

BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re ALFREDA COWARD

Appellant.

) Financial Disclosure Appeal No. FD 20-065
)
)
)

Final Order No. XXX

FINAL ORDER

This matter came before the Commission on Ethics on its own motion during its meeting in public session on October 23, 2026, pursuant to Section 112.3145(8)(g), Florida Statutes, (subsequently renumbered to Section 112.3145(8)(f)) 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.

Findings of Fact

1. According to information provided to the Commission, Appellant served as a General Pension Trustee for Lauderhill Pension Plan Board of Trustees, a position requiring the filing of a 2019 CE Form 1, Statement of Financial Interests. In 2020, the designated due date for submitting a 2019 CE Form 1 was July 1, 2020, with a grace period ending on September 1, 2020.
2. No later than June 1, 2020, the Broward County Supervisor of Elections mailed a 2019 CE Form 1 to Appellant at 4723 NW 82nd Ave #1401, Lauderhill, FL 33351.
3. No later than August 1, 2020, the Broward County Supervisor of Elections sent a notice of delinquency by certified mail to Appellant at 4723 NW 82nd Ave #1401.

4. On September 9, 2020, the Commission on Ethics mailed a courtesy notice of fines accruing to Appellant at 4723 NW 82nd Ave #1401.

5. On September 22, 2020, the Broward County Supervisor of Elections received Appellant's 2019 CE Form 1.

6. On November 8, 2023, the Commission mailed a Notice of Assessed Fine to Appellant at 4723 NW 82nd Ave #1401. It indicated that the total of Appellant's accrued automatic fine was \$525 (\$25 per day for 21 days late) and provided that the Commission must receive an appeal of the fine by December 8, 2023.

7. On December 7, 2023, the Commission received Appellant's appeal of her automatic fine for Form Year 2020. In Part B of her appeal form, Appellant checked "Lack of notification" and "Other unusual circumstance" as the general reason for her appeal. In Part C of her appeal form, where an appellant is asked to provide detailed explanation of his or her appeal, Appellant wrote that she does not know whether she received the relevant correspondence due to being displaced from her regular home and that a family member was hospitalized from COVID in July 2020.

Conclusions of Law

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

9. 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.

10. Section 112.3145(8)(g)3., Florida Statutes, (subsequently renumbered to Section 112.3145(8)(f)(2)) 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 in writing and received by the commission 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. For purposes of this subparagraph, the term "unusual circumstances" does not include the failure to monitor an e-mail account or failure to receive notice if the person has not notified the commission of a change in his or her e-mail address.

11. Pursuant to Rule 34-8.215(4), F.A.C., "unusual circumstances" means 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. Circumstances which allow for time in which to take those steps necessary to ensure compliance with the filing requirements shall be deemed not to constitute unusual circumstances.

12. Here, Appellant stated that she does not know whether she received the relevant correspondence due to being displaced from her regular home and that a family member was hospitalized from COVID in July 2020. Considering Appellant's claims, and that there is no evidence showing otherwise, there are "unusual circumstances" here that prevented the timely filing of the financial disclosure form that justify waiving the \$525 fine.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby finds that unusual circumstances for failure to timely file have been demonstrated. We therefore waive the assessed fine of \$525.

ORDERED by the State of Florida Commission on Ethics meeting in public session on
October 23, 2026.

Date Rendered

Jeremy M. Rodgers

Chair, Florida Commission on Ethics

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.

JMR: jfh

Alfreda Coward
4723 NW 82nd Ave.
Lauderhill, FL 33351

20-065 44647



STATE OF FLORIDA COMMISSION ON ETHICS

325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303
Telephone: (850) 488-7864
Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us

FLORIDA
COMMISSION ON ETHICS

DEC 07 2023

RECEIVED

APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2018

DIRECTIONS: The information you provide in this form is critical for processing your appeal in a timely manner.

In Part A, please provide current contact information. If your contact information changes while your appeal is being processed, please notify us.

In Part B, please check any boxes that specify the general reason(s) for your appeal.

In Part C, please explain in detail the reason(s) for your appeal. In addition to your written explanation in Part C, you may attach any documents that support your appeal.

