

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 21, 2020**

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT I AGENDA FEBRUARY 21, 2020 AT 10:00 a.m.

The Offices of Lennar Homes
Located at 4600 W. Cypress Street, Ste. 200, Tampa, FL 33607

District Board of Supervisors	Chairman Vice Chairman Supervisor Supervisor Supervisor	Danny (Dan) Schoonover Gill Hammond Robin Lush Timothy Wersinger Kelly Evans
District Managers	Meritus	Nicole Hicks
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Florida Land Design & Permitting	Paul Skidmore

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

The meeting will begin at **10:00 a.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the third section called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The fourth section is 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 will be **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs.

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.

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.

The Oaks at Shady Creek Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of The Oaks at Shady Creek Community Development District will be held on **Friday, February 21, 2020 at 10:00 a.m.** at The Offices of Lennar Homes, located at 4600 W. Cypress Street – Ste. 200, Tampa, FL 33607. The agenda is included below.

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Acceptance of Board Resignation.....Tab 01
- B. Discussion on Resumes for Board of Supervisor Seats.....Tab 02
- C. Appointment of Officers
- D. Consideration of Resolution 2020-02; Re-Designating Officers.....Tab 03
- E. Discussion with District Engineer
- F. Discussion on Landscape Services
- G. Discussion on Dog Waste Station Proposal.....Tab 04
- H. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Board of Supervisors Meeting Minutes January 17, 2020.....Tab 05
- B. Consideration of Operations and Maintenance Expenditures January 2020Tab 06
- C. Review of Financial Statements Month Ending January 31, 2020.....Tab 07

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District ManagerTab 08
 - i. Aquatics Report
 - ii. Community Inspection Report

6. SUPERVISOR REQUESTS

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,

Nicole Hicks
District Manager

From: Kelly Evans <kelly.evans@lennar.com>
Sent: Wednesday, January 15, 2020 7:49 AM
To: Nicole Hicks <nicole.hicks@merituscorp.com>
Subject: Oaks of Shady Creek CDD | Evans Resignation

Nicole-

Effective, January 17, 2020, please accept my resignation from the Board of Supervisors for Oaks of Shady Creek Community Development District.

Thanks

KELLY EVANS
Land Development Manager

O: 813.288.7682 | C: 813.731.7048
4600 W Cypress Street | Suite 200 | Tampa, FL 33607

LENNAR



Danita Lyn Alston

13911 Sage Thrasher Lane

Riverview, FL 33579

Ricoh cell: 215-284-1618, Personal cell: 813-391-1115

Objective

To secure a position within the Ricoh organization where I can utilize my 20 years of knowledge and experience with Ricoh that will also give me the opportunity to learn and grow with the company.

Summary of Qualifications

- ✓ Resourceful and expedient problem-solver.
- ✓ Excellent customer service/support skills.
- ✓ Knowledgeable of the implementation process and project coordination.
- ✓ Methodical, logical, goal and detail-oriented.
- ✓ Superior oral and written communication skills.
- ✓ Ability to work under pressure, meet deadlines.
- ✓ Skilled managing multiple projects and issues.

Technical Qualifications

Experienced in the following products:

Operating Systems:

- Windows

Communications:

- MS Internet Explorer
- Lotus Notes

Applications:

- MS Office
- MS Excel
- MS Power Point
- Oracle
- Microsoft Project
- Microsoft Visio
- RSource

Professional Experience

04/2014 – Present Ricoh USA, Inc., Riverview, FL

Project Manager, US Project Management

- Responsibility of all aspects of assigned projects over the entire project life
- Primary point of contact with the client for all project related activities
- Ensure project deliverables are in accordance to Statement of Work
- Coordinate activities of project personnel, including 3rd party resources, to ensure project progresses on schedule and within prescribed budget
- Escalation to appropriate cross-functional resources for project issue resolution
- High level Customer Service
- Leads Customer facing kick off meetings
- Leads Internal kick off meetings
- Conducts weekly conference calls with Ricoh team and customer with agenda provided
- Document meeting minutes weekly that goes to customer and Ricoh
- Document Project Status Reports weekly that goes to customer and Ricoh
- Create and deliver Solutions Delivery and Acceptance document to customer for signature
- Work closely with every warehouse around the country (Supply Chain and Transportation)
- Work closely with FOMs, FTSMs and technicians around the country
- Work closely with Training Managers and Technology Applications Specialists around the country

