_\_\_\_

Phone No. (850) 398-9609

Quote \$242,460.48

mail  telephone

fax  email  other

I hereby affirm that the above quotes have been sought and conform in every respect with the requirements of the City's Purchasing Manual.

Wayne Stark

Department Head



### **PROGRAM DESCRIPTION**

The Code Compliance Upgrade program awards funds to bring into compliance both Building Code and City Code violations that support the preservation and enhancement of commercial properties, increasing building occupancy and reuse, elimination and prevention of blight, as well as preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida statutes.

### **PROPERTY ELIGIBILITY**

1. The program is available only for property located within the CRA District. **Note:** See attached CRA Boundary Map or click the below link to check your address:  
<https://www.cityofcrestview.org/DocumentCenter/View/3182/Map>.
2. Properties must be non-residential or mixed use.
3. Properties must not have any delinquent property taxes or utility bills.
4. Any active business on the property must have a current Business Tax Receipt with the City.

### **ELIGIBLE IMPROVEMENTS:**

Eligible Improvements for non-residential and mixed-use buildings include the following:

1. Any Building Code related upgrades that remedy violations of the Florida Building Code as determined by the City Building Official.
2. Any City Code related upgrades that remedy violations of the City Code as determined by a City code enforcement officer.
3. Any upgrades that improve compliance with ADA codes, requirements, or regulations.

**FUNDING THRESHOLDS**

Eligible activities will be funded per the below:

Percentage of Eligible Activities Funded (up to 50%)		
Business Hours	Open until at least 7 pm 4 days per week (non-office space )	20%
Property Use (choose one)	Office	5%
	Restaurant/Retail	10% X
	Entertainment/Commercial Recreation	15% X
Business Size (choose one)	1-5 Employees	5% X
	6-10 Employees	10%
Building Age (choose one)	25-50 years	5%
	50-75 years	10%
	75+ years	15% X
Culturally/Historically Significant	Building is registered as, or is determined to be culturally or historically significant	10% X
Total eligible percentage:		<b>50%</b>
Maximum Total Award Amount		
2,500 square feet of improved space or less:	\$50,000	
Over 2,500 square feet of improved space:	\$10 per sq. ft., not to exceed \$100,000	

**PROGRAM REQUIREMENTS:**

1. All work **must** be done in compliance with applicable Building Codes and City of Crestview Land Development Regulations, **must** comply with the CRA Design Guidelines, and be approved by CRA staff.
2. All contractors **must** be licensed in Crestview/Okaloosa County. All work that requires permits must be done through the City of Crestview Community Development Services department and pass all required inspections prior to reimbursement.
3. Grant funds will be reimbursed exclusively for approved work and approved change orders for work that has been performed **after** the grantee has received notification that the Grant Application has been approved by the CRA Staff.
4. Any work completed prior to submission and approval must be approved by staff before any reimbursement is given. Staff will determine if previously performed work is eligible. Work done more than 6 months prior to submission is not eligible for any CRA grants.
5. The property owner must be the applicant. However, if the property is currently leased to a tenant, then the Application and Agreement must be jointly executed by both the owner and the tenant.
6. The applicant must, at minimum, match the contribution made by the CRA for any eligible activities.

**APPLICATION PROCESS**

1. An applicant seeking a project grant may secure an application from the Crestview Community Redevelopment Agency (CRA), by calling 850-682- 1560 Option 2 or submit online via the application from <https://www.cityofcrestview.org/551/CRA-Applications>.
2. The CRA will administer the Code Compliance Upgrade Program and funding. In addition to the appropriate City of Crestview building inspections, the CRA will inspect the work to determine its satisfactory completion.
3. Application to this Program is not a guarantee of funding. Funding is at the sole discretion of the CRA Staff. Applications will be scored, ranked and obtain CRA approval. The total available program funding is subject to change.

**REIMBURSEMENT PROCESS**

1. Grant Payments — Subject to the terms and conditions of the Grant Agreement, reimbursement will be made within ninety days from the CRA receiving the following:
  - a) Invoices, copy of processed check and proof of payment for Eligible Reimbursable Costs
  - b) Building Department Inspection forms and completed final inspections.
2. Site Visits — CRA staff will conduct a site visit before grant payment is made in order to verify that the business is in operation. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement. Staff will complete a final inspection prior to issuing final payment.
3. As stipulated in the project agreement, the CRA will release funds to the client on a reimbursement basis at the completion of the entire project (upon examination of all required documents).

I have read, understand and accept the program overview and guidelines set forth above for the Code Compliance Upgrade Program.

