

**CYPRESS MILL
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 09, 2023**

**CYPRESS MILL
COMMUNITY DEVELOPMENT DISTRICT
AGENDA**

THURSDAY, FEBRUARY 09, 2023

9:30 am

The offices of Inframark, IMS

Located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607

District Board of Supervisors	Chairman	Kelly Evans
	Vice Chairman	Laura Coffey
	Supervisor	Ben Gainer
	Supervisor	Anthony Seabrook
	Supervisor	Lori Campagna
District Manager	Inframark	Gene Roberts
District Attorney	Straley Robin Vericker	Vivek Babbar
District Engineer	Landmark Engineering	Todd Amaden

All cellular phones and pagers must be turned off while in the meeting room

The Regular meeting will begin at **9:30 a.m** following the regular meeting beginning with the third section called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. The fourth section called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action.

The final section is called **Board of Supervisors Request and Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Public Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

February 09, 2023

Board of Supervisors
Cypress Mill Community Development District

Dear Board Members:

The Regular Meeting of Cypress Mill Community Development District will be held on **February 09, 2023, at 9:30 A.M at the offices of Inframark, LLC located at 2005 Pan Am Circle Suite 300, Tampa, FL 33607**. Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

Call In Number: 1-866-906-9330

Access Code: 7979718#

REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

A. Discussion on Resident Resumes Tab 01

B. General Matters of the District

4. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting January 12, 2023, Tab 02

B. Consideration of Operation and Maintenance Expenditures December 2022 ... *Under Separate Cover*

C. Review of Financial Statements Month Ending December 31 ,2022 *Under Separate Cover*

5. VENDOR/STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager Tab 03

i. Community Inspection Report

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,
Gene Roberts
District Manager



Aloyn Hawthorne

Senior CAD Technician

Sun City Center, FL 33573

Mobile: 850-570-9730 | Email: Aloyn.Hawthorne@gmail.com

Executive Summary

CAD & GIS professional with 23 years' progressive experience. I am best known for my strong work ethic, integrity, and selfless attitude towards helping others.

Experience

EXP Energy Services

Senior CAD Technician—Tampa, FL

03/2018–Present

- **Management:** Meets with Engineering staff and clients to ensure project goals and milestones are met. Ensures CAD staff is kept abreast of project scheduling. Conducts meetings and trains staff on all project related drawings and standards. QA/QC of all site-specific drawings prior to engineering review.
- **GIS:** Utilizes ArcGIS Pro to conduct analysis, generate natural ground profiles, produce exhibits, and create and maintain geospatial data.
- **Design:** Utilizes Civil 3D 2018 to generate, stationing alignments, base files, site specific drawings, calculations, models, and reports.
- **Field Support & Processing:** Post-processes control and static infill GPS survey data through OPUS and Trimble Business Center. Produces all construction drawings and certified plats.

Survtech Solutions, Inc.

Survey Technician—Sanford, FL

11/2017–03/2018

- **GIS:** Utilizes ESRI's UPDM to manage and maintain all As-Built survey data. Creates and maintains schemas, file geodatabases, scripts, and models for streamlining processes and procedures.
- **Processing:** Processes and registers point clouds through Faro Scene. Utilizes TopoDot and other software's to extract pipeline data for record drawings. Produces HDD as-built drawings. Generates 3D models based on construction documents.
- **Design & Mapping:** Adjusted clients 3D models to survey point cloud data and redlined fabrication drawings. Located stationing and pipeline appurtenances utilizing As Built ILI information and reports to generate stake out files for field crews. Generated Topographic Survey deliverables.

CARDNO, Inc.

Project Surveyor—Tampa, FL

07/2017–11/2017

- **Management:** Managed FDOT D1 & D7 SUE task work orders. Tasks included layout, locating, and maintenance of survey information. Was directly responsible for the supervision of surveying and mapping work performed on assigned projects.
- **Field Support & Processing:** Project control setup Calculated & computed stake out points for field crews. Generated As-Staked reports. Post processed raw GPS, Total Station, & Digital Level data through Leica GeoOffice.

Wantman Group, Inc.

Survey Technician—Tampa, FL

08/2016–07/2017

- **Management:** Managed FDOT Task Work Orders (Push Button) and Private Construction projects. Tasks included layout, locating, and maintenance of survey information. Was responsible for the supervision of surveying and mapping work performed on assigned projects.
- **Design & Mapping:** Generated surfaces for machine controllers. Performs LIDAR extraction via TopoDot. Produced FDOT survey theme files for final deliverables. Produced SUE deliverables for FDOT District 7. This includes all theme & gpk files and Verified Vertically & Horizontally (VVH) testhole reports.
- **Field Support & Processing:** Project control setup. Calculated & computes stake out points for field crews. Generated As-Staked reports. Post processed raw GPS, Total

Station, & Digital Level data through Trimble Business Center. Also processed GPS/RTK data utilizing VectorNT.

- GIS: Created and Managed As-Built databases for managing projects. Maintained an extensive database of As-Built data.

Experience Cont'd.

OMNI Communications

Survey Technician/Designer– Tampa, FL

08/2015-08/2016

- Design & Mapping: Adhered to FDOT Surveying & Mapping standards (District 1, 5, & 7). Utilized CAD software to prepare R/W Control Survey maps, keymaps, cover sheets, sketches, etc. Generated TINs, surface models, and contours from field data. Routinely performed typical coordinate geometry calculations such as intersections, curves, inverses, area calculations, etc. Interpreted legal descriptions, plats, and maps. Produced all final survey deliverables such as topographic, utility, drainage, DTM's, and reports.
- Field Support & Processing: Post processed all raw data surveyed through FDOT's EFB, Trimble Access, and Survey Pro data collector software. Reduced field notes and checks reductions & calculations made by others. Adjusted field calculations. Provided support to all field crews, this includes project setup, pre-calculations, monumentation research, and staking files.
- Field/Land Surveying: Utilized conventional and unconventional survey methods to capture SUE (Subsurface Utility Engineering) data in the field. Conducted bench runs utilizing an automatic level. Generated field notes and performs field calculations.

EPIC Engineering & Consulting Group

CAD/GIS Analyst – Airspace Analyst – Orlando, FL

08/2014-08/2015

- GIS Analysis: Conducted preliminary airspace analysis for all on-airport development at the Orlando International Airport. Worked with airport planners, engineers, and project managers to mitigate potentially hazardous impacts to navigable airspace from proposed structures and temporary construction equipment. Managed local coordination of on-airport temporary construction equipment location(s) and scheduling with Airfield Operations and the local Air Traffic Control Tower. Submitted proposed development information to the Federal Aviation Administration's OE/AAA website for formal review and determination.
- Design: Generated exhibits, maps, and detailed drawings as requested by airport staff and the Federal Aviation Administration. Typical detailed drawings and exhibits consist of existing and planned airfield layout & conditions, NAVAID equipment, design surfaces, airspace surfaces, and preliminarily aeronautical study results. Conducted airspace technical reviews for proposed on-airport development.
- Field Verification: Produced as-built drawings for airport satellite buildings using standard site visit, building measurement, and field verification procedures. Conducted airfield signage verification and mapping to ensure the airport fulfilled Part 139 requirements.