IMPORTANT: TO PRESERVE YOUR RIGHT TO APPEAL, THIS FORM OR OTHER WRITTEN APPEAL (AND ANY ATTACHMENTS) MUST BE FILED WITH (RECEIVED BY) THE COMMISSION ON ETHICS WITHIN THIRTY (30) DAYS OF THE DATE THE NOTICE OF ASSESSMENT OF AUTOMATIC FINE WAS MAILED TO YOU.

PLEASE SEND YOUR COMPLETED FORM TO ONE OF THE FOLLOWING:

Mailing Address: Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709

Physical Address: Commission on Ethics
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

Fax: (850) 488-3077

Email: disclosure@leg.state.fl.us

PART A: YOUR INFORMATION

Name: Alfreda D. Coward

Address: 4723 NW 82nd Avenue City: Lauderhill State: FL Zip: 33351

Daytime Tel.: (954) 722-0836 Cell: (954) 579-9279

Email: alfredacoward@hotmail.com Filer ID# (if known): 44647

Public Employer: _____

Public Position: General Pension Trustee, Lauderhill Pension Board

CONTINUED ON REVERSE SIDE

PART B: GENERAL REASON(S) FOR YOUR APPEAL

Please choose any/all reasons that apply to your appeal.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis:

- a. ☐ **Sickness or injury** (Explain in Part C and attach a statement from attending physician, including dates and nature of illness or injury)
- b. ☒ **Lack of notification – Failure to receive notice** (Explain in Part C and provide documentation that supports your assertion that you never received certified mail delinquency notice: for example, incorrect address; misdelivered mail; change in employment; extended absence from home, etc.)
- c. ☐ **Claim of timely filing of financial disclosure** (Explain in Part C and provide copy of certified mail receipt and/or copy of completed form which had been previously filed, along with a sworn notarized statement that you filed prior to the deadline)
- d. ☐ **Left public position prior to December 31, 2018** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2018)
- e. ☒ **Other unusual circumstance** (Explain in Part C and provide documentation explaining uncommon, rare, or sudden occurrence that prevented timely filing prior to deadline)
- f. ☐ **Not required to file** (Explain in Part C and provide documentation that supports reason for not required to file)

PART C: DETAILED EXPLANATION OF YOUR APPEAL

Please provide a detailed explanation of your appeal, including why each option you selected in Part B is applicable to you. You may use the space provided and/or attach additional pages.

See attached.

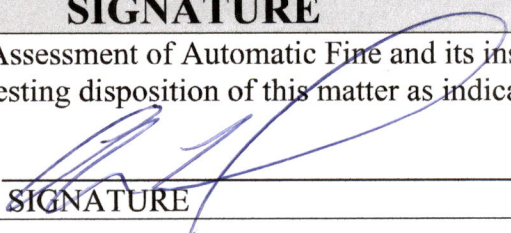
OPTIONAL REQUEST FOR HEARING

☐ In addition to this written appeal, I specifically request to appear before the Commission in a hearing pursuant to Section 112.3144(8)(f)3 or Section 112.3145(8)(g)3, Florida Statutes. Commission meetings occur in Tallahassee.

SIGNATURE

I have received and read the Notice of Assessment of Automatic Fine and its instructions on How to Appeal and I understand my options. I am requesting disposition of this matter as indicated.

12/6/2023
DATE


SIGNATURE

Alfreda D. Coward
General Pension Trustee
Pension Plan Board of Trustees

PART C

Please be aware that my 2019 submission was due during the height of COVID (July – Sept 2020). During that time, my family was displaced from our regular residence for an extended period of time. So, I am not sure when or if I ever received the notifications. We did not move back into our regular residence until November 2020 which would have been after my grace period expired.

Additionally, other unusual circumstances existed. For instance, I am an attorney and during COVID I had to appear and practice from home while also homeschooling my son for his virtual school appearances. So, balancing work and childcare/homeschooling proved to be more challenging than expected.

Even more, we had medical concerns related to family members getting COVID in the early stages before vaccines were available and little treatment options were known to the public. If necessary, I can obtain documentation of a family member being hospitalized in July 2020. However, the date of the appeal limited my opportunity to obtain such in a timely manner.