11/2009 – 04/2014 Ricoh USA, Inc., Tampa, FL

Business Analyst

- Manage the queues in the Event Review Desk
- Review up to 130 SOWs a month (PS, ITS, LDS & Vendor SOWs)

- Communication via phone or email to all analysts
- Project Managed the start up of ITS roll out
- Main contact for all ITS questions and/or training
- Maintain a log of all work processed
- Utilizing the Clarity system to assign projects to analyst
- Manage of queue of up to 430 projects per month that need to be assigned
- Maintain the inbox with questions regarding issues with Clarity

07/2007 – 11/2009 IKON Office Solutions, King Of Prussia, PA

Order Coordination Supervisor

- Supervisor of six employees
- Responsible for employees timecards, vacation requests and reviews
- Maintain marketplace logs and distribute accordingly to upper management
- Maintain Open Order Report
- Maintain TEU Report
- Maintain Aging Trials
- Serve as backup for the CSL
- Serve as backup when employees are out in Order Coordination
- Point of contact for all Order Coordination questions
- Conduct weekly meetings to roll out pertinent information to Order Coordinators
- Keep close eye on the Web forms queue's
- Open communication with the CCC
- Open communication with the warehouse

11/2006-07/2007 IKON Office Solutions, King Of Prussia, PA

Order Coordination Team Lead

- Support Order Coordination department
- Maintain report of all open orders
- Project Managed the roll out of Web Forms
- Backup for Order Coordination supervisor

6/2005-11/2006 IKON Office Solutions, King Of Prussia, PA

Order Coordination Specialist II

- Validate and Process standard forms packages from department of sales
- Act as primary liaison between multiple departments within the company
- Process orders by entering them into the system, and extensive follow up to ensure timely and accurate delivery of equipment
- Maintain logs of revenue and gross profit

6/1999 - 6/2005 IKON Management Services, Devon, PA

Site Manager – Prudential, Fox & Roach Devon, PA (6/2000 – 6/2005)

Site Manager – Agilent Technologies, Wilmington, DE (6/1999 - 6/2000)

- Manage businesses solutions center.
- Managed a team of 6 employees.
- Train new employees on reprographics equipment operation.
- Develop service guidelines used in customer support effort.
- Manage internal mail center including metering and distribution.
- Provide consultative advice and guidance to internal clients in support of professional presentation and delivery of reports and memorandums.
- Proper utilization of resources in an effort to support client projects in the most cost effective manner.

3/1994 – 6/1999

Pitney Bowes Management Svcs., Malvern, PA

Team Leader – The Vanguard Group

- Designed and produced reprographic training manuals instrumental in the development of procedures enforced in over 20 on site business solutions centers.
- Managed a team of over 25 employees.
- Spearheaded Quality Improvement Team (QIT) initiative.
- Direct contribution to the improvement of on site workflows and procedures.
- Provided overviews, employee introductions and training to all new team members at the 23-site facility.
- Performed weekly audits of client billing records and inventory accuracy.
- Recorded and maintained volume figures and employee payroll.
- Project Managed one project that generated 1 million dollars in business every quarter.
- Coordinated production of client reports and memorandums with the appropriate vendors to ensure that the instructions for printing, binding, fulfillment and inventory were accurately communicated and carried out.

Education

Bloomsburg University, Bloomsburg, PA

Bachelor Degree 1992 – Major – Early Childhood Development

References

References provided upon request.