189 N Main Street

Property Address

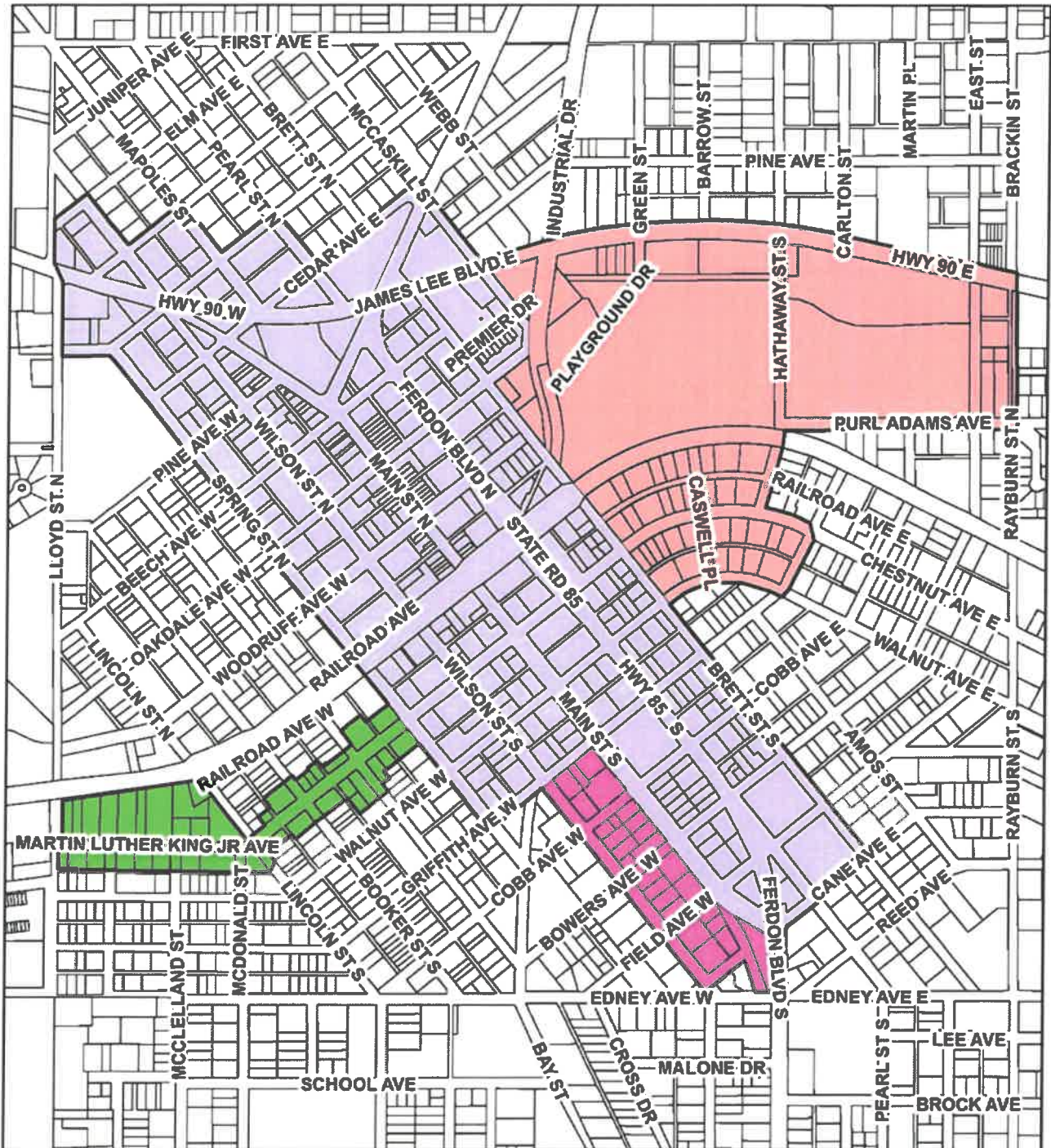
J.D. Wingard, Jr. as Managing Member of Crestview Investment Company, LLC.

Applicant Name

J.D. Wingard Jr. Managing Member 1/13/26  
 Applicant Signature Date  
 Crestview Investment Company, LLC.



# CODE COMPLIANCE UPGRADE PROGRAM CRA MAP





## CODE COMPLIANCE UPGRADE PROGRAM APPLICATION

### APPLICANT INFORMATION

Name: J.D. Wingard Jr.

Address: PO Box 171 Crestview, FL Zip Code: 32536

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: 189 N Main Street

Property Owner Name(s): Crestview Investment Co. LLC

### CONTRACTOR INFORMATION

Name of General Contractor for the Project: Shepherd Development LLC

Address of General Contractor: PO Box 1648 Crestview, FL 32536

Phone Number of General Contractor: 850-758-5119

Email of General Contractor: shepherdllc@gmail.com

(for more than one contractor, please supply all information for each, separate pages may be attached)

### PROJECT INFORMATION

General Project Description:

Replace damaged timber columns and girder members. Install new joists in second floor floor framing.  
Demo portion of existing slab around existing columns and construct pedestals and new columns.

**Provide all proposed improvements. Please include estimated cost and total for the project:**

Improvement	Cost	Improvement	Cost
Remove and replace columns, support beams and ceilings and walls (as necessary)	\$145,800.00		
<b>Total Cost:</b>			
<b>Total Approved Cost (to be filled by staff)</b>			<b>\$145,800.00</b>
<b>Total amount of Grant based on the approved costs and Thresholds (to be filled by staff)</b>			<b>\$72,900.00</b>
Individual or combined costs over \$7,500 must have 3 (three) written quotes attached.			

**SOURCES OF FUNDING**

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**1. APPLICATION AGREEMENT**

I (we), the applicant(s) understand that the intent of this application is only for purposes of pre-qualifying for Building Code Compliance Upgrade Program Grant and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Crestview Community Redevelopment Agency (CRA).

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purposes.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The CRA is hereby authorized to verify any of the information provided and to inspect the property prior to approval.

I authorize the City of Crestview and the Crestview CRA or its agents to take photos of myself and my business to be used to promote the program.

J.D. Wingard, Jr. as Managing Member of Crestview Investment Company, LLC.

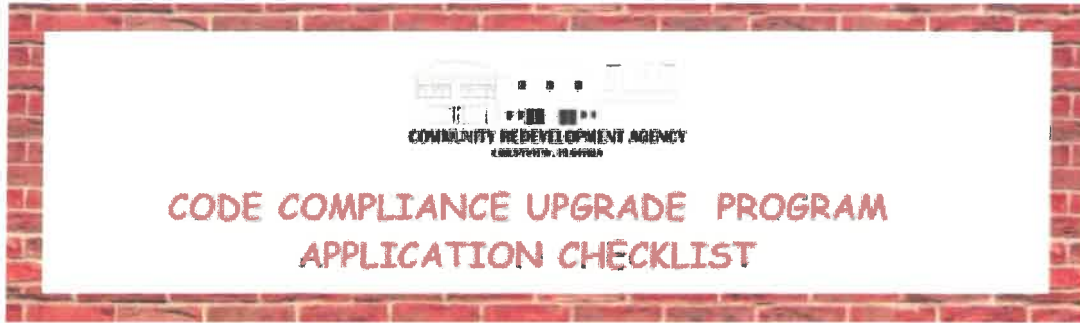
Applicant Name

J.D. Wingard Jr. Managing Member 11/3/26  
Applicant Signature Date

Applicant Name

Applicant Signature

Date



**Every application package must include ALL of the following items before it will be processed and considered for approval.**

- Written detailed description of the improvements to be made to the property.
- W9 Form (attached)
- Copy of Business Tax Receipt
- Proof of ownership, or letter from property owner authorizing work.
- Plans or sketches if applicable.
- Rendering of completed project.
- Site plan and plant list for landscape projects
- Third-party cost estimates from licensed contractors, (3 quotes for any items over \$7500)  
Owner purchased materials are not subject to quotes.
- Estimated timeline or project Schedule.
- Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc.)
- Completed Application
- Completed Checklist**

All applications submitted Online, or hard copy must be complete with all required information. Upon receiving, the CRA Director shall contact the applicant to arrange for an in person or phone meeting to discuss the application.