Based on all of the above circumstances, I was unable to timely submit my Statement of Financial Interest by September 2020. Having served in this position for approximately 10 years or more, I have never submitted a filing beyond the grace period that was automatically extended. Accordingly, I am respectfully requesting that you waive the fine in whole in this instance due to the unusual and unforeseen circumstances associated with COVID.

Thanks in advance for your consideration.

Sincerely,

Alfreda D. Coward

FORM 1**STATEMENT OF
FINANCIAL INTERESTS****2019**Please print or type your name, mailing
address, agency name, and position below:**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

COWARD, ALFREDA DELOIS

MAILING ADDRESS :

4723 NW 82ND AVENUE

CITY :

LAUDERHILL, FL

ZIP :

33351

COUNTY :

BROWARD

NAME OF AGENCY :

GENERAL PENSION BOARD

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

TRUSTEE

CHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE

44647

Processed by COE

9-22-20

****** THIS SECTION MUST BE COMPLETED ********DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS 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 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")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY
COWARD & COWARD, PA	7101 W. COMMERICAL BLVD, STE 4A	LEGAL SERVICES

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")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE
N/A			

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

4723 NW 82ND AVENUE, LAUDERHILL, FL

13952 BLAKE STREET, DADE CITY, FL

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

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
STOCK - 50%	COWARD & COWARD, P.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
1. WELLS FARGO; 2. DEPT OF ED	1. PO BOX 10335, DESMOINES, IA; 2. POBOX 790336, TX
3. ALPHERA FINANCIAL	3. PO BOX 3608, DUBLIN, OH 42016

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")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY	N/A	N/A
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

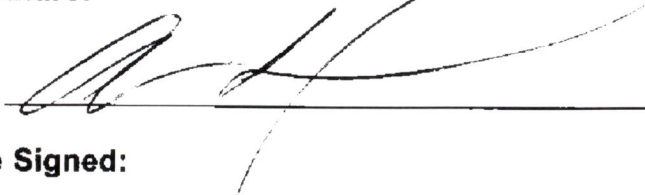
For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ 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:



Date Signed:

9/22/2020

CPA or ATTORNEY SIGNATURE ONLY

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

I, _____, 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.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

**Florida Commission on Ethics
Financial Disclosure Notification System
Delinquency Certification (2020)**

I PETER ANTONACCI, the Supervisor of Elections of BROWARD County, hereby certify that each person whose ID number, name, agency, and position appears above or on the attached list:

(1) was sent a notice of the July 1, 2020 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2020;

(2) was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 1, 2020;

(3) was sent a delinquency notice by certified mail not later than July 31, 2020 advising him or her of the grace period in effect until September 1, 2020; and of the penalties that could be imposed as provided in Section 112.3145(8)(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 October 31, 2020; 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 _____ 11/2/2020
SUPERVISOR OF ELECTIONS

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Alfreda D Coward
4723 Nw 82nd Ave # 1401
Lauderhill, FL 33351



9590 9402 4100 8092 2061 90

2. Article Number (Transfer from service label)

7038 0680 0000 0647 8450

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY
A. Signature

X 10/10/19 ☐ Agent
☐ Addressee

B. Received by (Printed Name)

1532 X10

C. Date of Delivery

7.3.20

☒ Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: NO

3. Service Type

- | | |
|--|---|
| ☐ Adult Signature | ☐ Priority Mail Express® |
| ☐ Adult Signature Restricted Delivery | ☐ Registered Mail™ |
| ☐ Certified Mail® | ☐ Registered Mail Restricted Delivery |
| ☐ Certified Mail Restricted Delivery | ☐ Return Receipt for Merchandise |
| ☐ Collect on Delivery | ☐ Signature Confirmation™ |
| ☐ Collect on Delivery Restricted Delivery | ☐ Signature Confirmation Restricted Delivery |
| ☐ Insured Mail | |
| ☐ Insured Mail Restricted Delivery (over \$500) | |

Domestic Return Receipt

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

\$

Total Postage and Fees

\$

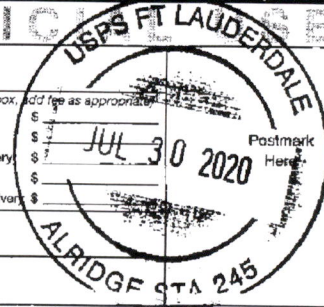
Sent To

Alfreda D Coward
Street and Apt. No., or PO Box No.
4723 Nw 82nd Ave # 1401
City, State, ZIP+4®
Lauderhill, FL 33351