David Bailey III
11025 Little Blue Heron Riverview, Fl 33579
813.421.5758
Db31982@gmail.com

Education

8/2005 Florida Agricultural & Mechanical University Tallahassee, FL

- B.S. Economics
- Minor Electrical Engineering Technology

Work Experience

Broker

03/2013 – Present Real Property Experts Inc, Tampa, FL

- Performs Tenant Representation duties regarding commercial leasing for Commercial/Retail, Industrial and Office property types.
- Negotiates Purchase contracts between buyers and sellers of healthcare/medical property types.
- Performs lease analysis to determine if a space met client's criteria.
- Negotiates lease renewals and extensions for commercial lease.
- Underwrite trade areas by analyzing demographics, psychographics and tapestry segments to determine if target revenue per square foot will be achieved.
- Proficient ARCGIS Online analysis tools.
- CCIM framework consisting of a Market Analysis, Financial Analysis, Political Analysis and Site Analysis to determine a "Go" or "No Go" decision for projects.
- Evaluates client's needs in order to determine the best location for their business.
- Manages the leasing cycle for shareholders for commercial/retail, office and industrial property types.
- Negotiates lease agreements for thirty to fifty thousand square feet per year.
- Performs lease audits, identifying inconsistencies between lease languages and operating expenses.
- Evaluates income producing properties to determine investment values for investors.

Real Estate Specialist/Property Development Specialist

06/2012 – 12/2012 Agro-Trade America DBA OkeyDokey Grocery Markets, Tampa, FL

- Prepares Market Development Plans by segmenting markets into smaller trade areas; ride areas and identifies a growth plan for each area that includes targeting parcels.
- Runs financial models (in coordination with operations management).
- Negotiates Purchase contracts with sellers and leases with Landlords.
- Works and collaborates with landowners, real estate brokers and developers, as well as city, county and state officials to obtain information about a potential or existing site.
- Prepares real estate proposals and contracts for management approval.
- Presented sites to committee for lease approval.
- Initiates and organizes real estate market tours for bulk leasing projects and periodic market reviews.
- Compiles site ride binders and market summaries.

David Bailey III
11025 Little Blue Heron Riverview, FL 33579
813.421.5758
Db31982@gmail.com

- Oversees due diligence, entitlement activity, beer and wine applications, escrow closings, including meeting with government officials and public hearings. Coordinates with engineers, attorneys and other consultants.
- Ensures compliance with requirements, policies and regulations.

Tenant Representative/Business Intermediary

04/2011– 03/2013 Gulf Coast Commercial Real Estate/CII Gulf Coast, St. Petersburg FL

- Commercial Brokerage, Business Brokerage and Real Estate Management with emphasis in Commercial/Retail/Medical/C-Store industries.
- Past clients include but are not limited to HCA West Florida, Cellular Sales, Inc. a licensed Verizon dealer, BP Petroleum, Giant Oil and ConsolidatedMD.
- Compiles site ride binders and market summaries.
- Performs business valuation for disposition purposes.
- Performs commercial real estate BPO's.
- Negotiates Purchase contracts with sellers and leases with Landlords.
- Negotiates lease renewals and extensions with landlords.
- Performs market rate audits.
- Performs lease audits, identifying inconsistencies between lease languages and operating expenses.
- Prepares real estate proposals and contracts for client approval.

Tenant Representative

12/2008 – 04/2011 Pointline Commercial Real Estate, Tampa FL

- Commercial Brokerage and Real Estate Management with emphasis in Commercial Office and Industrial properties.
- Past clients include but are not limited to Blackstone Medical, EE&G and PSS World Medical.
- Compiles site ride binders and market summaries.
- Negotiates lease renewals and extensions with landlords.
- Negotiates Purchase contracts with sellers and leases with Landlords.
- Minimizes operating expense pass throughs.
- Complete renovation/relocations with minimal disruption.
- Negotiates tenant improvement dollars.
- Reviews lease documents to protect clients from unfavorable language and terms.
- Performs market rate audits.
- Performs lease audit with an objective to identify inconsistencies between lease languages and operating expenses.

