

THE CITY OF CORAL GABLES



The City Beautiful

OFFICE OF THE CITY ATTORNEY

CITY HALL 405 BILTMORE WAY
CORAL GABLES, FLORIDA 33134

July 31, 2025

Via Certified Mail, Return Receipt Requested and Regular Mail

Coral Gables War Memorial Youth Center Association, Inc.
c/o its Registered Agent:
Kirk R. Menendez
346 Malaga Avenue
Coral Gables, FL 33134

Re: Request for Documentation

Dear Mr. Menendez:

As you may be aware, on July 1, 2025, the City of Coral Gables ("the City") City Commission adopted Resolution No. 2025-260 which directed this Office to contact the Coral Gables War Memorial Youth Center Association, Inc (the "Association") and request certain information.

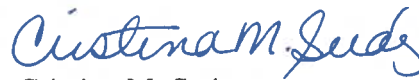
As discussed by the City Commission at the July 1, 2025 meeting, given the provision in the deed dated July 24, 1958 purporting that the subject property owned by the City of Coral Gables may revert to the Association under certain circumstances, it is necessary for the City to obtain information regarding the Association, its current status, its organizational and operational structure, and its authorized representatives. Accordingly, and pursuant to Resolution No. 2025-260, we request the following information and documents be provided to this Office by August 18, 2025:

- (1) Any and all records related to the financial status and condition of the Association for the past five (5) years, including but not limited to, audited financial statements, annual tax returns, bank or investment account statements, deposit, transfer, and withdrawal documents and records, profit and loss statements, statements of financial position, statements of activities, statements of functional expenses, and any other documents or records detailing the revenues and expenses of the Association.
- (2) Any and all records related to the organization and structure of the Association, including but not limited to, articles of incorporation and any amendments thereto, by-laws, mission statements, operating agreements, meeting minutes, resolutions, voting history, and stock issuance.

- (3) Any and all records related to the Association's status as tax-exempt entity, including but not limited to IRS Form 1023 or 1023-EZ, annual tax returns, and any other applications, reports or correspondence submitted or sent to or from the Internal Revenue Service
- (4) Any and all records related to the Association's status as a non-profit entity, including but not limited to, applications, reports, or correspondence submitted or sent to or from the State of Florida.

We look forward to your timely response and disclosure of the requested documents.

Sincerely,



Cristina M. Suárez

City Attorney

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:

Coral Gables War Memorial
Youth Center Association, Inc.
c/o its Registered Agent:
Kirk R. Menendez
346 Malaga Avenue
Coral Gables, FL 33134

2. Article Number (Transfer from service label)

9J 7108 2133 3932 5912 5055

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?
If YES, enter delivery address below: ☐ Yes
☐ 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 (over \$500) | ☐ Insured Mail Restricted Delivery |

Domestic Return Receipt

CERTIFIED MAIL



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OFFICE OF THE CITY ATTORNEY

P.O. BOX 141549

CORAL GABLES, FLORIDA 33114-1549



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