BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re ANNETTE WOODS-MITCHELL, ) Financial Disclosure Appeal No. FD 18-072
 ) Final Order No.
Appellant. )

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on July 26, 2019, on the timely appeal of Appellant, pursuant to Section 112.3145(7)(f), Florida Statutes, which assesses an automatic fine of $25 per day on a person who fails to timely file a required CE Form 1, Statement of Financial Interests. The Commission may waive the fine in whole or in part for good cause shown, based on "unusual circumstances" surrounding the failure to file by the designated date. There are no matters in dispute. Appellant did not request a hearing before the Commission.

Findings of Fact

1. According to the information provided to the Commission, Appellant served as a Commissioner on the Deerfield Beach Housing Authorities' Board of Commissioners, a position that requires the filing of a CE Form 1, Statement of Financial Interests, for the year 2017. In 2018, the designated due date for submitting a 2017 CE Form 1 annual filing was July 2, 2018, with a grace period ending on September 4, 2018.

2. On September 6, 2018, the Broward County Supervisor of Elections received Appellant's 2017 CE Form 1, Statement of Financial Interests.

3. On April 15, 2019, an automatically accrued fine was levied against Appellant due to her failure to timely file her 2017 CE Form 1, Statement of Financial Interests.
4. The total amount of the automatic fine levied against Appellant was $50.

5. On May 13, 2019, Appellant called the Commission and advised it that she intended to send it her appeal as an email attachment.

6. On May 14, 2019, the Commission received Appellant’s Appeal of Automatic Fine for Form Year 2017. Instead of using the Commission’s standard appeal form Appellant submitted her appeal in the form of a typed letter. In her appeal letter, Appellant advised the Commission that she was hereby appealing the Notice of Assessment of Automatic Fine it had sent her on April 15, 2019 on the basis of sickness and prior contact with the Commission on September 1, 2018. Appellant explained that she had chronic asthma that was a major challenge for her and because of it she had spent the last year in and out of the hospital. Appellant claimed to not remember receiving her 2017 financial disclosure form, however once she found out that she needed to file a 2017 CE Form 1 she immediately contacted the Commission on September 1, 2018 and apologized for not contacting it earlier due to her health issues which had been causing her to be constantly going back and forth between the hospital. Appellant also asked the Commission to please take into consideration that it was a holiday weekend the three days prior to September 4th which is why she did not email her form to the Broward County Supervisor of Elections office immediately.

Conclusions of Law

7. The Commission has jurisdiction over the subject matter of this proceeding pursuant to Section 112.3145, Florida Statutes.

8. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government.

9. Section 112.3145(7)(f)3., Florida Statutes, states:
Any reporting person may appeal or dispute a fine, based upon unusual circumstances surrounding the failure to file on the designated due date, and may request and is entitled to a hearing before the commission, which may waive the fine in whole or in part for good cause shown. Any such request must be made within 30 days after the notice of payment due is transmitted. In such a case, the reporting person must, within the 30-day period, notify the person designated to review the timeliness of reports in writing of his or her intention to bring the matter before the commission.

10. The Notice of Delinquency the Broward County Supervisor of Elections sent Appellant on July 27, 2018 was later returned to them on August 27, 2018, stamped "return to sender," "unclaimed" and "unable to forward". So it is undisputed that Appellant did not receive the Notice of Delinquency. When Appellant called the Commission on September 6, 2018 she claimed that although she never received the original blank 2017 CE Form 1 the Supervisor of Elections sends out along with the notice of the initial July 2nd filing deadline, she did however receive the Courtesy Reminder Postcard it sent her on August 16, 2018, therefore she may have had some notice prior to the grace period deadline. However, although it is undisputed the Commission sent the Courtesy Reminder Postcard prior to the grace period deadline it not clear when Appellant actually received it, especially considering her condition and circumstances at the time. To Wit, having spent the month prior to the grace period deadline in and out of the hospital due to her chronic asthma would be considered "sickness or injury" the kind of unusual circumstances that justify waiving Appellant's automatic fine.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby waives the assessed fine of $50.