Willbros Engineering

GIS Manager/IT Support – San Antonio, TX

08/2013 – 08/2014

- Management: Met with stakeholders to gather scope of work and project requirements. Managed GIS staff. Calculated man-hours for proposals and estimates. Performed project presentations.
- Field Support & Processing: Processed raw field data through CAD and proprietary software. Evaluated, analyzed, and validated civil survey data for accuracy to ensure compliance with applicable regulations, professional, and industry standards. Produced final deliverables based on client requirements.
- GIS Analysis & Geodatabase Design: Developed, supported, and maintained geospatially intelligent database systems for proposed, new, and existing oil & gas pipeline projects. Researched, acquired, and processed data relevant to department and project needs. Maintained error free data through topology validation. Performed remote sensing. Utilized scripting and modeling tools such as Python and Model Builder to streamline geoprocesses. Also, performed ad-hoc tasks such as digitizing, feature attribution and editing.
- Route Selection & Design: Performed route selection and analysis for underground electrical power lines, oil, natural gas, and commingle pipelines. Assisted CAD department with relevant functions such as, training, troubleshooting, and design. Generated alignments sheets and legal plats. Performed deed research and plotting. Utilized dynamic tools and functions to promote efficiency and accurate drawings. Worked with CAD staff to meet project objectives and fulfill final deliverable requirements. Worked closely with engineers to ensure Horizontal Directional Drill (HDD) and bore design drawings met and exceeded minimum requirements. Created ground profiles from preliminary and as-built civil survey data.

- IT Support: Worked with remote IT staff to resolve issues such as desktop troubleshooting, wireless network connectivity, and software installation. Installed and upgraded workstation peripheral devices. Utilized proprietary software to manage local staff resource and file access permissions. Resolved wide-format plotter and printer issues. Improve software license sharing and purchasing issues by employing remote desktop protocol (RDP).

Experience Cont'd.

EXP Energy Services

Lead CADD Technician – Tallahassee, FL

02/2006 – 08/2013

- Management: Managed and distributed work throughout the drafting department. Implemented CAD standards and procedures. Assisted and trained less experienced colleagues and staff. Worked closely with stakeholders to ensure deadlines and budgetary constraints were met. Planned, coordinated, and tracked tasks and deliverables. Employed quality control processes and procedures for all drawings and maps. Created and maintained organizational charts. Performed annual evaluations, promoted teamwork, and hosted weekly staff meetings. Independently explored new software and hardware to optimize production, staff, and resources.
- GIS Analysis & Geodatabase Design: Championed the implementation of new, more efficient, methods for producing route sheets and mapbooks. Generated and deployed geodatabases for geotechnical boring locations, cadastral data, and pipeline route variations. Conducted regulatory analysis such as Environmental Impact Statements (EIS), land use, and feasibility studies.
- Route Selection & Design: Produced Site-Specific drawings such as Horizontal Directional Drill (HDD), Open Cut, Bore, Facility and Auxiliary site drawings in a timely, precise and accurate manner. Performed route selection and analysis for cross country, large diameter pipeline projects and high voltage overhead transmission lines. Generated cross sections and profiles from civil survey, TIN, and DEM data. Georeferenced raster imagery. Generated alignment sheets and mapbooks.
- IT Support: Installed and configured new and existing CAD workstations. Troubleshoot hardware and software related issues for workstations, printers, and wide format plotters. Ensured existing workstations meet software upgrade specifications. Conducted contract negotiation for hardware such as printers, wide format plotters, and maintenance agreements. Maintained wide format plotters firmware and software upgrades.

JRA Architects

Drafter/CAD Operator – Tallahassee, FL

10/2004 – 02/2006

- Architectural Design: Generated full architectural plans, sections, details, sketches, and schematics for residential and commercial projects. Worked with in-house architects and project managers throughout the life cycle of the project. Collaborated with MEP and structural engineers during all phases to ensure project uniformity.
- Field Verification: Performed field surveys and analysis. Provided scale drawings and blueprints of concepts.
- Redline & Corrections: Corrected redlined drawings distributed by architects and project managers. Revised drawings as per client review. Followed FBC 2004 Building Code guidelines and regulations.

Florida Department of Corrections

Engineering Technician – Tallahassee, FL

08/2001 – 10/2004

- Architectural Design: Worked closely with in-house architects and engineers to translate ideas, sketches, and specifications into complete and accurate drawings. Completed projects on set schedules. Evaluated and applied job requirements with little to no supervision. Scanned and archived drawings for future use. Made in-house copies of drawings for engineers and architects. Hand delivered drawings to the State Fire Marshall and Building Code Administration offices for review, comment, and approval.
- Field Verification: Generated as-built drawings from site visits and existing plans.
- Redline & Corrections: Corrected redlined drawings distributed by in-house architects and engineers.

Technical Skills & Knowledge

Analysis

- ArcGIS Pro 2.9.2
- Global Mapper
- Spatial Analyst
- Sketchup
- 3D Analyst
- Autodesk Map 3D

Survey/Process/ Design

- Trimble R6/R8
- Total Station
Nikon NPL-302
- Trimble Business Center
- Power GEOPAK
- COGO
- Trimble TSC3
- Conventional Level
Leica NA500
- FDOT EFBP
- FDOT SS2 & SS4
- D & C Manager
- TDS Ranger
- Trimble Access
- Survey Pro 5.6
- Carlson SE
- Microstation V8i
- Civil 3D 2018

Regulations & Policies

- Title 14 CFR
- AC 150/5300-18B
- Title 49 CFR Part 192
- AC 150/5300-13A
- FDOT District 1, 5, & 7
- Rule Ch. 5J-17

Key Projects

CSX @ I-4 Polk Co., FL

OMNI Communications

Position: Survey Technician/Designer

Utilizing conventional and unconventional survey methods to successfully complete the survey of subsurface utility lines and testholes. Conducted static GPS/RTK sessions to establish coordinates for new points. Set and tied-in new traverse points. Elevated all new traverse points and testholes using an automatic level. Processed all field data. Generated final deliverables and reports.

South APM-ITF Complex

EPIC Engineering & Consulting Group

Position: Airspace Analyst

Conducted preliminary airspace analysis and submitted formal aeronautical studies for the Orlando International Airport South Terminal Complex Buildings and Structures.

Phillips 66 Gas Gathering System

Willbros Engineering

Position: GIS Manager/Senior Designer

Successfully completed route selection and analysis for the Phillips 66 20-mile Murphy gas gathering pipeline system.

Keystone Pipeline System

EXP Energy Services

Position: Lead CADD Technician

Performed route selection and feasibility studies, managed, and completed design drawings for Keystone Mainline, Keystone XL, and Houston Lateral.