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

7038 0680 0000 0647 8450



BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re **Alfreda D Coward**
 General Pension Trustee
 Pension Plan Board Of Trustees
 Lauderhill

PID#: 44647

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(8)(g), Florida Statutes, due to your failure to timely file your 2019 CE Form 1, Statement Of Financial Interests. Under the law, your 2019 CE Form 1, Statement of Financial Interests, was due by July 1, 2020. The law provided for a penalty-free grace period extending the due date to September 1, 2020. After that date, you accrued fines of \$25.00 per day for each day your financial disclosure was late, pursuant to Section 112.3145(8)(g), Florida Statutes.

Inasmuch as your 2019 CE Form 1 was filed September 22, 2020 with the Supervisor of Elections for Broward County, you are fined the amount of \$525.00 (\$25.00 per day for 21 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(8)(g)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 **December 8, 2023**. **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 1, 2020, 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, 2019:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2019; 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.

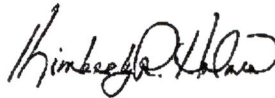
Please contact our office if you have any questions about this matter.

CERTIFICATE OF MAILING

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

**Alfreda D Coward
4723 Nw 82nd Ave # 1401
Lauderhill, FL 33351 -5669**

by Certified Mail on this Wednesday, November 08, 2023.



KIMBERLY R. HOLMES
Program Administrator

Florida Commission on Ethics
P. O. Drawer 15709
Tallahassee, FL 32317-5709

-or-

Florida Commission on Ethics
325 John Knox Road, Building E, Ste. 200
Tallahassee, FL 32303

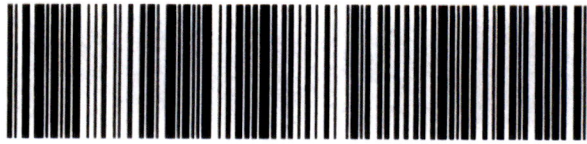
Tel.: (850) 488-7864

Fax: (850) 488-3077

Email: disclosure@leg.state.fl.us



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



9214 8901 0661 5400 0190 4519 54

RETURN RECEIPT (ELECTRONIC)

44647

ALFREDA D COWARD
4723 NW 82ND AVE # 1401
LAUDERHILL, FL 33351-5669

10

URGENT - Open Immediately!

CUT FOLD HERE

Zone 4

8 1/2" X 5" ENVELOPE
CUT FOLD HERE

CUT FOLD HERE

Mail Piece Details



Print this page

Recipient Address

ALFREDA D COWARD
4723 NW 82ND AVE # 1401
LAUDERHILL, FL 33351-5669

Record / Case Number:
44647

Return Address

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

Entry Point ZIP:
32317

Mail Piece Information

Tracking Number: 92148901066154000190451954

Date Created: 11/08/2023 03:41:07 PM

Mail Class: USPS First Class Mail

Special Services: Certified Mail
Return Receipt Electronic

Memo: --

Created By: Kimberly Holmes - Commission on Ethics

Signature Information

Signed For By: ALFREDA D COWARD

Signature Status: Not Yet Available

Tracking Information

Pre-Shipment, Usps Awaiting Item, November 08, 2023, 12:00:00 AM

Pre-Shipment Info Sent Usps Awaits Item, November 08, 2023, 02:58:00 PM, TALLAHASSEE,FL 32317

Accepted At Usps Origin Facility, November 09, 2023, 11:21:00 PM, TALLAHASSEE,FL 32317

Arrived At Usps Regional Origin Facility, November 10, 2023, 12:36:00 AM

Arrived At Usps Regional Destination Facility, November 11, 2023, 02:10:00 AM

Processed Through Usps Facility, November 11, 2023, 02:34:00 PM, MIAMI FL DISTRIBUTION CENTER 33152

In Transit To Next Facility, Arriving On Time, November 12, 2023, 12:00:00 AM

Processed Through Usps Facility, November 12, 2023, 06:38:00 PM, MIAMI FL DISTRIBUTION CENTER 33152