## CODE COMPLIANCE UPGRADE PROGRAM PROPERTY OWNER AGREEMENT

***To be completed only if the applicant is a tenant.***

The undersigned owner of the existing building located at:

\_\_\_\_\_

Address

Certifies that:

\_\_\_\_\_

Applicant

Operates a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Beautification Incentive Program Grant Application.

I understand and agree that neither the Crestview CRA nor the City of Crestview assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. In consideration of the Beautification Incentive Program Grant to complete exterior property improvements of the commercial property, the undersigned hereby waives and releases any claim against the City of Crestview and the Crestview Community Redevelopment Agency (CRA) arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and the CRA harmless for charges, damages, claims or liens arising out of the Applicant's participation in the Beautification Incentive Program.

\_\_\_\_\_

Property Owner Name

\_\_\_\_\_

Property Owner Signature

\_\_\_\_\_

Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (numeric date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by \_\_\_\_\_ (name of person acknowledging).

(Seal)

\_\_\_\_\_

Signature of Notary Public

Personally known: \_\_\_\_\_

\_\_\_\_\_

Print, Type/Stamp Name of Notary

OR Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_



## CODE COMPLIANCE UPGRADE PROGRAM GRANT AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by and between the Crestview Community Redevelopment Agency ("CRA") and

J.D. Wingard, Jr. as Managing Member of Crestview Investment Company, LLC ("Applicant").

WHEREAS, Applicant has made application for a grant with the CRA under the CRA Beautification Incentive Program and WHEREAS,

CRA has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

1. Applicant agrees to complete the Project consistent with the application submitted to CRA, which is attached to this Agreement and made a part hereof as Exhibit "A".
2. In consideration of Applicant satisfactorily completing the Project, CRA will reimburse Applicant the agreed percentage of eligible project costs up to the maximum total award amount.

In any dispute arising between or among the parties hereto, the prevailing party shall recover from the losing party reasonable attorney's fees, costs and expenses incurred by the prevailing party in connection with such dispute at pretrial, trial, and appellate levels.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective on the date first stated above.

APPLICANT:

Crestview CRA

By: J.D. Wingard, Jr. AS Managing Member of Crestview Investment Company, LLC.

\_\_\_\_\_  
Barry Henderson, CDS Director

Print Name: \_\_\_\_\_

By: J.D. Wingard Jr. Managing Member of Crestview Investment Company, LLC.  
"Applicant"

Prepared by/Return to:  
Gary B. Leuchtman, Esquire  
Beggs & Lane, RLLP  
Post Office Box 12950  
Pensacola, Florida 32591-2950  
(850) 432-2451  
Florida Bar No.: 342262

WARRANTY DEED

STATE OF FLORIDA  
COUNTY OF OKALOOSA

This Warranty Deed made this 12<sup>th</sup> day of July, 2012, between Jacob Dorman Wingard, Jr., a/k/a J. D. Wingard and J. D. Wingard, Jr., a married man, joined by his wife, Camelia L. Wingard, a/k/a Camelia Lewis Wingard, "Grantor", and Crestview Investment Company, LLC, f/k/a Coosa River, LLC, a Florida limited liability company, whose address is 1301 Industrial Drive, Crestview, Florida 32539, "Grantee."

The Grantor, in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other good and valuable considerations, to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, does hereby bargain, sell, convey and grant unto said Grantee and Grantee's respective successors and assigns forever all the Grantor's interest in the following described real property (the "Property") situate, lying and being in the County of Okaloosa, State of Florida, to-wit:

(See attached Schedule "A")

Together with all and singular the tenements, hereditaments, appurtenances and riparian and littoral rights thereto belonging or in anywise appertaining, free from all exemptions and right of homestead.

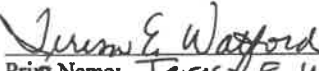
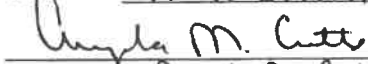
This conveyance is subject to, and with any beneficial enjoyment of, the following:

- (1) conditions, restrictions, reservations, limitations and easements of record, if any, but this provision shall not operate to reimpose the same;
- (2) zoning and other governmental regulations;
- (3) ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year preceding the date hereof.

GRANTOR FULLY WARRANTS the title to the Property and will warrant and defend the same against the lawful claims of all persons whomsoever. Grantor does further warrant that the above described property in not their constitutional homestead.

In testimony whereof, the Grantor executed this deed the day and year first above written.

WITNESSES:

  
 Print Name: Teressa E. Wafford  
  
 Print Name: Angela M. Cutts

  
 JACOB DORMAN WINGARD, JR.  
 Address: 663 Ridge Lake Road  
 Crestview, Florida 32536-9527

Teressa E. Wafford  
Print Name: Teressa E. Wafford  
Angela M. Cutts  
Print Name: Angela M. Cutts

Camelia L. Wingard  
CAMELIA L. WINGARD  
Address: 663 Ridge Lake Road  
Crestview, Florida 32536-9527

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of July, 2012, by Jacob Dorman Wingard, Jr. who produced \_\_\_\_\_ as identification or who is personally known to me.

-SEAL-

[Signature]  
Notary Public

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of July, 2012, by Camelia L. Wingard who produced \_\_\_\_\_ as identification or who is personally known to me.

-SEAL-

[Signature]  
Notary Public

THIS DEED HAS BEEN PREPARED AT THE GRANTOR'S REQUEST WITHOUT EXAMINATION OR LEGAL OPINION OF TITLE.