Education

Capella University

B.S. Information Technology - GPA 3.4

- Network and System Architecture
- Internetwork Architecture I and II
- Programming
- Network and Security Hardware
- Hardware and OS Architecture
- Wireless Networks

Tallahassee Community College

- Advanced CAD
- Advanced GIS
- GPS
- Plans Interpretation
- Const. Materials and Methods

Leon High School

High School Diploma
Graduated - May 2000

Licenses/ Certifications

Small Unmanned Aircraft System Pilot (sUAS)

Certification Number – 4318582

Date Issued – 02 Dec 2019

Licensed Florida Real Estate Sales Associate/Realtor

License Number – SL3495109

Date Issued – 04 Mar 2021

Community Associations Manager (LCAM)

License Number – CAM53747

Date Issued – 30 Sep 2020

OBJECTIVE

I would like to serve my community in a fashion that supports and improves our homes and lives. It is my hope that the Community Development District board will be able to maintain and improve our current infrastructure and community related services to the highest standard, thereby keeping our community thriving. I would find being a part of that commitment a privilege and honor as would be working along with the Home Owners Association to protect our investments. I have served on numerous committees and boards throughout my medical career and appreciate the consideration.

EDUCATION

Wright State University: Masters of Science (High Honors)

Family Nurse Practitioner (FNP) June 2005

Wright State University: Bachelor of Science in Nursing June 1997 (High Honors)

Edison State College: Associate Degree of Applied Science (Nursing) May 1989

Associate Degree in Science (Psychology) May 1987

ANCC Certified Nurse Practitioner August 2005 - present

Certified Emergency Nurse (CEN) 6/1996-2004

Trauma Nurse Core Curriculum (TNCC) (Provider/Instructor) 1992-2002

Sexual Assault Examiner Nurse (SANE) 2000-2004

Emergency Nurse Pediatric Course (ENPC) 1999-2004

Neonate Resuscitation 1996-2004

Advanced Cardiac Life Support (ACLS) (Provider/Instructor) 1992-2015

Pediatric Life Support (PALS) 1992-2006

Basic Life Support (BLS) (Provider/Instructor) 6/ 1984-present

Microsoft Office Excel, Word, Power Point & Outlook; Lotus Notes,

Electronic Medical Record Software (Allscripts, Minute Clinic, Corner Care)

EMPLOYMENT & EXPERIENCE

6/2022-Current **Emacare Health** Nurse Practitioner Provide in home Medicare Assessments for Risk Adjustment contracted by private insurance companies.

5/2021-5/2022 **HCA Doctors Hospital/South Bay Hospital** Nurse Practitioner for Employee Health Provider Managed workers compensation for hospital and new hires

8/2020-6/2021 **Health Partners Honda Manufacturing Occupational Health / Urgent Care**
(Same position as with Wilson Health 6/2005 to 7/2020)

FNP (Casual) Provide care to injured Honda employees to include first report injuries and follow up visits. Familiarity with FRIO and C-9 paperwork. Evaluate employees for urgent care issues, treat and provide medications from onsite dispensary. Provide follow up as needed, work with patient's primary care physicians for acute needs

6/2005-7/2020 **Wilson Health Anna Family Practice.**

Evaluated patients which included pediatrics, women health, geriatrics, emergency care and family practice. Assessed and managed patients for both health and illness related issues. Identified risk factors, needed screening, and referrals. Formulated differential diagnoses for acute and chronic physical and mental illness states. Distinguished between normal and abnormal changes across the life span birth to the elderly. Provided comprehensive history taking and physical examinations. Ordered, performed and interpreted condition specific diagnostic

tests and screening procedures. Write prescriptions for identified needed medications. Developed and implemented plan of care with patients to help educate on health. Accurately documented care given through written and electronic communication. Maintained all confidentiality standards. Using Electronic Health Records.

6/2005-7/2020 **Honda Occupational/Urgent Care Clinic** .

FNP (Casual) Provide care to injured Honda employees to include first report injuries and follow up visits. Familiarity with FRIO and C-9 paperwork. Evaluate employees for urgent care issues, treat and provide medications from onsite dispensary. Provide follow up as needed, work with patient's primary care physicians for acute needs

10/2010-7/2020 **Wilson Health Occupational Health/Urgent Care FNP (Casual)**

Provide care to injured employees to include first report injuries and follow up visits. Familiarity with FRIO and C-9 paperwork. Assess and manage patients age 6 months through elderly for acute illness. Write prescriptions for identified needed medications based on diagnosis. Develop and implement plan of care with patients to help return them to a wellness state. Use electronic medical records for concise and accurate record keeping.

8/1997-6/2018 **Edison State College Piqua, Ohio 45356**

Class, Clinical, and Lab Instructor (Adjunct) – Teaching beginning nursing education and skills/ in lab/class, monitor clinical experience of students in the hospital/long term care. Counseled and evaluated student performance

7/2013 –2019 **Matrix (PPR Risk Adjustment Services) FNP (Casual)**

Performed Medicare health risk assessments and evaluated Medicare patients for health needs. Submitted health assessment for company review & risk quantification.

6/2006 – 10/2008 **Corner Care Clinic & Minute Clinic FNP(Casual)**

Provide acute and wellness care in a retail healthcare setting. Assess and manage patients from age 2 through elderly. Write prescriptions for identified needed medications. Develop and implement plan of care with patients to help return them to a wellness state. Use electronic medical records for concise and accurate record keeping. Collect and process payments through insurance and billing process. Provide primary providers with follow up information in regards to patients' visits.

6/1989-5/2005 **Wilson Memorial Hospital, Honda Transmission contract RN**

(6/2002-5/2005) ***Occupational Health Worksite Nurse Coordinator*** – Organized and created Health Clinic at Honda Transmission Manufacturing to include Injury Care, Workers Compensation Case Management, FMLA monitoring, and Wellness Programs. Began onsite Drug Screening for pre-employment and post accident incidents program. Developed computerized logs and injury care management. Participated in policy review and development of new programs. Generated weekly reports to monitor and track injury rates and associate restrictions. Taught classes in CPR/ACLS and other safety programs. Maintained monthly and end of year statistics to help plan for services. Reduced recordable injuries and lost time incidents through early intervention and onsite treatment.

(10/2000-5/2002) ***Trauma Coordinator/ED Educator*** – developed and managed Trauma Program for hospital. Worked to establish program for American College of Surgeon review to allow for hospital designation as a Level III Trauma Center. Educator for Emergency staff competencies and certifications.

(3/2001-10/2004) ***Hospital Supervisor*** – Worked as casual replacement. Managed operations of hospital during evening and night hours to include staffing and patient issues. Provided patient pharmaceutical needs after hospital pharmacy was closed and maintained call lists for emergency procedures.