In Transit To Next Facility, Arriving On Time, November 13, 2023, 12:00:00 AM

No Authorized Recipient Available, November 14, 2023, 01:57:00 PM, FORT LAUDERDALE,FL 33351

Delivered Individual Picked Up At Usps, November 15, 2023, 10:42:00 AM, FORT LAUDERDALE,FL 33351

Form Year 2019 Filed Forms

FORM TYPE	DATE SUBMITTED	FORM SIGNED	FILED BY EMAIL?	UPDATED BY	COMMENTS
Form 1	09/22/2020	No	Yes	Emily Prine	Received by COE on behalf of Broward Supervisor of Elections

Fine Year 2020 Fine Information

FINE BALANCE	STATUS	FINE DATE	ORIGINAL FINE AMOUNT	ADJUSTED FINE AMOUNT	LAST PAYMENT DATE	PAYMENT PLAN START DATE	PAYMENT PLAN AMOUNT	TOTAL PAYMENT PLAN AMOUNT DUE
\$525.00	Appeal	10/30/2023	\$525.00	\$525.00				

Fine Address: 4723 Nw 82nd Ave # 1401, Lauderhill, FL 33351-5669

Email: UNKNOWN@email.com

Org/Suborg: Lauderhill - Pension Plan Board Of Trustees

Fine Year 2020 Appeal Information

2020 FINE APPEAL - FD 20-065		No Hearing Scheduled
APPEAL STATUS		Active
APPEAL RECEIPT DATE		12/07/2023
APPEAL TIMELY FILED		Yes
PRINT APPEAL LETTER		
HEARING REQUESTED		No
APPEAL REASON		Lack of Notification
APPEAL NOTES		
APPEAL NUMBER		FD 20-065
APPEAL ANALYST ASSIGNED		
FINAL ORDER NUMBER		
FINAL ORDER DATE		

Fine Year 2020 Payment Information

DATE POSTED	DESCRIPTION	AMOUNT	METHOD	PAYMENT ID	COMMENT
10/30/2023	Fine Levied	+\$525.00			Fined \$525.00
Current Balance: \$525.00					

Fine Year 2020 Event Chronology

DATE	TYPE	DESCRIPTION	ADDRESS/EMAIL	REFERENCE
08/31/2020	Filer	From: Andrea Anderson		
	Communication	Sent: Monday, August 31, 2020 3:25 PM		
	Email	To: 'Alfreda Coward'		
		Cc: Nadia Chin		admin system

09/09/2020	Filer Correspondence Letter	Courtesy Notice of Fines Accruing - Courtesy Notice of Fines Accruing	4723 Nw 82nd Ave # 1401, Lauderhill, FL 33351-5669 UNKNOWN@email.com	KimberlyHolmes
09/22/2020	Filer Communication: Email	From: Alfreda Coward Sent: Tuesday, September 22, 2020 9:19 PM To: Andrea Anderson Cc: Nadia Chin		admin system
09/23/2020	Filer Communication Email	From: COE-Form1 Sent: Wednesday, September 23, 2020 10:55 AM To: 'Nadia Chin' Cc: Andrea Anderson		admin system
10/30/2023	Fine Levied	Fined \$525.00		Journal: Fine Broward 2023-10-30-03:51
11/08/2023	Filer Correspondence Letter	Notice of Assessed Fine - Filer 1st Fine Letter	4723 Nw 82nd Ave # 1401, Lauderhill, FL 33351-5669 UNKNOWN@email.com	Correspondence Queue: 2023-11-08 00:00:00 Correspondence Sent: 2023-11-08 00:00:00.0000000
11/08/2023	Notice of Assessed Fine	Initial Fine Notice		Journal: Fine1st 2023-11-08-10:53
06/05/2024	Filer Correspondence Letter	Fine Appeal - Fine Appeal	4723 Nw 82nd Ave # 1401, Lauderhill, FL 33351-5669 UNKNOWN@email.com	Correspondence Queue: 2024-06-05 00:00:00 Correspondence Sent: 2024-06-05 00:00:00.0000000
06/05/2024	Fine Appeal	FD 20-065		Journal: Appeal 2024-06

Created Date: 6/5/2024

Type: Letter

Created By: System

Description: Fine Appeal - Fine Appeal

Created Date: 11/8/2023

Type: Letter

Created By: System

Description: Notice of Assessed Fine - Filer 1st Fine Letter

Created Date: 9/23/2020

Type: Email

Created By: admin system

Description: From: Prine,Emily Sent: Wednesday, September 23, 2020 10:51 AM To: 'form1@browardsoe.org' Subject: Form recorded PID 44647
Thank you.