**EXHIBIT "A"**

**PARCEL 1: TAX ID # 05-3N-23-0010-000K-0350**

Lots 35, 36, 37, 53, 54, 55 and 56, Block "K", Adams-Powell Subdivision, City of Crestview, Florida, as recorded in Plat Book 2, Page 122, of the Public Records of Okaloosa County, Florida.

**PARCEL 2: TAX ID # 07-3N-23-0000-0015-0000**

Northwest  $\frac{1}{4}$  of Southwest  $\frac{1}{4}$  of Section 7, Township 3 North, Range 23 West, in the Public Records of Okaloosa County, Florida; LESS AND EXCEPT: Begin at the Southwest corner of the Northwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; thence run East 52.5 feet; thence North 127 feet; thence West 52.5 feet; thence South 127 feet to the Point of Beginning, situate, lying and being in Section 7, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 3: TAX ID # 08-3N-23-0000-0007-0000**

Begin at the Northeast corner of the Northeast Quarter of the Northeast Quarter of the Southeast Quarter, run South along forty line 210 feet, West 420 feet, North 210 feet, East 420 feet to beginning, lying in Section 8, Township 3 North, Range 23 West, in the Public Records of Okaloosa County, Florida; LESS AND EXCEPT: The East 30 feet and the North 30 feet thereof, Okaloosa County, Florida.

**PARCEL 4: TAX ID # 08-3N-23-0742-0005-0060**

Lot 6, Block 5 of Edney's 2<sup>nd</sup> Addition to the Town of Crestview, Florida, according to plat thereof as recorded in Plat Book 1, Page 125, in the Public Records of Okaloosa County, Florida.

**PARCEL 5: TAX ID # 08-3N-23-1380-0004-0050**

Lot 5 and North  $\frac{1}{2}$  of Lot 6, Block 4, Jack Kennedy Addition Crestview, Florida, according to plat thereof as recorded in Plat Book 1, Page 155, in the Public Records of Okaloosa County, Florida

PARCEL 6: TAX ID # 08-3N-23-1380-0004-0480

Lots 48, 49 and 50, Block 4, of Jack Kennedy Addition Crestview, Florida, according to plat thereof as recorded in Plat Book 1, Page 155, in the Public Records of Okaloosa County, Florida.

PARCEL 7: TAX ID # 08-3N 23-1380-0004-0510

Lots 51 and 52, Block 4, of Jack Kennedy Addition to Crestview, Florida, according to the plat thereof as recorded in Plat Book 1, Page 155, in the Public Records of Okaloosa County, Florida.

PARCEL 8: TAX ID # 09-3N-23-0000-0058-0000

From the Southwest corner of Section 9, Township 3 North, Range 23 West, run East on Section line 756.6 feet to the Point of Beginning; thence 233.3 feet to the North; thence 100 feet due East; thence 233.3 feet due South; thence 100 feet due West to the Point of Beginning; in Southwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 9, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 9: TAX ID # 09-3N-23-0550-0001-0070

Lots 7 and 8, Block 1, Crescent Heights Subdivision, according to the plat as recorded in Plat Book 2, Page 101, in the Public Records of Okaloosa County, Florida.

PARCEL 10: TAX ID # 17-3N-23-2490-0001-0073

The North  $\frac{1}{2}$  of Lot 7, Block 1, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 11: TAX ID # 17-3N-23-2490-0002-0220

Begin at the Northwest corner of Lot 22, Block 2, Town of Crestview, Florida; thence on South boundary of alley of said block run East 120 feet; thence at right angle to alley run South 75 feet 6 inches; thence parallel to alley run West 34 feet 4 inches; thence parallel to Spring Street and along West line of concrete foundation of building which was started but not finished, run South 64 feet 6 inches to North boundary of Woodruff Street; thence on said North boundary of Woodruff Street run West to the Southwest corner of Lot 22, Block 2, Town of Crestview, Florida; thence on East boundary of Spring Street run 140 feet to the Point of Beginning. All in Lots 22 and 23, Block 2, Town of Crestview, Florida, according to plat of said Town drawn by T. Walter Coleman and on file in the

Office of the Clerk of Circuit Court of Okaloosa County, Florida; ALSO: The West 20 feet of Lot 23, Block 2, Town of Crestview, Florida, according to plat drawn by T. Walter Coleman and on file in the Office of the Clerk of Circuit Court of Okaloosa County, Florida.

PARCEL 12: TAX ID # 17-3N-23-2490-0003-013A

The North 75 feet of Lot 13, Block 3, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 13: TAX ID # 17-3N-23-2490-0003-0140

The North 75 feet of Lot 14, Block 13, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 14: TAX ID # 17-3N-23-2490-0004-010D

Beginning at the Southeast corner of Lot 10, Block 4, City of Crestview, Florida, according to a plat of said City now on file in Volume 1, Records of Okaloosa County, Florida; thence Southwesterly along Woodruff Avenue 39.7 feet; thence Northwesterly parallel to Main Street 24.6 feet; thence Northeasterly parallel to Woodruff Avenue 39.7 feet; thence Southeasterly parallel to Main Street 24.6 feet to the Point of Beginning; AND The West 73 feet of the South 25 feet of Lot 10, Block 4, Town of Crestview, Florida according to the map of Crestview by G.K. Armes Survey.

PARCEL 15: TAX ID # 17-3N-23-2490-0004-010D

A certain tract or parcel of land, being in Lot Forty Six (46), Block 8, Town of Crestview, Florida, Okaloosa County, Florida, and more particularly described as follows: Beginning at a point in the Northeast line of Wilson Avenue, said point being ninety (90) feet Northwestwardly as measured along the Northeast line of said Wilson Avenue from the Southwest line of Lot Forty Six (46) also the Northwest line of Railroad Avenue; thence continuing in a Northwesterly direction along said Northeast line of Wilson Avenue, also Southwest line of Lot Forty Six (46) a distance of fifty (50) feet to the Southeast line of an alley, also the Northwest line of said Lot Forty Six (46); thence in a Northeasterly direction at right angles along the Southeast line of said alley, also the Northwest line of Lot Forty Six (46) a distance of one hundred (100) feet to a point in the Northeast line of said Lot Forty Six (46); thence in a Southeasterly direction at right angles, also along the Northeast line of said Lot Forty six (46) a distance of fifty (50) feet to a point, said point being ninety (90) feet Northwestwardly at right angles from the Northwest line of Railroad Avenue, also the Southeast line of said Lot Forty Six (46); thence in a Southwesterly direction ninety (90) feet Northwestwardly from and parallel to