ORDERED by the State of Florida Commission on Ethics meeting in public session on Friday, July 26, 2019.
THIS ORDER CONSTITUTES FINAL AGENCY ACTION. ANY PARTY WHO IS ADVERSELY AFFECTED BY THIS ORDER HAS THE RIGHT TO SEEK JUDICIAL REVIEW UNDER SECTION 120.68, AND SECTION 112.3241, FLORIDA STATUTES, BY FILING A NOTICE OF ADMINISTRATIVE APPEAL PURSUANT TO RULE 9.110 FLORIDA RULES OF APPELLATE PROCEDURE, WITH THE CLERK OF THE COMMISSION ON ETHICS, AT EITHER 325 JOHN KNOX ROAD, BUILDING E, SUITE 200, TALLAHASSEE, FLORIDA 32303 OR P.O. DRAWER 15709, TALLAHASSEE, FLORIDA 32317-5709; AND BY FILING A COPY OF THE NOTICE OF APPEAL ATTACHED TO WHICH IS A CONFORMED COPY OF THE ORDER DESIGNATED IN THE NOTICE OF APPEAL ACCOMPANIED BY THE APPLICABLE FILING FEES WITH THE APPROPRIATE DISTRICT COURT OF APPEAL. THE NOTICE OF ADMINISTRATIVE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE DATE THIS ORDER IS RENDERED.

XXX: mlj

Ms. Annette Woods-Mitchell
235 Southwest 3rd Court
Deerfield Beach, Florida 33441
Good evening,

My name is Annette Woods Mitchell commissioner for Deerfield Beach Housing Authority.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis: sickness and contact the office on Sept. 1st.

My health(chronic asthma) has been a challenge in the last year back & forth in hospital. I don't recalled receiving my financial disclosure form. Once I found out I immediately contact Commission on Sept. 1 to apologize for not contacting earlier due to health issues back and forth hospital.

Please take in consideration it was a holiday on September 4th.I did email my form over immediately.

Thank you in advance.

Annette Woods Mitchell

Commissioner Annette Woods Mitchell
Creating A Better QUALITY OF LIFE!
533 S.Dixie Hwy., Suite 201
Deerfield Beach, FL 33441
Cell: 754-367-3848
Office: 954-425-8449
Fax: 954-425-8450
E-mail: gwoodsmithell@dbhaonline.org
Website:www.dbhaonline.org

Under Florida law, all communications, including e-mail communications, made or received in connection with the transaction of Housing Authority business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
Florida Commission on Ethics
Financial Disclosure Notification System
Delinquency Certification

Dr. Brenda C. Snipes, the Supervisor of Elections of Broward County, hereby certify that each person whose PID number, name, agency, and position appears above or on the attached list:

(1) was sent a notice of the July 2, 2018 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2018;

(2) was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 2, 2018;

(3) was sent a delinquency notice by certified mail not later than July 31, 2018 advising him or her of the grace period in effect until September 4, 2018; and of the penalties that could be imposed as provided in Section 112.3145(7)(c), Florida Statutes; and

(4) did not file a Form 1, Statement of Financial Interests, until the date shown or, had not filed a Form 1, Statement of Financial Interests by November 3, 2018; and further

(5) that the date of filing shown is based upon the earliest of the following:
   (a) when the Form 1 was actually received by my office;
   (b) when the Form 1 was postmarked;
   (c) when the certificate of mailing (if any) was dated; or
   (d) when the receipt (if any) from an established courier company was dated.

Signed

SUPERVISOR OF ELECTIONS
Florida Commission on Ethics
Financial Disclosure Notification System
Delinquency Certification

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   (a) when the Form 1 was actually received by my office;
   (b) when the Form 1 was postmarked;
   (c) when the certificate of mailing (if any) was dated; or
   (d) when the receipt (if any) from an established courier company was dated.

Signed

SUPERVISOR OF ELECTIONS
### Instructions

This form and how to fill it out.