(10/1991-9/2004) ***Emergency Staff Nurse*** – managed patient care, maintained multiple certifications, member of departmental and hospital committees.
(6/1989-10/1991) ***Medical Surgical Nurse/Same Day Surgery-*** managed patient care

References Available on Request

James Thomas

Email; tjim2304@gmail.com

CERTIFICATION

SCI Service Corporate International of Dignity Memorial- Sales/Marketing Trainer

Professional Trainer and Marketing and Sales certified. Bright House Networks Cable Company

Business to Business Sales trainer Argentina and Israel

EDUCATION

Saint Leo University

Bachelor of Science in Management/Sports /Marketing

Arizona State University

Business Administration

Summary of Qualifications

Experience in sales and managing highly competitive corporate department, athletic departments/programs and recruitment. European Clubs and International Institutions. A successful track record of performing all aspects of recruitment, interviewing, hiring, training and development of departments and sales personnel. Actively involved in door to door sales, B2B presentations, In House presentations, field management and leadership. Proven administration skills include:

- Budgeting
- Staffing/Scheduling
- Presentations
- Bi-Lingual in English and Spanish
- Public Relations
- Presentations in Spanish
- Coordinate with customers
- Projects deployment
- Field Supervisor projects
- Prepare daily, weekly, monthly reports and take appropriate action to leverage sales
- Personnel Development
- International managerial experience and recruiting
- Develop sales goals and strategies for goal attainment

CORPORATE EXPERIENCE

NGR Solar Company Crownwell, CT – Manger Specialist Sales Team in State
Jan 2013- Aug 2015

- Daily assign appointments in territory
- Office and field sale training
- Ensure All understand and communicate company values at each presentation
- Assist with sale in house presentations
- Daily coaching and counseling with less productive Reps.
- Communicating/Report activities to upper management daily
- Sale Training, Meetings and role playing

Solar City Solar Middletown, CT– Field Specialist
May 2012- Jan 2013

- Daily prepare territory
- Report sale activity
- Qualify homes/Roofs in area
- Door to Door and in house sale presentations
- Reasonable for training and mentoring new Reps.

CAA College Admission Assistances. (Only Weekends)
Feb 2010 - 2019 COVID 19

Sales Counselor/Regional Director Program

- Mentor eighth through twelfth grade students in matters of life and education
- Educate entire families through public speaking workshops about college and education
- Enroll high school students in a program that helps them get to college successfully
- Facilitate and run teams of counselors nationwide weekly
- Host educational college workshops nationwide
- Book travel weekly for counselors traveling to workshops
- Workshops held nationwide in every demographic location
- Responsible for gathering up to date information on colleges, universities, impacting legislation, changing processes, etc. impacting our company mission and current workshop location
- Recruit, educate and train counselors

FFS First Financial Security, Inc.
Jan 2012 – May 2012

Marketing Sales Recruiter

- Travel Tampa Bay area interviewing potential candidates
- Responsible for selecting the closers

- Initial basic training

Enterprise Rental Car, Tampa International Airport

Jan 2011- Feb 2012

Manager Trainer Sales, Personnel Development, Customer Service and Marketing

- Tampa Airport Training preparing and develop to manage rental locations
- Managing small team of candidates of daily activities
- Rental procedures, Input data, handling of cash and inventory
- Training on customers issues

SCI Service Corporate International Funeral and Cemetery

Aug 2009- Jan 2011

Manager North Millolawn, New Port Richie, Florida

- Weekly motivational sale meetings/Training
- Hiring and developing all new candidates
- Managing daily sale activity and reporting
- Training generating new clients by door to door sales
- Table presentation training and practice
- Basic customer care training

Bright House Networks Cable Company

April 2001- Aug 2010

Regional Supervisor Direct Sales Department

- Hiring and developing new hires for five counties
- Monitoring all sales activities daily
- Sales training and shadowing door to door
- Weekly motivational sales training and role playing
- Responsible for assigning territory weekly
- Daily reporting, sales and territory penetration
- Team meeting each county weekly
- Create new sales opportunities, local events, ect.
- Drive team to maximum production
- Presenting weekly sales results upper management (Meetings)
- Responsible for building and developing relationships with other department personnel

Key Responsibilities

- Develop detailed sales & activity forecasting models for each individual as well as a team summary
- Perform Presentations to local business
- Implement weekly advertising and marketing plans to ensure maximum sales effectiveness
- Develop sales goals and strategies for goal attainment for the sales associates
- Developing & implementing recognition programs, conducting sales meetings and managing compensation programs
- Perform all aspects of recruitment, interviewing, hiring, training and disciplinary actions of managers, sales personnel, and developing staff
- Provide initial job training and on-going development programs to maximize potential of sales personnel
- Establish personnel goals, monitor production and enhance employee sales skill development through regular field coaching
- Implement role-playing scenarios to improve sales associates' verbal and body language techniques during sales presentations
- Train staff in advanced concepts of customer service, sales and clientele development to maintain and grow existing customer base and manage churn

Research/Planning

Proactively find new ways to build territory and grow accounts.

Master and maintains a vast knowledge of client's business, competition, and latest industry news and trends.

Argentina Experience

Sales Manager and Territory Manager

Direct Sales for Southern Argentina (Team Foot Sport Products)

Create new Sale Avenues in Southern cities

Develop physical relationships to expand territory growth, service and manage 150+ target accounts

Provide business intelligence and made recommendations on sales and marketing strategies base on evaluating customer needs, trends, and competitors' products or services to improve territory sales and business relationships

Created and implemented primary care call plan for the team and secured entire group's Commitment maximizing time management and sales efforts in field.


James Thomas

7306 King Creek Dr.
Sun City Center, Florida 33573
(813) 541-5983
TJim2304@gmail.com


JAN LAURENT


HR GENERALIST

Contact

 (860) 478 9612

 Jan.k.laurent@gmail.com

 Sun City Ctr, FL

 <https://www.linkedin.com/in/jan-laurent-shrm-cp-96773059/>

Profile

Human Resources professional with 10+ years' experience in employee lifecycle operations. Proficient in payroll, time, labor, and attendance products and system operations. Adept in documenting business requirements for the HRIS system and process updates and minimizing the business's legal exposure by driving consistent applications of company policies, practices, and procedures due to regulatory, compliance, and policy changes. Demonstrated ability to collaborate with and drive consensus to multiple diverse stakeholders.

Experience

HR Operations Sr Supervisor | 2021 - PRESENT

THE MOSAIC COMPANY | LITHIA, FL

- Responsible for the day to day team leadership, support and coordination of the specialists and HRIS team
- Executing strategy created by the corporate HR and IT teams
- Providing technical guidance and task prioritization to ensure that the team meets defined goals.
- Ensuring that HR transactions are processed accurately, confidentially and within requirements
- Ensuring that error resolution is reached for HR system issues and service requests are filled
- Identifying, cataloging and document key knowledge related to HR processes and internal best practice.
- Working with the continuous improvement team to provide training to new team members and contributing to the standardization of HR processes and procedures.

OPERATIONS SUPPORT MANAGER | 2019 - 2021

OPERATIONS SUPPORT SUPERVISOR | 2017 - 2019

CITIGROUP | TAMPA, FL

- Coordinate and monitor operations within the functional areas to verify that performance rates are consistent with business plan and pattern.
- Maximize the employee life cycle experience and maintain quality assurance within a 95% quota by effectively leading and training a team of 10+ leave management specialists and contractors.
- Instill the company vision to achieve goals and surpass operational expectations while maintaining 97%+ quality, safety, and customer service integrity through total quality