the Northwest line of Railroad Avenue, also the Southeast line of said Lot Forty Six (46) a distance of one hundred (100) feet to the Point of Beginning, containing five thousand (5,000) square feet, more or less, and being a part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Seventeen (17), Township Three (3) North, Range Twenty-Three (23) West, Okaloosa County, Florida; ALSO: The West half of Lot 47, Block 8, Town of Crestview, Florida, Okaloosa County, Florida; LESS AND EXCEPT: Beginning at a point in the Northwest line of Railroad Avenue, said point being one hundred (100) feet Northeastwardly as measured along said Northwest line of Railroad Avenue from a point in the Northeast line of Wilson Avenue, said beginning point also being the Southwest corner of Lot Forty Seven (47); thence in a Northwesterly direction along said Southwest line of Lot Forty Seven (47) a distance of ninety (90) feet to a point which is fifty (50) feet Southeastwardly from the Southeast line of an alley; thence in a Northeasterly direction at right angles fifty (50) feet Southeastwardly from and parallel to the Southeast line of said alley a distance of fifty (50) feet to a point in the center of said Lot Forty Seven (47); thence in a Southeasterly direction at right angles along the center of said Lot Forty Seven (47) a distance of ninety (90) feet to a point in the Northwest line of Railroad Avenue; thence in a Southwesterly direction along said Northwest line of Railroad Avenue a distance of fifty (50) feet to the Point of Beginning, containing forty five hundred (4,500) square feet, more or less, and being a part of the Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) of Section Seventeen (17), Township Three (3) North, Range Twenty-Three (23) West, Okaloosa County, Florida.

PARCEL 16: TAX ID # 17-3N-23-2490-0008-048A

The North 40 feet of Lot 48, Block 8, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 17: TAX ID # 17-3N-23-2490-0008-048B

Beginning at the Southeast corner of Lot 48, Block 8; thence in a Northwesterly direction along Main Street a distance of 75 feet to the Point of Beginning of the tract herein described; thence continue in a Northwesterly direction along Main Street a distance of 25 feet; thence in a Southwesterly direction at right angles to Main Street a distance of 100 feet; thence in a Southeasterly direction parallel to Main Street a distance of 25 feet; thence in a Northeasterly direction 100 feet to the Point of Beginning, in the Town of Crestview, Florida, according to the plat thereof on file in the Office of the Clerk of Circuit Court, Okaloosa County, Florida.

PARCEL 18: TAX ID # 17-3N-23-2490-0009-0490

Lot 49, Block 9, Town of Crestview, Florida; LESS AND EXCEPT: The State Road Right-of-Way, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 19: TAX ID # 17-3N-23-2490-0009-0500

Lots 50 and 51, Block 9, Town of Crestview, Florida, according to map of said town drawn by T. W. Coleman, also being same as Lots 50 and 51, according to map drawn by W.J. Vankirk, copy of said maps being on file in the Office of the Clerk of Circuit Court, Okaloosa County, Florida, and by reference thereto made a part hereof, situate, lying and being in Town of Crestview, Florida, and being a part of Section 17, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 20: TAX ID # 17-3N-23-2490-0009-052C

The South 65 feet of Lot 52, Block 9, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 21: Tax Id #17-3N-23-2490-0009-0530

TRACT #1

Lot 2, A Re-Subdivision of the East one-half of Lot 53, Block 9, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida, being the same as the East 25 feet of Lot 53.

TRACT #2

Lot 54, Block 9, LESS the South 20 feet thereof, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida; AND The West half of Lot fifty-three (53), Block nine (9) of the Town of Crestview, Florida, according to the W.J. Vankirk survey to Town of Crestview, Florida, now on file in the office of the Clerk of Circuit Court of Okaloosa County, Florida; AND: Lots 1 and 2, a re-subdivision of the East half (E1/2) of Lot 53, Block 9, Town of Crestview, Florida; LESS AND EXCEPT: The East 25 feet of Lot 53, Block 9, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 22: TAX ID # 17-3N-23-2490-0013-0740**

The West One-Half (W ½) of Lot 74, Block 13, in the City of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 23: TAX ID # 17-3N-23-2490-0013-075C**

Begin at the Southeast corner of Lot 75, Block 13, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida, go North 65 feet, West 26 feet, South 65 feet, East 26 feet to the Point of Beginning, in the Public Records of Okaloosa County, Florida.

**PARCEL 24: TAX ID # 17-3N-23-2490-018-0140**

Lot 14 and Lot 105, Block 18, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 25: TAX ID # 17-3N-23-2490-0019-0970**

The North ½ of Block 19, being Lots 97, 98 and 99, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 26: TAX ID # 17-3N-23-2490-0027-0050**

Lot 5 and the N ½ of Lot 6, Block 27, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 27: TAX ID # 17-3N-23-2490-0021-0070**

South ½ of Lot 6 and all of Lots 7, 8, 9 and 10, Block 27, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

**PARCEL 28: TAX ID # 17-3N-23-2490-0138-0070**

Lots 7 and 8, Block 138, Town of Crestview, Florida, according to the plat as recorded in Plat Book 1, Page 72, in the Public Records of Okaloosa County, Florida.

PARCEL 29: TAX ID # 18-3N-23-1800-0000-003B

Tract No. 3, Oakcrest Farms and Groves Plat No. 1, according to plat thereof on file in the office of the Clerk of the Circuit Court, Okaloosa County, Florida; LESS AND EXCEPT: The East 275 feet of said Tract No. 3, Oakcrest Farms and Groves Plat No. 1, according to the plat as recorded in Plat Book 1, Page 74, in the Public Records of Okaloosa County, Florida.