1. Located at the bottom of page 2.

### Part C - Real Property (Land, buildings owned by the reporting person - see instructions)

<table>
<thead>
<tr>
<th>Business Entity</th>
<th>Of Source</th>
<th>Name of Major Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Part B - Secondary Sources of Income

<table>
<thead>
<tr>
<th>Business Entity</th>
<th>Of Source</th>
<th>Name of Major Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Part A - Primary Sources of Income

<table>
<thead>
<tr>
<th>Business Entity</th>
<th>Of Source</th>
<th>Name of Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

For income data, check the one you are using (must check one):

- Complying (Percentage) Thresholds
- Dollar Value Thresholds

For further details, refer to the instructions for calculating/reporting thresholds which are usually based on percentage values (see instructions).
<table>
<thead>
<tr>
<th>Business Entity #1</th>
<th>Business Entity #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Part C - Training

<table>
<thead>
<tr>
<th>Nature of OWENSHIP INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1% or more than 1% Interest in the Business</td>
</tr>
</tbody>
</table>

Position Held with Entity

Principal Business Activity

Address of Business Entity

<table>
<thead>
<tr>
<th>Name of Business Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if you have nothing to report, write &quot;none&quot; or &quot;N/A&quot;)</td>
</tr>
</tbody>
</table>

Part D - Unassignable Personal Property

<table>
<thead>
<tr>
<th>Type of Intangible</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if you have nothing to report, write &quot;none&quot; or &quot;N/A&quot;)</td>
</tr>
</tbody>
</table>

Name of Creditor

<table>
<thead>
<tr>
<th>Address of Creditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if you have nothing to report, write &quot;none&quot; or &quot;N/A&quot;)</td>
</tr>
</tbody>
</table>
FORM 1

STATEMENT OF FINANCIAL INTERESTS

Please print or type your name, mailing address, agency name, and position below:

LAST NAME – FIRST NAME – MIDDLE NAME
Mitchell Amette Woods

MAILING ADDRESS:
235 SW 3 Court
Deerfield Beach, 33441 Broward

CITY EXP: COUNTY

NAME OF AGENCY
Deerfield Beach Housing Authority

NAME OF OFFICE OR POSITION HELD OR TITLE
Commissioner

You are not limited to the spaces on this form. Attach additional sheets if necessary.

CHECK ONLY ONE (check one):
- CANDIDATE
- NEW EMPLOYEE OR APPOINTEE

2017

Rec’d 9/6/18

Processed

251197

Disclosure Period:
This statement reflects your financial interests for the preceding tax year, whether based on a calendar year or a fiscal year. Please state below whether this statement is for the preceding tax year ending either month:

December 31, 2017 OR ____________ SPECIFY YEAR IF OTHER THAN THE CALENDAR YEAR.

Manner of Calculating Reportable Interests:
Pilots have the option of using reporting thresholds that are absolute dollar values, which requires fewer calculations, or using comparative thresholds, which are usually based on percentage values (see instructions for both options). Check the one you are using (must check one):

- COMPARATIVE (PERCENTAGE) THRESHOLDS OR ____________ DOLLAR VALUE THRESHOLDS

PART A – PRIMARY SOURCES OF INCOME (Each source of income to the reporting agency as specified)

(If you have nothing to report, write "none" or "N/A")
MANNER OF CALCULATING REPORTABLE INTERESTS:
FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRE FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (SEE INSTRUCTIONS FOR FURTHER DETAILS). CHECK THE ONE YOU ARE USING (MUST CHECK ONE):

☐ COMPARATIVE (PERCENTAGE) THRESHOLDS  OR  ☐ DOLLAR VALUE THRESHOLDS

PART A — PRIMARY SOURCES OF INCOME  [Major sources of income to the reporting person - SEE INSTRUCTIONS]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF SOURCE OF INCOME</th>
<th>SOURCE'S ADDRESS</th>
<th>DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART B — SECONDARY SOURCES OF INCOME  [Major customers, clients, and other sources of income to businesses owned by the reporting person - SEE INSTRUCTIONS]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>NAME OF MAJOR SOURCE OF BUSINESS' INCOME</th>
<th>ADDRESS OF SOURCE</th>
<th>PRINCIPAL BUSINESS ACTIVITY OF SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART C — REAL PROPERTY  [Land, buildings owned by the reporting person - SEE INSTRUCTIONS]
(If you have nothing to report, write "none" or "n/a")

| FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2. |
| INSTRUCTIONS on who must file this form and how to fill it out begin on page 3. |