Education

JURIS MASTER IN
EMPLOYMENT LAW HR RISK
MGT
FSU - TALLAHASSEE, FL
2022

BACHELOR OF SCIENCE IN HR
MANAGEMENT
POST UNIVERSITY | WATERBURY, CT
2018

Skills

Microsoft Office Suite	
Payroll Management	
Training & Facilitation	
PeopleSoft Query	
Policy Administration	
Reporting	
Change Management	
Workday Time & Attendance	
Data Quality Analysis	
Oracle HCM	
Corrective Action Plans	
Concatenation	
Conditional Formatting	
Procedure Creation	
V-LOOKUP	
Standard Operating Procedure Creation	
Employee Benefits	
Leave of Absences	
Employee Engagement	
Time Management	
Multiple Calendar Management	
ServiceNow	
Kronos Dimensions	
	management.
	<ul style="list-style-type: none">• Update applicable standard operating procedures and work instructions to verify 100% compliance with applicable regulations and standards.• Partner with all management levels to maintain ethical standards, drive standard operational procedures, and streamline operational tasks, eliminating errors.• Trained 21 employees on the new operating procedures decreasing company turnover rate by 67%.• Raised the accuracy of the specialist's transactions to 100% by performing reporting for analysis, including building queries to verify the data's validity and accuracy.• Coach and mentor members monthly to strengthen and improve performance dimensions and verify adherence to procedures, policies, and company guidelines and initiatives through performance monitoring.• Drove teams through the transition from PeopleSoft system to Workday and Online Service Center to Service Now simultaneously, contributing to the achievement of company initiatives and maintaining 98% productivity scores.• Scrutinized the quality of all transactions made in the HR systems, Time & Attendance, Employee Data, and Case management tool and coached all employees for developmental support.• Verified timely and accurate documentation of absences resulting in correct pay to the employee's on leave.• Supervised a team of two team leads and eight leave management specialists and met the 90% service level agreement's expected goal.• Reconciled inventory material in the Oracle database system to verify 100% inventory integrity.• Updated HR with analysis of changes that could potentially impact the Citi Time Management System use and functionality for HRs, managers, and employees.• Reviewed time and attendance records, recommended personnel changes, and verified optimal staffing resulting in the consistent achievement of daily production goals.• Validated the HR system's correct configuration based on policy and state and federal regulations, improving reporting and analytics by 32%.• Aligned current operations infrastructure with Standard Operating Procedures, resulting in a 44% reduction in errors and a 32% productivity improvement.• Enabled more informed decision making by building relationships with stakeholders, including Vendors, Employees, HR Managers, and Other Departments, resulting in improved productivity and a 22% decrease in expenses.• verified quick and timely return to work according to the work policy's return.• Processed large files including Salary planning, variable compensation, employee review, and referral award files and maintained age and widespread compatibility by compiling and loading in both Excel and CSV format• Steered HR, managers, and employees disability vendor on pay and absence related issues and verified accurate reporting of corporate financial information to support corporate decision-making related to the merit budget.• Identified and implemented continuous process improvement opportunities and documentation that helped remove inefficiencies and improve team member productivity to 90%+.

Jason Robare

Business Development Director

Ruskin, FL 33573

Robare4@gmail.com

+1 352 362 5634

While my strengths remain in conceiving a vision of the future and developing a plan to achieve that vision, I am more than an "Idea Man." Known for my take-charge attitude and ability to find practical solutions for a project's most pressing problems, I am never satisfied to sit back and watch others do the work.

I see what needs to be done, and then I find ways to accomplish those goals, both individually and through a concentrated leadership plan. I thrive in a competitive environment, organizing people and processes.

My leadership style is simple: people do business with people, not businesses. My goal as a company leader is to hire, retain and develop great people that are dedicated to making an impact in the industry and the world at large. I believe that if you empower your team, they will take care of your patients.

Authorized to work in the US for any employer

Work Experience

Business Development Director

Dental Offices - Bradenton, FL

December 2018 to Present

- Management of all financial aspects of a practice
- Scheduling of client appointments
- Supervision and appointment of staff
- Managing insurance claims
- Presentation of all Treatment Plans
- Implementing procedures and policies
- Managed payroll
- Supported and trained staff
- Maintained and supervised office operations
- Grew the Business from 700k to 3.5 million

Director of Operations

Florida Dental Implants & Oral Surgery, Lakeland

February 2015 to December 2018

- Manage overall policy of the organization.
- Created and implemented training manual for all staff.
- Set schedules and direct process.
- Conduct comprehensive HR Management System from staff recruitment,
- Orientation familiarization, appraisal, exit interviews and other internal procedures.

- Day to day distribution of petty cash, etc.
- Implementation and administration of company wide application programs.
- Responsible for all production control and processing systems.
- Conduct meetings with Sales and Operations Managers
- Contributed with business development.
- Created and implemented training manual for all staff.
- Directing of hiring, assignments, staff training, motivation and termination of personnel.
- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling and disciplining managers.
- Managed and submitted weekly payroll.
- Oversaw all opening and closing procedures.
- Overseeing of cleaning and maintenance of all equipment and facilities and ensuring that all health and safety regulations are adhered to.
- Built the foundation of the company's structure and significantly contributed to its current successful operation.

Director of Operations

Cady Studios, Lake City

February 2013 to January 2015

- Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results.
- Choosing a course of action defining objectives of the organization.
- Coordinated Company activities, entrusted to oversee monthly Business Meetings and Disciplinary Meetings when needed.
- Created Customer Issue Management system to resolve problems.
- Direct staff, including organizational structure, professional development, motivation, performance evaluation, discipline, compensation, personnel policies and procedures.
- Manage overall policy of the organization.
- Built the foundation of the company's structure and significantly contributed to its current successful operation.
- Closely work with Sales Director to figure out Sales plan in what needs to be

General Manager

Best Buy, Holyoke

January 1999 to January 2013

- Conduct meetings with Sales and Operations Managers to ensure the store is staying on task and meeting goals.
- Contributed with business development.
- Created and managed database for products in stock.
- Developed marketing strategies and created ongoing marketing content.
- Developed sales incentives programs to focus staff on achieving goals.
- Directing of hiring, assignments, staff training, motivation and termination of personnel.
- Ensured customer satisfaction before, during and after all work.
- Event sales and management.
- Hired and trained new employees.
- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling and disciplining managers.

- Initiated project, incorporation, team building and management of developers and business development partners.
- Managed and submitted weekly payroll.
- Oversaw all opening and closing procedures.
- Oversee all day to day store processes and operations.

Education

Bachelor's in Computer Science

Springfield College

September 2000 to May 2004

Chicopee High School

September 1995 to June 1999

Skills

- CMR
- CALL CENTER MANAGEMENT (4 years)
- Dentrax (5 years)
- Human Resources Management
- Office Management
- Recruiting
- Employee Evaluation
- Training & Development
- Interviewing
- Content Development
- Management
- Business Development
- Time management
- Office manager experience
- Team management
- Microsoft Office

Awards

Increase of Patient Satisfaction

2021

Increased Patient Satisfaction

Most increase collections for a startup office

2021

Increased the office collections from 700k to 3.2 million from 2019 to 2021

Additional Information

- Software

WinOMS Professional

Office Professional

Windows Professional

CMR Professional

Dentrix Professional

Call center management Professional

- Strengths

Team oriented Management Budgeting Analytical Coaching Communicating

Assessing employee needs Communication Accuracy Dedication Coordinating Efficiency

Negotiating Visionary Leadership Implementing Interviewing job candidates

KEVIN WASHINGTON, JR.