PARCEL 30: TAX ID # 18-3N-23-1800-0000-003C

The West 75 feet of the East 275 feet of Tract 3, Plat 1, Oakcrest Farms and Groves, according to the plat as recorded in Plat Book 1, Page 74, in the Public Records of Okaloosa County, Florida.

PARCEL 31: TAX ID # 19-3N-23-0000-0001-0000

The Southwest  $\frac{1}{4}$ , of the North  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$ , of the South  $\frac{1}{2}$  of the Northwest  $\frac{1}{4}$  and the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 19, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 32: TAX ID # 19-3N-23-0000-0001-0010

The Northeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  and the South  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of Section 19, Township 3 North, Ranges 23 West, Okaloosa County, Florida.

PARCEL 33: TAX ID # 19-3N-23-0000-0002-0000

The Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ ; EXCEPT: Parts sold, Section 19, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 34: TAX ID # 19-3N-23-0000-0005-0000

Commencing at the Northeast corner of the NW  $\frac{1}{4}$  of the NE  $\frac{1}{4}$  of Section 19, Township 3 North, Range 23 West; thence West 542 feet to the Point of Beginning of the parcel herein conveyed; thence West 210  $\frac{1}{2}$  feet; thence South 420 feet; thence East 210 feet; thence North 420 feet to the Point of Beginning, Okaloosa County, Florida.

PARCEL 35: TAX ID # 20-3N-23-0000-0040-0000

Begin at the Northwest corner of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Northeast Quarter (NE  $\frac{1}{4}$ ) of Section 20; run North 86 degrees 52 minutes East 190.0 feet; thence South 3 degrees and 10 minutes East 150.0 feet to the Point of Beginning of the tract herein conveyed; thence North 86 degrees 52 minutes East 225.85 feet; thence South 37 degrees 25 minutes East 93.30 feet; thence South 45 degrees 04 minutes West 627.0 feet; thence North 3 degrees 10 minutes West 495.0 feet; thence North 86 degrees 52 minutes East 190.0 feet to the Point of Beginning, all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida; AND The West 10.0 feet of the following: Beginning at the Northwest corner of Southwest Quarter (SW  $\frac{1}{4}$ ) of the Northeast Quarter (NE  $\frac{1}{4}$ ); East 359.0 feet; South 150.0 feet; thence East 100.0 feet; thence South about 15.0 feet to J.A. Weekley lot line; thence Southwest along J.A. Weekley line to the Northwest corner, said Weekley's tract; thence Southeast along said Weekley's West line 52  $\frac{1}{4}$  feet; thence Southwesterly 606.0 feet to Forty line; thence North 645.0 feet to the Point of Beginning, all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 36: TAX ID # 20-3N-23-0000-0080-0010

Begin at the Northwest corner of the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida; thence South 630 feet, East 210 feet, South 210 feet to the Point of Beginning; thence West 210 feet, South 60 feet, East 210 feet, North 70 feet to the Point of Beginning.

PARCEL 37: TAX ID # 20-3N-23-0000-0108-0000

Begin at the Southwest corner of the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 20, Township 3 North, Range 23 West, and run North on Section line 300 feet; thence run East 116.89 for a Point of Beginning; thence run East 50; thence run South 150 feet; thence run West 50 feet; thence run North 150 feet to the Point of Beginning, Okaloosa County, Florida.

PARCEL 38: TAX ID # 20-3N-23-0000-0117-0000

Tract #1

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 44.12 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #2**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 517.66 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #3**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 591.20 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #4**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 664.74 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #5**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 738.28 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 39: TAX ID # 20-3N-23-0000-0117-0130**

**Tract #1**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 630 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet, to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #2**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 699.66 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #3**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 769.32 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #4**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 838.98 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #5**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 908.64 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #6**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 50 feet; thence East 978.30 feet to the Point of Beginning; thence North 210 feet; thence East 69.66 feet; thence South 210 feet; thence West 69.66 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 40: TAX ID # 20-3N-23-0000-0117-0210

**Tract #1**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 297.04 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**Tract #2**

Commencing at the Southwest corner of the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, run North 479.71 feet; thence East 370.58 feet to the Point of Beginning; thence North 169.71 feet; thence East 73.54 feet; thence South 169.71 feet; thence West 73.54 feet to the Point of Beginning; all lying in the Southeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 41: TAX ID # 20-3N-23-0000-0148-0000**

The North half (N  $\frac{1}{2}$ ) of the Northwest Quarter (NW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southeast Quarter (SE  $\frac{1}{4}$ ) and the Northeast Quarter (NE  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southeast Quarter (SE  $\frac{1}{4}$ ) LESS 3.0 acres described as: Begin at the Northeast corner of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southeast Quarter (SE  $\frac{1}{4}$ ); thence South 90.0 feet for Point of Beginning; thence South 300.0 feet, West 540.0 feet, North 300.0 feet; thence East 540.0 feet to the Point of Beginning; LESS AND EXCEPT: All West of State Road No. 85 of South half (S  $\frac{1}{2}$ ) of the Northeast Quarter (NE  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southeast Quarter (SE  $\frac{1}{4}$ ), all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 42: TAX ID # 20-3N-23-0000-0152-000A**

The Northeast Quarter (NE  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) EXCEPT 420.0 feet East and West by 210.0 feet North and South in the Northeast corner and EXCEPT 300.0 feet East and West by 295.0 feet North and South in the Northwest corner of the Northeast Quarter (NE  $\frac{1}{4}$ ) of the Southwest Quarter of Section 20, Okaloosa County, Florida; LESS AND EXCEPT: The North 10.0 feet of the Northeast Quarter (NE  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) LESS AND EXCEPT the East 420.0 feet and LESS AND EXCEPT the West 300.0 feet, all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 43: TAX ID # 20-3N-23-0000-0161-0000**

The South three-fourths of the following described land: Begin at the Northeast corner of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ), Section 20, and run West on Forty line 645.0 feet; thence South 210.0 feet to the Point of Beginning; thence West 210.0 feet; thence South 210.0 feet; thence East 210.0 feet; thence North 210.0 feet to the Point of Beginning, all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 44: TAX ID # 20-3N-23-0000-0162-000A

Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  and beginning at the Southeast corner of the Southwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; thence North 1110 feet; thence West 315 feet; thence South 1110 feet; thence East 315 feet to the Point of Beginning in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

PARCEL 45: TAX ID # 20-3N-23-0000-0164-0000

Begin at the Northwest corner of Southwest  $\frac{1}{4}$  of Section 20, Township 3 North, Range 23 West; Okaloosa County, Florida; thence South 899.23 feet; thence N 88° 24' E 1318.38 feet along South side of right-of-way of Gulf Power Company to East line of Northwest  $\frac{1}{4}$  of Southwest  $\frac{1}{4}$ ; thence North 568.19 feet; thence West 449.49 feet; thence North 295 feet to half section line; thence West on half section line 868.38 feet to the Point of Beginning.