N/A
| PART D — INTANGIBLE PERSONAL PROPERTY | | |
| (Stocks, bonds, certificates of deposit, etc. – See Instructions) |
| (If you have nothing to report, write "none" or "n/a") |
| TYPE OF INTANGIBLE | BUSINESS ENTITY TO WHICH THE PROPERTY RELATES |
| N/A | |

| PART E — LIABILITIES | | |
| (Major debts – See instructions) |
| (If you have nothing to report, write "none" or "n/a") |
| NAME OF CREDITOR | ADDRESS OF CREDITOR |
| N/A | |

| PART F — INTERESTS IN SPECIFIED BUSINESSES | | |
| (Ownership or positions in certain types of businesses – See Instructions) |
| (If you have nothing to report, write "none" or "n/a") |
| n/a | |
| NAME OF BUSINESS ENTITY | |
| ADDRESS OF BUSINESS ENTITY | |
| PRINCIPAL BUSINESS ACTIVITY | |
| POSITION HELD WITH ENTITY | |
| I OWN MORE THAN A 5% INTEREST IN THE BUSINESS | |
| NATURE OF MY OWNERSHIP INTEREST | |

| PART G — TRAINING |
| For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S. |

☐ I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

SIGNATURE OF FILER:

Signature: [Signature]

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared the form for you, he or she must complete the following statement:

I, [Name], prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.
Form has been recorded and forwarded to Broward County Supervisor of Elections.

Sincerely,
Emily E. Prine
Program Specialist
Financial Disclosure Section
Florida Commission on Ethics
Post Office Drawer 15709
Tallahassee, FL 32317-5709
**FORM 1**  
STATEMENT OF FINANCIAL INTERESTS  
2017

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woods</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAILING ADDRESS**  
235 SW 3 Court

**Deerfield Beach, 33441 Broward**

**CITY**  
**ZIP**  
**COUNTY**

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>NAME OF OFFICE OR POSITION HELD OR SCOPE</th>
<th>COMMISIONER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deerfield Beach Housing Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You are not limited to the space on this form. Attach additional sheets, if necessary.

CHECK ONLY □ CANDIDATE OR □ NEW EMPLOYEE OR APPOIINT

**** BOTH PARTS OF THIS SECTION MUST BE COMPLETED ****

**DISCLOSURE PERIOD:**  
THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER:

- DECEMBER 31, 2017 □
- SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR □

**MANIER OF CALCULATING REPORTABLE INTERESTS:**

- CHECK THE OPTION USING REPORTABLE THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES WHICH REQUIRE FEWER CALCULATIONS OR USING COMPARATIVE THRESHOLDS WHICH ARE USUALLY BASED ON PERCENTAGE VALUES AND INSTRUCTIONS.

- COMPARATIVE (PERCENTAGE) THRESHOLDS □
- DOLLAR VALUE THRESHOLDS □

**PART A: PRIMARY SOURCES OF INCOME:**

Write down the sources of income, or the income source, in the following example:  
(See and your income sources.)

If you have nothing to report, write "none" or "N/A."
MANNER OF CALCULATING REPORTABLE INTEREST
Filers have the option of using reporting threshold calculations, or using comparative threshold: (for further details). Check the one you are using (mutually exclusive)

- [ ] COMPARATIVE (PERCENTAGE) THRESHOLD

| PART A -- PRIMARY SOURCES OF INCOME | [Major sources of income]
|-------------------------------------|------------------------------------------|
| (If you have nothing to report, write "none" or "n/a"
| NAME OF SOURCE OF INCOME | |
| N/A | |
| | |
| | |

| PART B -- SECONDARY SOURCES OF INCOME | [Major customers, clients, and other sources of income]
|--------------------------------------|------------------------------------------|
| (If you have nothing to report, write "none" or "n/a"
| NAME OF BUSINESS ENTITY | NAME OF MAJOR SOURCE OF BUSINESS' INCOME |
| N/A | |
| | |
| | |

| PART C -- REAL PROPERTY | [Land, buildings owned by the reporting person]
|-------------------------|------------------------------------------|
| (If you have nothing to report, write "none" or "n/a"
| N/A | |
**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, etc.]
(If you have nothing to report, write "none" or "n/a"