Created Date: 9/23/2020

Type: Email

Created By: admin system

Description: From: COE-Form1 Sent: Wednesday, September 23, 2020 10:55 AM To: 'Nadia Chin' Cc: Andrea Anderson Subject: RE: Form 1 Needed Good Morning, Form has been recorded and forwarded on to Broward County Supervisor's office. In January we will send the fine assessed and the option to appeal. We will mail to the 4723 NW 82nd Ave address. Thank you! Sincerely, Emily E. Prine Program Specialist/Financial Disclosure 850-488-7864 Florida Commission on Ethics Post Office Drawer 15709 Tallahassee, FL 32317-5709 From: Nadia Chin Sent: Wednesday, September 23, 2020 10:45 AM To: COE-Form1 Cc: Andrea Anderson Subject: FW: Form 1 Needed Good Morning Emily, Please see the attached 2019 Form 1 for Alfreda Coward. Being that she is late, she asked the following question. Will I get a separate notice regarding the fine amount and the appeal process or should I automatically submit such? Thank you, Nadia B. Chin, CMC Deputy City Clerk

Created Date: 9/22/2020

Type: Email

Created By: admin system

Description: From: Alfreda Coward Sent: Tuesday, September 22, 2020 9:19 PM To: Andrea Anderson Cc: Nadia Chin Subject: Re: Form 1 Needed CAUTION: This email originated from outside of the City of Lauderhill. Exercise caution when opening attachments or clicking links, especially from unknown senders. Good Evening Andrea, Please find my Form 1 attached albeit very late. Do I still send it to you or is there another process when it is late? Also, will I get a separate notice regarding the fine amount and the appeal process or should I automatically submit such. Please consider and advise. Thank you for your assistance in this matter. Sincerely, _ Alfreda Coward, Esq.

Created Date: 9/9/2020

Type: Letter

Created By: System

Description: Courtesy Notice of Fines Accruing - Courtesy Notice of Fines Accruing

Created Date: 8/31/2020

Type: Email

Created By: admin system

Description: From: Andrea Anderson Sent: Monday, August 31, 2020 3:25 PM To: 'Alfreda Coward' Cc: Nadia Chin Subject: RE: Form 1 Needed Good Afternoon Attorney Coward, The grace period for filing your 2019 Form 1 ends today. Please send your form by close of business today to avoid fines. Automatic Fines for Failure to File Disclosure on Time Financial disclosure is due July 1 of each year for the preceding calendar year. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to build until the disclosure is filed, or the fine reaches \$1,500. Fines may be appealed to the Commission, which can waive or reduce the fine, if unusual circumstances prevented the filer from filing on time. Clicking here will take you to a sample appeal form which may be downloaded and filed with the Commission to appeal an automatic fine for failure to timely file financial disclosure. You are not required to use this form when appealing a fine; it is provided for your convenience. An automatic fine for failure to timely file financial disclosure can be paid online with a credit card and by clicking here. Unpaid fines may be recovered through salary withholding, wage garnishment, or referral to a collection agency. In addition, failure to file can result in removal from office or employment. Andrea M. Anderson, MMC City Clerk From: Nadia Chin Sent: Wednesday, July 08, 2020 1:33 PM To: 'Alfreda Coward' Cc: Andrea Anderson Good Afternoon Attorney Coward, Please remember that your 2019 Form 1 Statement of Financial Interest is needed. Attached is a blank copy for your convenience. Thank you, Nadia B. Chin, CMC Deputy City Clerk

Created Date: 8/20/2020

Type: Postcard

Created By: System

Description: Courtesy Postcard Reminder - Courtesy Postcard Reminder