PARCEL 46: TAX ID # 20-3N-23-0000-0166-0000

The West half (W  $\frac{1}{2}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ), LESS AND EXCEPT the following described tract, viz: Begin at the Northeast corner of said West half (W  $\frac{1}{2}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ); thence run West 195.53 feet; thence South 420.0 feet; thence East 195.53 feet; thence North 420.0 feet to the Point of Beginning, lying and being in Section 20; ALSO, the West 14.27 feet, LESS the North 420.0 feet of the East half (E  $\frac{1}{2}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ) of Section 20; LESS AND EXCEPT the following tracts: (1) Begin at the Northeast corner of the West half (W  $\frac{1}{2}$ ) of the Southwest quarter (SW  $\frac{1}{4}$ ) of the Southwest Quarter (SW  $\frac{1}{4}$ ); thence run West 287.23 feet to the Point of Beginning; thence South 150.0 feet; thence West 80.0 feet; thence North 150.0 feet; thence East 80.0 feet to the Point of Beginning; (2) Starting at mid-section stake on the West line of Section 20; thence in a Northeasterly direction along the mid-section line 156.70 feet; thence in a Southerly direction on a line parallel to Section line 278.0 feet; thence in a Southwesterly direction on a line parallel to mid-section line 256.70 feet, more or less, to Section line; thence in a Northerly direction 278.0 feet to the Point of Beginning, all situate, lying and being in Section 20, Township 3 North, Range 23 West, Okaloosa County, Florida.

**PARCEL 47: TAX ID # 20-3N-23-0670-0000-00N2**

Lot "N", Duggan's Subdivision of Crestview, according to the plat as recorded in Plat Book 2, Page 76, in the Public Records of Okaloosa County, Florida; ALSO described as follows: Begin at the Southwest corner of Lot "N"; thence East 50 feet; thence North 145.2 feet; thence West 50 feet; thence South 145.2 feet to the Point of Beginning.

**PARCEL 48: TAX ID # 20-3N-23-0980-0000-0050**

Lots 5, 6 and 7, Fred Brett, according to the plat as recorded in Plat Book 1, Page 85, in the Public Records of Okaloosa County, Florida.

**PARCEL 49: TAX ID #20-3N-23-1090-0004-0020**

Lots 1 and 2, EXCEPT the West 50 feet thereof, Block 4, Gulf Drive Addition to Town of Crestview, according to the plat as recorded in Plat Book 1, Page 82A, in the Public Records of Okaloosa County, Florida.

**PARCEL 50: TAX ID # 20-3N-23-1090-0004-0030**

Lots 3 and 4, EXCEPT the West 50 feet thereof, Block 4, Gulf Drive Addition to Town of Crestview, according to the plat as recorded in Plat Book 1, Page 82A, in the Public Records of Okaloosa County, Florida.

**PARCEL 51: TAX ID # 21-3N-23-1670-0022-0110**

Lot 11, Block 22, as shown on the plat of the Morris Addition to the City of Crestview, according to the plat as recorded in Plat Book 1, Page 133, in the Public Records of Okaloosa County, Florida.



**Shepherd Development LLC**

**PO Box 1648  
Crestview, FL 32536  
CBC1260762  
Phone # 850-758-5119**

**shepherdllc@gmail.com  
shepherddevelopment.com**

**Estimate**

<b>Date</b>	<b>Estimate #</b>
11/13/2025	156

<b>Name / Address</b>
City of Crestview 198 N Wilson St Crestview FL 32536

<b>Project</b>
----------------

189 N Main St
---------------

<b>Description</b>	<b>Qty</b>	<b>Total</b>
<b>Engineering Report</b>		1,500.00
<b>Remove and Replace Ceilings and walls as needed/ Remove and Replace Columns/ Remove and replace all supports beams All work will be done per Engineering Report</b>		145,800.00
<b>Thanks for the opportunity to Bid Project</b>	<b>Total</b>	<b>\$147,300.00</b>

Signature \_\_\_\_\_

Signature \_\_\_\_\_ Page 45 of 49

# APEX ENGINEERING GROUP, PLLC

## PRELIMINARY STRUCTURAL ASSESSMENT REPORT

Project: Crestview Building  
Project #: 1380-2501  
Address: 189 Main Street, Crestview, FL  
Inspection Type: Structural Assessment

Date of Inspection: 09/02/2025  
Name of Inspector: JLL  
Weather Condition: Sunny  
Ordered By: Doug Shepard

### Scope:

Our office performed the on-site structural assessment for a two-story commercial structure located in Crestview, Florida on September 02, 2025, following the request of Doug Shepard. This inspection was performed to review the existing conditions of the in-situ framing.

### Evaluation:

This assessment was conducted utilizing Visual Examination and non-destructive Manual procedures and was limited to fully visible and accessible structural elements only. As a routine matter, and to avoid possible misunderstandings, nothing in this report should be construed directly or indirectly as a guarantee for any portion of the structure. To the best of my knowledge and ability, this report represents an accurate appraisal of the present condition of the building based upon careful evaluation of observed conditions, to the extent reasonably possible.

### Summary:

Based upon the information made available, this commercial structure was built around 1926. The building utilizes a shallow foundation with exterior walls constructed of reinforced CMU blocks and clay brick masonry. The second floor is constructed with conventional wood joist framing using rough-cut structural members. The roof features a wood-framed split double gable end roof geometry with asphalt shingles. Prior modifications, additions and remodels to the structure have occurred over the lifespan of the building, with undocumented scope and age associated.