<table>
<thead>
<tr>
<th>TYPE OF INTANGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**PART E — LIABILITIES** [Major debts - See instructions]
(If you have nothing to report, write "none" or "n/a"

<table>
<thead>
<tr>
<th>NAME OF CREDITOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Owners, etc.]
(If you have nothing to report, write "none" or "n/a"

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS OF BUSINESS ENTITY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINCIPAL BUSINESS ACTIVITY</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>POSITION HELD WITH ENTITY</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>I OWN MORE THAN A 5% INTEREST IN THE BUSINESS</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURE OF MY OWNERSHIP INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PART G — TRAINING**
For **elected municipal officers** required to complete annual ethics training.

- [ ] I CERTIFY THAT I HAVE

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[Note: The form contains a check box for certification but no further details are provided.]
Commissioner Annette Woods Mitchell
Creating A Better QUALITY OF LIFE!
533 S.Dixie Hwy., Suite 201
Deerfield Beach, FL 33441
Cell: 954-298-3236
Office: 954-425-8449
Fax: 954-425-8450
E-mail: gwoodsmithell@dbhonline.org
Website:www.dbhaonline.org

Under Florida law, all communications, including e-mail communications, made or received in connection with the transaction of Housing Authority business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re  Annette Woods-Mitchell  
Commissioner
Board of Commissioners
Deerfield Beach Housing Authority

PID#: 251197

NOTICE OF ASSESSMENT OF AUTOMATIC FINE

The Commission on Ethics hereby gives notice of an assessment of a fine against you pursuant to Section 112.3145(7)(f), Florida Statutes, due to your failure to timely file your 2017 CE Form 1, Statement Of Financial Interests. Under the law, your 2017 CE Form 1, Statement of Financial Interests, was due by July 2, 2018. The law provided for a penalty-free grace period extending the due date to September 4, 2018. After that date, you accrued fines of $25.00 per day for each day your financial disclosure was late, pursuant to Section 112.3145(7)(f), Florida Statutes.

Inasmuch as your 2017 CE Form 1 was filed September 6, 2018 with the Supervisor of Elections for Broward County, you are fined the amount of $50.00 ($25.00 per day for 2 day(s) late). This fine must be paid to the Commission on Ethics within 30 days of the date of this notice unless you appeal the fine to the Commission. The Commission has the authority to consider the appeal and waive the fine in whole or in part if your failure to file on time was due to "unusual circumstances" surrounding the failure to file.

HOW TO APPEAL

1. Read these instructions carefully before submitting your appeal.

2. LEGAL AUTHORITY: Appeals are governed by Section 112.3145(7)(f)3., Florida Statutes, and Commission Rule 34-8.215, Florida Administrative Code.

3. FORMAT: Your appeal must be in writing and mailed to Florida Commission on Ethics, P. O. Drawer 15709, Tallahassee, FL 32317-5709, or delivered to Florida Commission on Ethics, 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303. The appeal may take the form of a letter or you may use the appeal form included in this mailing. The appeal form also is available at the Commission's website: www.ethics.state.fl.us. Click on "Financial Disclosure" and then the link to the sample appeal form.

4. DUE DATE: Your appeal must be received by the Commission on Ethics on or before May 15, 2019.

NOTE: Failure to timely file an appeal will constitute a waiver of your right to appeal and will result in the entry of a default order against you.

