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**BUILDING AND FIRE CODES BOARD OF APPEAL  
ANNUAL RETREAT MEETING MINUTES  
LAKE EOLA HOUSE | SUMMERLIN ROOM  
512 EAST WASHINGTON STREET | ORLANDO, FL 32801  
May 4, 2018 | 9:00 A.M. – 12:00 P.M.**

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**BOARD MEMBERS:** Wm. Scott Coleman - Chair, Laura Barbero-Buffa – Vice Chair, James Balius, Daya Taylor, Miguel Botello, and Gregory Tabaka

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- I. **Call to Order:** The meeting was called to order at 9:17 am by Wm. Scott Coleman.
  
- II. **Roll Call:**  
**The following Board members were present:** Wm. Scott Coleman, Laura Barbero-Buffa, James Balius, Daya Taylor, Miguel Botello, and Gregory Tabaka  
**Board members absent:** None  
**Staff Present:** Roy Eden – Building Official, Sarah Taitt – Assistant City Attorney, Ian Lahiff – Energy Project Manager, and Brandy O’Brien – Board Secretary  
**Other People Present:** None
  
- III. **Old Business:** Motion was made by Daya Taylor and seconded by Laura Barbero-Buffa for approval of the March 2, 2018 meeting minutes. The motion carried unanimously.
  
- IV. **Building Safety Month** – Roy Eden, City of Orlando Building Official, gave a PowerPoint presentation on Building Safety Month.
  
- V. **Review of the Sunshine Law and Public Records** – Sarah Taitt, City of Orlando Assistant City Attorney, gave a PowerPoint presentation on the Florida Sunshine Law and Public Records.
  
- VI. **Remembrance of Reinaldo “Ray” Acosta** – Chairman Wm. Scott Coleman shared words of remembrance for recently deceased board member Reinaldo “Ray” Acosta, followed by a moment of silence.

The Board took a break at 10:30 am and reconvened at 10:50 am.

**VII. Green Works Orlando** – Ian Lahiff, Green Works Energy Project Manager, gave a PowerPoint presentation on Green Works Orlando with a focus on energy and green buildings.

**VIII. Meeting adjourned at 12:02 pm.**

Respectfully Submitted,



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Roy Eden  
Building Official



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Brandy O'Brien  
Recording Secretary