

**CODE ENFORCEMENT BOARD  
MEETING MINUTES  
Wednesday, January 21, 2026**

**MINUTES ARE NOT VERBATIM**

A meeting of the Okaloosa County Code Enforcement Board was held Wednesday, January 21, 2026, at 4:00 p.m. at the Okaloosa County Administration Building, 1250 Eglin Parkway, first floor Commissioner's Chambers; Shalimar, Florida. Chairman Mike Siner, Caralee Gibson, Mike Banks, Dana Cawthon, Marte Lancaster, and Parrish Hollingsworth were in attendance.

Growth Management staff in attendance: Lisa Payton, Code Enforcement Supervisor; Theresa Ehrhardt, Administrative Specialist; Ron Cliff, Code Enforcement Officer; Chris Moody, Code Enforcement Officer; Sean Donaldson, Code Enforcement Officer; and Kirsten Mood, Okaloosa County Attorney's Office.

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

Theresa Ehrhardt conducted roll call.

**3. SWEARING IN OF ALL SPEAKERS**

Kirsten Mood swore in everyone who wished to speak during the meeting.

**Ex Parte Query:** *Kirsten Mood asked if any member of the Board had any ex-parte communications to disclose on the record.*

There were none.

**4. APPROVAL OF MINUTES – December 17, 2025, Meeting**

*Motion to approve the minutes of the December 17, 2025, meeting, made by Marte Lancaster, second by Mike Banks. Motion passed unanimously.*

**5. ANNOUNCEMENTS:**

Lisa Payton announced Kirsten Mood, Okaloosa County's Attorney, was moving on and today's meeting would be her last one.

**6. PUBLIC COMMENTS:**

There were none.

**7. OLD BUSINESS:**

**A. Disposition of Previous Cases**

**CEB Case #1225-0001**  
**Location of Violation:**

**Tonya L. & Robert F. Toney**  
**3640 Grady Johnson Road, CV**

Respondent is in compliance so Code Enforcement Staff will issue a notice of compliance.

**B. Previous Continued Cases**

**CEB CASE #25-563608**  
**Location of Violation:**

**Christi L. Marsden – Life Estate**  
**2828 Lake Silver Road, Crestview**

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

**CEB CASE #0625-0035**  
**Location of Violation:**

**WYN-Rock N Bowl Apts, LLC**  
**53 Robys Drive, Mary Esther**

Respondent is non-compliant. Code Enforcement Staff will go forward with filing the Order.

**8. NEW BUSINESS:**

**A. CEB Case #1025-0158**  
**Location of Violation:**

**Heirs of Elizabeth C. Money**  
**4684 Hardy Adams Road, Holt**

Okaloosa County Code of Ordinances, as amended, Chapter 11, Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec. 11-136 (2) and (3) Public nuisances described; and Chapter 21 Traffic and Motor Vehicles, Article IV, Abandoned and Nuisance vehicles, Sec. 21-65 Nuisance vehicles.

Code Enforcement Officer Chris Moody goes over the violation on the property. Staff recommend administrative fees of \$1,009.22 imposed immediately and due by the compliance date, \$250/day fine if compliance is not reached by the compliance date, and a compliance date of February 17, 2026.

*Caralee Gibson motions to have CEB case #1025-0158 to adopt staff recommendation. Second by Mike Banks. Motion passed unanimously.*

**B. CEB CASE #0825-0082**  
**Location of Violation:**

**John G. & Jennie Day**  
**5736 Hwy 85 N, Crestview**

Violation of Okaloosa County Code of Ordinance, as amended, Chapter 11, Health and Sanitation, Article III Nuisances, Division 3 Litter, Sec. 11-134(b)(2) Litter storage; and Chapter 21 Traffic and Motor Vehicles, Article IV, Abandoned and Nuisance vehicles, Sec. 21-64(a) Abandoned vehicles, Sec. 21-65 (b)(1) Nuisance vehicles.

These minutes are a DRAFT copy. They have not been approved by the Board.

Code Enforcement Officer Sean Donaldson goes over the violation on the property and states the trash has been cleaned up and owner only has two nuisance vehicles left to be in compliance. Staff recommend administrative fees of \$934.40 imposed immediately and due by the compliance date, \$250/day fine if compliance is not reached by the compliance date, and a compliance date of February 17, 2026.

Marte Lancaster makes a motion on case CEB case #0825-0082 to adopt staff recommendation. Second by Caralee Gibson. Motion passed unanimously.

**9. OTHER BUSINESS:**

**A. Election of 2026 Chairman**

Ms. Payton said we need to select the Chairman.

Caralee Gibson made a motion to select Mark Siner as Chairman of the Code Enforcement Board, second by Marte Lancaster. Mark Siner accepted the nomination. Motion passed unanimously.

**B. Election of 2026 Vice-Chairman**

Ms. Payton said we need to select the Vice-Chairman.

Marte Lancaster made a motion to select Caralee Gibson as Vice Chairman, second by Dana Cawthon. Caralee Gibson accepted the nomination. Motion passed unanimously.

**10. ADJOURN**

*There being no further business before the Board, Chairman Siner declared the meeting adjourned at 4:16 pm.*

Prepared by:



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Theresa Ehrhardt  
Administrative Specialist