5. UNUSUAL CIRCUMSTANCES: An appeal must demonstrate that you submitted your CE Form 1 after the extended due date because of "unusual circumstances." "Unusual circumstances" is defined in Commission Rule 34-8.215(4), Florida Administrative Code, as "uncommon, rare, or sudden events over which the reporting individual had no control and which directly result in the failure to act in accordance with the filing requirements." Therefore, circumstances that allowed for time to take steps necessary to file on time do not constitute "unusual circumstances" that will allow the Commission to waive the fine. You have the burden to establish "unusual circumstances." Your appeal must specifically state the circumstances that led to your not filing by September 4, 2018, and must include any documentation or evidence supporting your appeal, such as:
   a. SICKNESS/INJURY: a statement from attending physician, including dates and nature of the illness or injury;
   b. LACK OF NOTICE (WRONG ADDRESS): documentation that you did not reside at the address to which notice was sent;
   c. LACK OF NOTICE (ABSENCE FROM HOME): documentation establishing the period of time of your absence covering the notification period;
d. CLAIM OF TIMELY FILING OF FINANCIAL DISCLOSURE: (1) an affidavit from you attesting under oath or affirmation that you filed your financial disclosure and your recollection of when and how you filed and (2) a copy of a certified mail receipt and/or a copy of the completed form which was filed. If you have witnesses to your filing, we also will need an affidavit from each witness. NOTE: A claim of having filed the CE Form 1F for the current year does not satisfy the CE Form 1 filing requirement or excuse a late filing.
e. LEFT PUBLIC POSITION BEFORE DECEMBER 31, 2017: confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2017; or
f. UNCLAIMED CERTIFIED MAIL: if delinquency notice was addressed correctly but not received, you must explain why.

6. YOUR RIGHT TO A HEARING: You have the right to have your appeal heard by the Commission and to appear before the Commission at the hearing, but, to exercise this right, you must specifically request a hearing in your appeal. If you do not request a hearing, you will waive your right to a hearing, the Commission will determine the outcome of your appeal based upon the written record (including the documentation you provide and any documentation in your case file), and you will receive no further notice until after the Commission decides your appeal.

FAILURE TO PAY FINE OR FILE APPEAL WITHIN 30 DAYS

If you do not timely file an appeal or pay the assessed fine within 30 days of this Notice, a default order will be entered against you and the Commission will take the steps provided by law to collect the fine, including:

- Referral to the CFO of the Department of Financial Services, if you are a salaried state officer or employee, for withholding of a portion of your salary until the fine is satisfied; or
- Referral to your agency's governing body for withholding of a portion of your salary until the fine is satisfied;
- Referral to a collection agency, which can seek garnishment of your wages; and/or
- An additional civil penalty, not limited by this automatic fine, may be imposed if your disclosure statement is filed more than 60 days late and a complaint is filed against you pursuant to Section 112.324, Florida Statutes.

Please contact our office if you have any questions about this matter.

CERTIFICATE OF MAILING

I certify that a copy of the foregoing Notice of Assessment of Automatic Fine was furnished to:

Annette Woods-Mitchell
235 Sw 3rd Ct
Deerfield Bch, FL 33441 -4603
by Certified Mail on this Monday, April 15, 2019.

/Kimberly R. Holmes/
KIMBERLY R. HOLMES
Program Administrator
Florida Commission on Ethics
P. O. Drawer 15709 -or-
Tallahassee, FL 32317-5709
Florida Commission on Ethics
325 John Knox Road, Building E, Ste. 200
Tallahassee, FL 32303
Tel.: (850) 488-7864
Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us
Recipient Address

ANNETTE WOODS-MITCHELL
235 SW 3RD CT
DEERFIELD BCH, FL 33441-4603

Record / Case Number:
251197

Return Address

STATE OF FLORIDA
COMMISSION ON ETHICS
PO DRAWER 15709
TALLAHASSEE, FL 32317-5709

Entry Point ZIP:
32317

Mail Piece Information

Tracking Number: 92148901066154000137136548
Date Created: 04/15/2019 10:43:55 AM
Mail Class: USPS First Class Mail
Special Services: Certified Mail
Return Receipt Electronic
Memo: --
Created By: Kimberly Holmes - Commission on Ethics