7016 King Creek Dr.
Sun City, FL 33573

Cell: 813-388-7443
Kevin.Washington.Jr@Live.Com

To secure a position with a marquee Company that will allow me to use my industry and military experience to meet and exceed expectations while consistently performing in the top tier of Sales Representatives internally and externally, and staying abreast of Industry trends and dynamics.

Education: **Florida Agricultural & Mechanical University** – Tallahassee, FL
Degrees: **MBA & Bachelors of Science in Business Administration**
Certified in Health Insurance (240) and Medicare (AHIP)

U.S. Navy Reserves-Tampa, FL ***2nd Class Petty Office***

MAR 2008 – Present

- Manage venue setup and break down, as well as organized on-demand services to support over 350 athletes, over 600 family members and over 5000 spectators located throughout the Tampa Bay area
- Coordinated with local onsite venue logistics personnel and the Joint Operations Center transportation lead, which allowed Wounded Warrior athletes to participate in highly competitive sports
- Oversaw the distribution of 63,000 pounds of ice and water, 5,000 pounds of food and 4,000 pounds of event programs to eight locations

E-Telequote Insurance– Bradenton, FL ***Medicare Sales Representative***

SEP20-PRESENT

- Perform Medicare Advantage plan reviews by differentiating the features and benefits
- Overcome multiple objections all while building value of the products and services offered
- Position my product as the perfect solution to the members area of pain or concern
- Use multiple databases, while collecting customers information, and enrolling members into major insurance carriers plans i.e. Humana, United Healthcare, and Cigna
- Exceeded all monthly quotas during Annual Enrollment & Open Enrollment Period

Horizon Academy– Bradenton, FL ***E-Learning Professor***

NOV18-PRESENT

- Use Zoom to communicate with different stakeholders daily to ensure student performance and engagement
- Use MS Teams to collaborate with onsite administration & instructors to create cohesive plans
- Manage, track, and evaluate students who are assigned to virtual classes through multiple Software packages
- Setup mentor meetings with local community leaders to increase support for each student
- Maneuvered through dynamic situations adjusting to new norms and environments due to Coronavirus

REFERENCES AVAILABLE UPON REQUEST

Hillsborough School District – Giunta Middle School– Tampa, FL

SEP 2009 – NOV18

Business Technology Instructor– Business Management Education

- Overcame daily objections and refocusing the students on the importance of education
- Analyzed formal and informal assessments to track students’ performance and areas for improvement which impact what and how future lessons are presented
- Managed Future Business Leaders of America Club
- Coached Football, Soccer, and Basketball
- Built lifelong relationships by genuinely connecting with each student and parent
- Promoted respect as a culture and not a choice

Wachovia Corporation – Wachovia Bank – Tampa, FL

AUG 2006 – MAR 2008

Financial Specialists-Personal Banking

- Prospected for new business using existing customers, leads, referrals, Reference USA database, and professional organizations
- Built rapport with local business owners, “C” level executives, and key business stakeholders through mini seminars, themed business meetings, and social gatherings
- Maintained current customers’ business through calculated contacts by mail, e-mail, phone, and face to face depending on the size and value of their business

Liberty Mutual – Commercial Insurance – New York, NY

MAR 2004 – AUG 2005

Account Executive/Producer – Direct Sales Department

- Adopted prospecting strategy to work around constraints created from September 11 attack
- Analyzed customers major sources of losses, frequency of losses, catastrophic losses, and risk mitigation efforts, and then created targeted presentations to address that company’s specific loss trends while showing the bottom line impact of Liberty’s solutions if implemented
- Collaborated with the Loss Prevention department to conduct value added visits and discover future needs

GlaxoSmithKline Inc. – Philadelphia, PA

MAY 2003-DEC 2003

Vaccines Sales Representative-Internship

- Performed compelling product presentations
- Negotiated Price vs. Features & Benefits of premium quality products
- Strategically positioned product through consistent repetitive marketing

Pfizer Inc. – Overland Park, KS

JAN 2001-AUG 2001

Pharmaceutical Sales Representative-Internship

- Increased my territory’s GAR ranking from 64th to 33rd in region
- Created and implemented marketing blitzes and strategies
- Managed a territory with over 10 million dollars of sales potential
- Sold Celebrex, Zoloft, Zithromax, and launched Geodon

Accomplishments/Technical Skills:

- Certified Microsoft Office Specialist (Word, Power Point, & Excel 2010)
- Completed Formal Dale Carnegie Generation Next Training
- Six Sigma Green Belt
- Joint Service Achievement Medal
- Military Letter of Commendation

REFERENCES AVAILABLE UPON REQUEST

KOLLENA ADAIR

Sun City Center, FL 33573 • 813-593-3777 • Mrs koko1999@gmail.com

Professional Profile

Productive and efficient Patient Care Technician with 10+ years of experience in obtaining vitals, supporting patient needs, and providing exceptional service. Superb communication, interpersonal, organizational, and time management skills. Looking to leverage my knowledge and experience. Resourceful with in-depth clinical skills and assessment training. Support patient personal care and hygiene needs with diligent assistance. Organized in keeping supplies stocked and equipment sterilized for use.

Skills

- Critical
- Public Speaking
- People Management
- Time Management
- Communication
- Multitasking
- Leadership
- Problem Solving
- Adaptability
- Collaboration
- Strong Work Ethic
- Critical Thinking
- Equipment transport
- Patient Transport
- Safety protocols
- Medical inventory management
- Vital Sign Monitoring
- Equipment sterilization

Experience

Patient Care Technician, 10/2017 to 12/2020

Tampa General Hospital – Tampa Bay, Florida

- Input PT demographics made appointments and assisted with discharge.
- Accurately recorded and reported information according to established procedures.
- Performed various administrative duties, including data entry and document preparation.
- Assisted care team leaders in completing various care tasks.
- Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Took vitals and documented them in computer system
- Supported patient admissions, discharges and transfers to promote team productivity.

CNA, 01/2014 to 08/2017

Normans Veteran Center, Norman, OK / January 2014 – Norman, OK

- Participated in fun group activities with patients to boost mood, improve overall memory and provide light entertainment.

- Maximized patient flow by providing superior operation support.
- Answered questions and directed patients to correct locations.
- Always followed health system guidelines to ensure accurate care.
- Cleaned and prepared patient rooms.
- Adhered to HIPPA requirements and maintained all confidentiality.

CNA, 03/2010 to 01/2014

Candler Hospital – Savannah, GA

- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Demonstrated the ability to interact with customers from diverse cultures and backgrounds.
- Performed phlebotomy procedures, EKG, inserted and removed catheter with care, and performed unit clerk duties answering phones.
- Performed various administrative duties, including data entry.

Education

Bachelor of Science: Health Care Management , Expected in 03/2022

Rasmussen College - Florida

No Degree: LPN Nursing

Platt College

No Degree

Platt College - Moore - Oklahoma City, OK

LPN License: 2016

- Awarded(4x we care)

Shawn T. Walker

Objective To obtain a challenging position that will provide professional growth and opportunities to contribute as a General Construction Technician.