### Observations:

The interior space has an open floor plan with three rows of four 8x8-inch primary timber columns. These support three continuous dropped beam rows for the floor joist framing above. The bottoms of several timber columns were noted to have visible damage near the slab interface caused by Wood Destroying Organisms (WDO). Each of these members will need to be fully replaced.

The dropped girder beams above have decayed past their ability to perform as originally intended in many locations. Analysis of these members also noted the current sizing will not allow for the second floor to be utilized in a full load capacity without strengthening and/or replacement to be code compliant. It is our recommendation that these members will need to be fully replaced.

The second-floor joist framing system does not appear to be laid out on a typical 16" or 24" center to center spaced layout. Due to the extent of the damage and replacement below the joist system, we recommend that the floor joist framing also be addressed as part of the repair scope. This will ensure that all loads will be evenly distributed from the floor and roof framing above as well as allow full load capacity for the future use of that space.

Recommendations:

1. Shore the existing second floor framing in place down to the first-floor slab on grade.
2. Remove all damaged 8x8 timber columns as well as the heavy timber girder members above.
3. Install new joists in the floor framing above as needed so that the aggregate spacing of the joists within the floor system is equal to 16" o.c. New members should match or exceed the size(s) of the in-situ joist framing.
4. Demo portions of the existing slab around each of the existing 8x8 column locations to allow a 64"W x 64"W x 12"D footing to be installed below each replaced column location. Construct each pedestal footing with 3,000 psi normal weight concrete reinforced with (6)#5 bars each way in bottom of footing. Center new PT 8x8 columns over the new footings using a CB88 column base for connection.
5. Install new (3) ply 1.75x 24" LVL dropped beams continuous across the building in place of the old heavy timber girders above.
6. Run LVL's continuous across all 8x8 columns. Connect LVL's to columns at bearing points with (2) Simpson MTS20 straps (one on each face).

Conclusion:

After the damaged and deteriorated primary support columns and girders have been replaced, and the floor framing above has been strengthened, it is my professional opinion that this structure will be structural sufficient for safe continued use as a code compliant commercial structure.

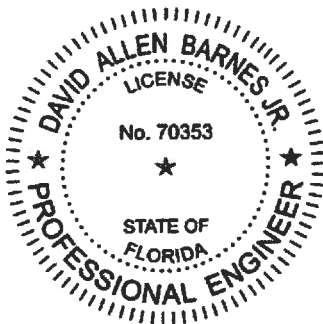
Please feel free to contact us with any remaining questions or need for clarification.

Inspected By:



James L. Layle  
Delegate Inspector

Reviewed and Approved By:

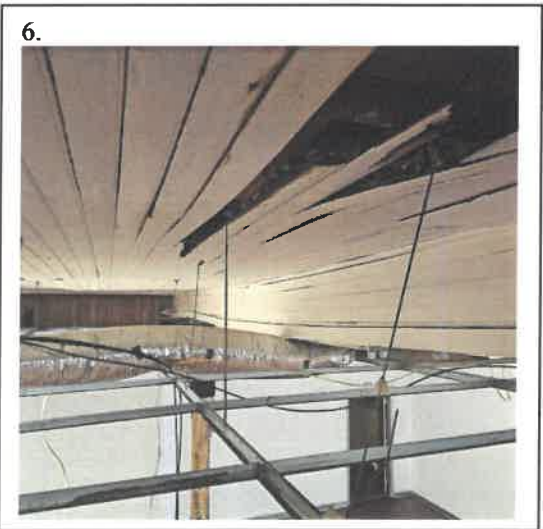
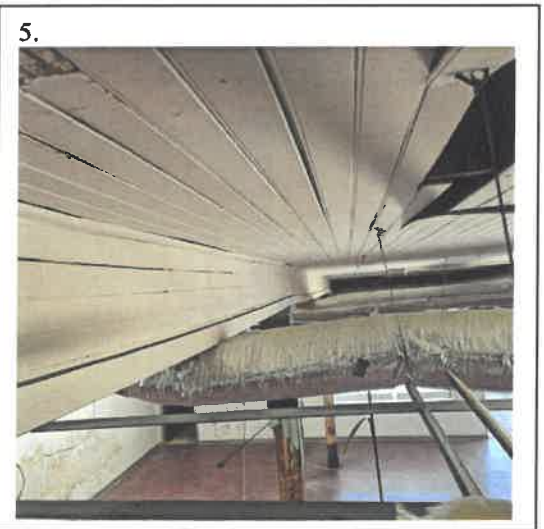


Digitally signed by  
David A Barnes  
Date: 2025.11.05  
17:00:15-06'00'

D. Allen Barnes Jr., PE, SI, FRSE, MLE, LEED AP  
Engineer in Responsible Charge

Cc: Ronnie Raybon – [ronnieraybon@cityofcrestview.org](mailto:ronnieraybon@cityofcrestview.org)  
Doug Sheppard - [sheppardllc@gmail.com](mailto:sheppardllc@gmail.com)

## INSPECTION PICTURES



Additional Notes:

For Electronically Transmittals: This document has been digitally signed and sealed using PKCS#12 in compliance with 61G15-23.004, F.A.C. Printed copies of this document are not considered signed and sealed. Signature SHA authentication code must be verified on any electronic copies to validate. Hard copies must be Physically Signed with an original signature in compliance with 61G15-23.003, F.A.C.

This report is based on observations, documentation and field notes from the inspections and site visits performed by the Engineer of Record or an Authorized Representative under the responsible charge of the Engineer of Record.

Statements and professional opinions within this report are based upon the professional engineer's experiential knowledge, available information, and judgment, and in accordance with commonly accepted procedures consistent with applicable standards of practice, and is not a guaranty or warranty, either expressed or implied.

This report may include or take into consideration additional information provided by other parties regarding as-built conditions for consideration in our assessment. All such provided information is believed to be truthful although the accuracy thereof cannot be guaranteed.

Please be advised that AEG reserves the right to modify, revise, and/or expand the opinions and conclusions drawn thus far, especially if additional information or data becomes available.