Tracking Information

Mailed, April 15, 2019, 10:43:55 AM, TALLAHASSEE, FL 32317
Pre-Shipment Info Sent To Usps, Usps Awaiting Item, April 15, 2019, 12:00:00 AM
Pre-Shipment Info Sent Usps Awaits Item, April 15, 2019, 09:51:00 AM, TALLAHASSEE, FL 32317
Accepted At Usps Origin Facility, April 15, 2019, 06:54:00 PM, TALLAHASSEE, FL 32317
Origin Acceptance, April 15, 2019, 06:54:00 PM, TALLAHASSEE, FL 32317
Arrived At Usps Regional Origin Facility, April 15, 2019, 08:09:00 PM
Processed Through Usps Facility, April 15, 2019, 08:09:00 PM, TALLAHASSEE, FL 32301
Departed Usps Regional Facility, April 15, 2019, 09:45:00 PM
Depart Usps Facility, April 15, 2019, 09:45:00 PM, TALLAHASSEE, FL 32301
In Transit, Arriving On Time, April 16, 2019, 12:00:00 AM
Arrived At Usps Regional Destination Facility, April 17, 2019, 06:48:00 AM
Processed Through Usps Facility, April 17, 2019, 06:48:00 AM, WEST PALM BEACH, FL 33416
Departed Usps Regional Destination Facility, April 17, 2019, 10:57:00 PM
Processed Through Usps Facility, April 17, 2019, 10:57:00 PM, WEST PALM BEACH, FL 33416
In Transit, Arriving Late, April 18, 2019, 12:00:00 AM
In Transit, Arriving Late, April 19, 2019, 12:00:00 AM
In Transit, Arriving Late, April 20, 2019, 12:00:00 AM
In Transit, Arriving Late, April 21, 2019, 12:00:00 AM

No Signature on file

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Filer - Fines and Appeals - PID 251197 - Ms Annette Woods-Mitchell

The filer has fines for: **2018 (Appeal)**

**2018 Fines and Appeals**

### Form Year 2017 Filed Forms

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Form Type</th>
<th>Form Signed</th>
<th>Filed by Email</th>
<th>Filing Location</th>
<th>Updated</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06/18</td>
<td>Form 1</td>
<td>Yes</td>
<td>Yes</td>
<td>SOE</td>
<td>PRINEE on 09/07/2018</td>
<td>Received by COE on behalf of Broward Supervisor of Elections</td>
</tr>
</tbody>
</table>

**Status**
- **Filing:** ACTIVE
- **Fine:** No Fine

**Flags**
- **Public Address**
- **Filing Extensions**
  - Indefinite: None
  - Temporary: None
- **Eligible for Fines**

**2018 Fine Information**

<table>
<thead>
<tr>
<th>Fine Balance</th>
<th>Fine Status</th>
<th>Fine Date</th>
<th>Original Assessment</th>
<th>Fine Amount</th>
<th>Last Payment Date</th>
<th>Payment Plan Start Date</th>
<th>Payment Plan Amount</th>
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<tbody>
<tr>
<td>$50.00</td>
<td>Appeal</td>
<td>4/15/2019</td>
<td>$50.00</td>
<td>$50.00</td>
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**Fine Address**
- 235 Sw 3rd Ct Deerfield Bch FL 33441-4603
- Org/Suborg: Deerfield Beach Housing Authority-Board of Commissioners

**2018 Fine Payment History**

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Description</th>
<th>Amount</th>
<th>Method</th>
<th>Payment ID</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2019</td>
<td>Fine Levied</td>
<td>+ $50.00</td>
<td></td>
<td></td>
<td>Fined $50.00</td>
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</tbody>
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**Current Balance:** $50.00
# 2018 Fine Year Event

## Chronology

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td>08/16/2018</td>
<td>Postcard Sent</td>
<td>Courtesy Postcard Reminder</td>
<td>Print Queue: 8/16/2018</td>
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<tr>
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<td>Printing</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Confirmed: 8/16/2018</td>
</tr>
</tbody>
</table>