Experience

Manatee County Utilities

2020-2022

- Industrial Control Electrician

2015-2020

Lee County BOCC Utilities

- Certified Wastewater Operator (State Certified)

2005-2015

Severn Trent Services Inc. Fort Myers, FL

Special Services Supervisor

- Execute contracts for our Management Division for CDD projects within the budget
- Attending monthly board meeting and submitting bids for proposals

Instrumentation Technician

- Repair controls on deep injections wells and water/wastewater plants
- Maintain SCADA systems
- Maintain fiber-optic connections for communication

Wastewater Treatment Plant Operator

- Operated a 1.5 MGD plant.
- Prepared monthly reports for DEP.
- Operated the industrial wastewater deep well injection site.

Maintenance Technician

- Programmed and calibrated level controllers and pressure transducers.
- Provided the company with 24 hours rotating on call services.

2003-2005

American Water Services Inc.

Fort Myers, FL

Maintenance Technician

- Participated in troubleshooting control relay pumps and starters.
- Tested and repaired backflows.
- Provided the company with 24 hours rotating on call services.

2000-2003

Performance Curb and Sidewalk

Fort Myers, FL

Shawn T. Walker

Field Supervisor

- Supervised a crew of ten in concrete form and placing layout through tie-beam.
- Assembled concrete forms and rebar structures using engineered plans.

1995-2000

Crystal Springs

Fort Myers, FL

POU Technician

- Installed booster pumps and supply lines for filtered water systems in high rise buildings.
- Participated in sales and delivery of water systems.
- Tested water quality in homes and businesses.

1995

Saminco (Saftronics Mining Company)

Fort Myers, FL

Repair Technician

- Tested and repaired mining controls for Joy Industrial miners.
- Redeveloped motor controls to fit into Joy Shuttle cars.

1994-1995

Bob Dean Supply

Fort Myers, FL

Instrumentation Technician

- Installed and repaired control panels and pumping stations for agricultural industries.
- Programmed PLC's for custom control panels.

1987-1994

Saftronics

Fort Myers, FL

Repair Supervisor

- Repaired various motor control systems throughout the United States.
- Instrumental in repairing Variable Frequency Drives (VFD's) and medium voltage starters.

Test Supervisor

- Supervised a six person crew and assisted in research and development.
- Assisted other departments with testing and repairing.

Wire Technician

- Wired control panels.
- Test Department – did trouble shooting and repaired motor controls built in panel department.

Education

1985-1987

United Electronics Institute

Tampa, FL

Associates in Science in Electronics Technology

Certifications and Training

Training: AC/DC Drives, Variable Frequency Speed Drives, Positive Displacement Blower, Control Panel Wiring, SCADA Troubleshooting and Repair, 3 Phase and Single Phase Wiring, Medium Voltage Starters, DVM Meter, Amp Meter, Data Loggers, Wire Insulation Testing,

Shawn T. Walker

Infrared Thermography Testing, Blower Safety and Maintenance, Cla-val Maintenance and Repair, Pressure and Vacuum assisted sewer systems, Fleet Defense Alert Driving Courses, and Leadership Management Training.

Certifications: Forklift Certification, AC/DC Drives, and Backflow Test and Repair Technician (2004-Present).

License: Qualified Storm Water Management and Erosion Control Inspector State of Florida, Wastewater Operator (C License) in Florida, and Grade 2 Wastewater Treatment Plant Operator in Arizona.

References are available on request.

I am a permanent Florida resident, and I am a homeowner at my Lennar Cypress Mill Phase III address: 15459 Miller Creek Dr, Sun City Center, FL 33575

I live in Florida all year as a retired homeowner, and I am not a snowbird.

Please let me know what information that you may need from me for consideration as a candidate other than the information provided below.

Please note I am a retired Massachusetts Attorney - large part of my practice was Real Estate and Loan Closings.

Another part of my legal work was contract negotiations with Corporations and large business sectors.

I believe my legal background, work and experience may be quite valuable for consideration as a residential CDD Board member.

My current overall information is as follows:

Permanent Homeowner and Florida Resident at:

Lennar Cypress Mill - Phase III

Charles Lawrence Babbin

15459 Miller Creek Dr.

Sun City Center, FL. 33573

Mobile: (978) 852-7228

Secondary E-mail: clbchase4@hotmail.com

Primary E-mail: clb@shore.net (Could be blocked by firewall)

My Resume Background:

Family Background:

Married to Kathy Babbin for 38 years.

Kathy is a home caretaker and retired.

My son Jacob is 32 years old and is a sports video and tape specialist for different football leagues such as the AFL before they went bankrupt.

Jacob just got hired for an internship in Atlanta for two months in April with their Indoor league football team.

Residential Background:

1953 - 1980: Born and lived in Detroit, Michigan and Birmingham, Michigan

June 1980 to June 10, 2022: Lived primarily in North Andover, Massachusetts (a town 20 miles outside of Boston) for 24 years.

June 21, 2022, to Present: Currently Reside at Lennar Cypress Mill - Phase III address listed above as a permanent Florida Resident all year, not a snowbird.

Work Background:

1984 - 1990: Attorney At Law, Massachusetts - Practiced Civil Litigation, Contract/Corporate Law, Real Estate Law, Residential Loan Closing Attorney for New sales and Refinances, Real Estate Title Examiner.

1990 - 2022: Computer - Oracle Software Developer and Oracle Database Administrator for large Northeast Retail Grocery Chain for 18 years and 4 months.

June 9, 2022: Retired

Educational Background:

1968-1972: High School: Birmingham Seaholm, Birmingham, MI

1972-1976: Michigan State University, East Lansing Michigan - James Madison Residential College: Major: Law, Justice, Morality and Constitutional Democracy

Minor: Anthropology - Southeast Asia, China & India

1977-1980: Thomas M. Cooley School of Law, Lansing, MI, now known as WMU-Cooley Law School (Western Michigan Univ.-Cooley Law School), Kalamazoo, Michigan

Please do not hesitate to contact me with any questions and/or concerns.

Thank you for considering me for the residential Board member position.

Sincerely,

Charles Babbin,

Mobile: (978) 852-7228

Secondary E-mail: clbchase4@hotmail.com

Primary E-mail: clb@shore.net (May be blocked by firewall)

Cypress Mill - Phase III

15459 Miller Creek Dr

Sun City Center, FL. 33573

**CYPRESS MILL
COMMUNITY DEVELOPMENT DISTRICT**

January 12, 2023, Minutes of Regular Meeting

MINUTES OF THE REGULAR MEETING

The Regular Meeting of the Board of Supervisors for the Cypress Mill Community Development District was held on **Thursday, January 12, 2023, at 9:30 a.m.** at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Regular Meeting of the Board of Supervisors of the Cypress Mill Community Development District to order on **Thursday, January 12, 2023, at 9:30 a.m.**

Board Members Present and Constituting a Quorum:

Kelly Evans	Chair
Laura Coffey	Vice-Chair
Anthony Seabrook	Supervisor
Lori Campagna	Supervisor

Staff Members Present:

Gene Roberts	District Manager, Inframark
Vivek Babbar	District Counsel, Straley Robin Vericker

There were no residents in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. BUSINESS ITEMS

A. Consideration of Resolution 2023-01; Canvassing & Certifying the Results of the Landowners Election

The Board reviewed and discussed the resolution.