**Letter Sent To:**
Ms Annette Woods-Mitchell  
235 Sw 3rd Ct  
Deerfield Bch, FL 33441 -4603

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td>09/6/2018</td>
<td>Letter Sent</td>
<td>Courtesy Notice of Fines</td>
<td>Print Queue: 9/6/2018</td>
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<td>Printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Confirmed: 9/6/2018</td>
</tr>
</tbody>
</table>

**Letter Sent To:**
Ms Annette Woods-Mitchell  
235 Sw 3rd Ct  
Deerfield Bch, FL 33441 -4603

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/6/2018</td>
<td>Form Received</td>
<td>Form 1 Received, Signed</td>
<td>Form 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Received by COE on behalf of</td>
<td>Received by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broward Supervisor of Elections</td>
<td></td>
</tr>
</tbody>
</table>

**Form Received By:** Emily Prine  
**Filing Location:** Broward County SOE  
**Record Created By:** Emily Prine on 09/07/2018
'awoodsmitchell@dbhaonline.org'
Subject: Form 1 2017
Importance: High

09/6/2018 Filer Communication: Phone
From: Prine.Emily Sent: Friday, September 07, 2018 3:52 PM To: 'Annette Woods Mitchell' Cc: 'form1@browardsoe.org' ; Claudette Hamilton Subject: RE: Annette Mitchell 2017
Importance: High Form has been recorded and forwarded to Broward County Supervisor of Elections. Sincerely, Emily E. Prine Program Specialist
Financial Disclosure Section Florida Commission on Ethics
Post Office Drawer 15709 Tallahassee, FL 32317-5709

09/8/2018 Filer Communication: Other
From: Annette Woods Mitchell Sent: Saturday, September 08, 2018 11:08 AM To: Prine.Emily Subject: Re: Annette Mitchell 2017 Emily, Annette

04/15/2019 Fine Levied Fined $50.00 Journal:
### 2018 Fine Appeal — FD 18-072

**Appeal Status:** Active

**No Hearing Requested**

---

**Letter Sent To:**
Ms Annette Woods-Mitchell  
235 Sw 3rd Ct  
Deerfield Bch, FL 33441 -4603

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**Letter Sent To:**
Ms Annette Woods-Mitchell  
235 Sw 3rd Ct  
Deerfield Bch, FL 33441 -4603

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**Letter Sent To:**
Ms Annette Woods-Mitchell  
235 Sw 3rd Ct  
Deerfield Bch, FL 33441 -4603

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Journal Notes</th>
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<tbody>
<tr>
<td>04/15/2019</td>
<td>Notice of Initial Fine Notice, Assessed Fine</td>
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<tr>
<td>04/15/2019</td>
<td>Letter Sent Notice of Assessed Fine - Filer 1st Fine Letter</td>
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<td>05/13/2019</td>
<td>Filer Going to send in appeal via email. Communication: email. Phone</td>
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<td>05/20/2019</td>
<td>Fine Appeal FD 18-072</td>
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<td>05/21/2019</td>
<td>Letter Sent Fine Appeal</td>
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**Print Queue:**
- 4/15/2019
- 4/15/2019
- 5/21/2019

---

**Printing:**
- Confirmed: 4/15/2019
- Confirmed: 5/21/2019

---

**Update Appeal** / **Withdraw Appeal** / **Assign Attorney** / **Request More Info** / **Record Appeal Outcome**

---

**http://fdms/admin/protected/content/coe/filer_fines_appeals.cfm?filer_id=251197**  5/21/2019
<table>
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<th>Appeal Receipt</th>
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<td>Print Appeal Letter:</td>
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<tr>
<td>Yes</td>
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<tr>
<td>Hearing Requested:</td>
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<tr>
<td>No</td>
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<tr>
<td>Appeal Reason:</td>
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<tr>
<td>Illness or Injury</td>
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<tr>
<td>Appeal Notes:</td>
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<td>Appeal Number:</td>
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<td>FD 18-072</td>
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<tr>
<td>Appeal Analyst</td>
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<tr>
<td>Assigned:</td>
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<td>Final Order Number:</td>
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<td>Final Order Date:</td>
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