MOTION TO:	Approve Resolution 2023-01 as stated.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

B. Discussion on Resident Resumes

Supervisor Evans requested if a few of the resident's interested in serving on the board attend the next meeting. GR will send invites.

C. Consideration of Resolution 2023-02; Designating Officers

The Board reviewed and motioned to designate Kelly Evans to remain as Chairman and Laura C as Vice-Chair.

MOTION TO:	Approve Resolution 2023-02 as stated.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

D. Discussion on Mulch Proposal

The Board reviewed the mulch proposal and motioned to approve.

MOTION TO:	Approve the mulch proposal.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Seabrook
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

E. Discussion on Street Light for Phase 3

The Board reviewed and discussed the streetlight for Phase 3.

MOTION TO:	Authorizing the Chairman to sign the TECO agreement.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Campagna
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

F. General Matters of the District

Supervisor Seabrook discussed the security issues the community is having with teenagers. Mr. Babbar advised that a formal agreement between the CDD, HOA and Sheriff's office be made to formalize a neighborhood watch group. The District will be installing a game camera along Beth Shield where they keep breaking the fence.

4. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting October 19,2022

B. Consideration of Minutes of the Landowner's Election Meeting November 10, 2022

C. Consideration of Operation and Maintenance Expenditures October 2022

D. Consideration of Operation and Maintenance Expenditures November 2022

E. Review of Financial Statements Month Ending November 30 ,2022

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda Items A through E.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Seabrook
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

5. VENDOR/STAFF REPORTS

A. District Counsel

B. District Engineer

There were no reports on behalf of the District Counsel and Engineer.

C. District Manager

i. Community Inspection Report

Supervisor Seabrook stated there's a dead bird in one of the trees along King Creek that was blown over during the storm. The Staff will have Steadfast remove it.

Mr. Roberts will have Steadfast look into the drainage issue on page 146 of the inspection report.

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

There were no supervisor request or comments currently.

7. ADJOURNMENT

MOTION TO: Adjourn.
MADE BY: Supervisor Evans
SECONDED BY: Supervisor Coffey
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

Cypress Mill February Field Report



Up front the turf, annuals, Juniper, Bougainvillea, and Aloe plants look great, no issues were spotted with the monument and weeds are at a minimum.



The Fakahatchee and Muhly grasses have all been trimmed.



In the median, the palm limbs have been removed and the annuals, Liriope, and Bulbine look good. The Ilex hedge is spotty in some areas.



The first pond along Miller Creek Dr looks good.



Trash pickup has greatly improved along Miller Creek Dr.



Jasmine and Ilex are very thin in the medians on Miller Creek Dr. Fertilization is recommended.



The next pond on Miller Creek Dr has some submerged algae growth and a few pieces of trash but is good overall.



No issues spotted in the pond adjacent to the amenity center.



The pond at the corner of Miller Creek Dr and Buckford Landing Dr looks good.



The leaning Oak at the corner of Buckford Landing Pl and Miller Creek Dr has been removed. The Coontie Palms are healthy.



In the Wash Island Dr pocket park, the dry spots in the turf have mostly filled in.



A new tree has been planted at the corner of Buckford Landing Pl and Wash Island Dr.



The White Star Jasmine at the corner of Camp Island Ave and Miller Creek Dr is still spotty though trash pickup has improved at this area as well. The palms look healthy.



The fence is still missing pickets at the end of Tiger Trail Ct.



The Muhly has been trimmed down as requested and the turf and Blue Daze look good at the corner of Camp Island Ave and Beth Shields Way. No weeds spotted.



In the opposite corner the Turf, Fakahatchee, Muhly, and Flax Lilies all look good. Some minor weed detailing is needed.



Most of the weeds have died off in front of the monument and within the Golden Dewdrops at the corner of Beth Shields Way and 19th Ave NE. A quote is needed to fill in the empty area and fertilization is recommended on the Golden Dewdrops.



Turf, Viburnum, Magnolia, and Elms look good along 19th Ave NE.



The pond on Ozello Trail looks good.



The dead limbs have been pruned off the Podocarpus Trees around the pump station.





Along Miller Creek Dr, the Hawthorne, Muhly, Trinettes, Holly trees, Palms, Oaks, and turf all look great.



There is one leaning Holly in the pocket part between Jenkins Vista Ct and Ozello Trail Ave.



At the corner of Miller Creek and King Creek Dr, there is still a dead palm tree and a Holly tree that looks to have blown back over.



The fallen/dead oak trees along King Creek Dr have been removed and filled in with sod.



There is a leaning Holly at the corner of Colt Creek Pl and King Creek Dr.



In the large central park all of the trees have been straightened as requested.







The mulch is still washed out in one of the landscaping beds in the large park.



It looks like there was Firebush in this area at one point. A quote is needed to fill this area in.



There is still a large patch of dead Bahia Turf at the south end of the park and the Orchid Tree is now leaning near Salt River Ave.



The dead plants at the base of the Oaks on Salt River Ave still need to be pulled.



The Trinettes and Holly trees throughout the park look great.



Most of the Landscaping around the dog park on King Creek Dr looks great.



There is one dead pine behind the dog park that should be removed.



There is also a leaning Oak tree between the dog park and Fern Garden Ct.



Most of the mulch has washed out of the trail.



The Trumpet tree has been straightened and is now blooming at the corner of Peace River Pl and Fern Garden Ct.



The Hawthorne, Muhly, Coontie Palms, Crepe Myrtles, and oaks all look great along Fern Garden Ct. The Mulch in the trail has also washed out in this area.



The Trinettes, Azaleas, and Pines look great along Miller Creek Dr.



The Trumpet Tree has fallen over again in the other direction at the corner of Paradise Island Ct and Miller Creek Dr.



Water is still standing in the pocket park between Paradise Island Ct and Ozello Trail Ave. The Firebush and Muhly are still healthy.



A pine has blown over and is leaning on the fence in this park.



The Birds of Paradise below the Pines look like they have shriveled a bit from the cold snaps and there is a good amount of broadleaf weed pressure in the turf.



The pond at the corner of Gomez Rocks Ct and Miller Creek Dr looks good.



In the pocket park on Gomez Rocks Ct the Turf, Hawthorne, Muhly, Trinettes, Ilex and White Star Jasmine all look good.



There is one leaning Elm in this pocket park.





All landscaping looks good in the pocket park on King Creek Dr.





The eastern section of the park looks like it was missed during the last mowing.





In the pond south of King Creek Dr there is some alligator weed. It looks like a resident has dug up the turf behind their house on the pond bank for some reason.





The White Star Jasmine is scraggly and could use pruning around the west pump station on Ozello Trail Ave. I would also recommend fertilizing it along with the Viburnum. The Holly trees look good.



The pond northwest of Ozello Trail Ave is starting to erode, I recommend leaving a buffer.



The pond to the northwest of King Creek Dr looks good.



The pines, Trinettes, and Thryallis on Greenleaf Bay St look good.



In the pocket park between Salt River Ave and Camp Island Ave the Thryallis is sparse, and I recommend fertilization. The Hollies, Pines, Palms, Trinettes, Jasmine, and White Star Jasmine all look good.







There is a leaning Oak along the conservation area near Camp Island Ave and Greenleaf Bay St.