Third Party Recruiter 1

1/2008 – 12/2008 KForce Professional Staffing, Tampa FL

Realtor

2/2006 – 5/2008 Zip Realty, Tampa FL

Account Executive

9/2005 – 2/2006 Konica Minolta Business Solutions, Tampa FL

Mortgage Broker

David Bailey III
11025 Little Blue Heron Riverview, Fl 33579
813.421.5758
Db31982@gmail.com

4/2004 – 4/2006 The Hometown Mortgage Company, Tallahassee, FL

Realtor

8/2005 – 2/2006 Century21 Sunshine Realty Tampa, FL

Realtor

3/2004 – 8/2005 Century21 First Realty Tallahassee, FL

Professional Accomplishments

Hillsborough County MPO Citizens Advisory Committee

- MPO – Metropolitan Planning and Transportation Organization
- Appointed by Hillsborough County Commissioner Ken Hagan

CCIM – Certified Commercial Investment Manager

- Accepted into the CCIM Cultural Diversity Education Program
- Served on the CCIM West Chapter Board

Tampa Bay Public Leadership Institute

- Selected to participate in The Tampa Bay Public Leadership Institute
- The Tampa Bay Public Leadership Institute is an independent, no-cost and non-partisan program for professionals who want to explore the possibility of public leadership in the future and prepare now to serve with excellence

EDWARD YOHANNA SALIB, D.O.

Home Address 11120 Purple Martin Blvd.
Riverview, FL 33579

Contact (201) 232-2331
edsalib@gmail.com

EDUCATION

- Palm Beach Consortium for Graduate Medical Education Family Medicine Residency, Port St. Lucie, Florida
 - Diploma Received: June 2015
- New York College of Osteopathic Medicine, New York Institute of Technology, Old Westbury, New York
 - Diploma Received: May 2012
- New York Institute of Technology, Old Westbury, New York
 - Diploma Received: May 2009

MEMBERSHIP & HONORARY/PROFESSIONAL SOCIETIES

- American Osteopathic Association • Florida Osteopathic Medical Association
- American College of Osteopathic Family Physicians

CERTIFICATION/LICENSURE

- American Osteopathic Board of Family Medicine Certified 2015
- NPI # 1073867941
- FL OS 12655
- BLS exp. 06/2020

WORK EXPERIENCE

- | | |
|-----------------|--|
| 8/2018- Present | Bay Pines Veterans Association, Bradenton, FL <ul style="list-style-type: none"> • Community Based Outpatient Patient Aligned Care Team Physician |
| 11/2017-2/2018 | Tower Health, Reading, PA <ul style="list-style-type: none"> • Hospitalist – Locum Tenens |
| 9/2017-11/2017 | MedExpress Urgent Care, Multiple Locations in FL <ul style="list-style-type: none"> • Urgent Care Physician – Locum Tenens |
| 9/2017- 7/2018 | CareNow Urgent Care, Multiple Locations in FL <ul style="list-style-type: none"> • Urgent Care Physician – Locum Tenens |
| 9/2017-12/2017 | CareSpot Urgent Care, Multiple Locations in FL <ul style="list-style-type: none"> • Urgent Care Physician – Locum Tenens |

7/2017-8/2017	Elliot Hospital, Manchester, NH <ul style="list-style-type: none"> Hospitalist – Locum Tenens
06/2016-10/2016	St. Vincent Riverside, Jacksonville, FL <ul style="list-style-type: none"> Hospitalist – Locum Tenens
06/2016- 02/2017	Advanced Care Hospitalists: South Florida Baptist Hospital, Plant City, FL Brandon Regional Medical Center, Brandon, FL <ul style="list-style-type: none"> Hospitalist
01/2017-12/2018	St. Mary Florida Pediatric and Family Care, Palm Harbor, FL <ul style="list-style-type: none"> Family Medicine Physician
08/2015-05/2016	North Okaloosa Medical Center, Crestview, FL <ul style="list-style-type: none"> Hospitalist

PUBLICATIONS

Publication

- Sidki, A., Baryeva, D., Gandhi, R., George, S., Salib, E., Vettichira, J., & Gagna, C. Chromatin Immunoprecipitation Assay: Over Exposure of DNA to Formaldehyde – Part 1. NYIT Journal of Undergraduate Research & Creative Expression. 2009, Feb; p17-20. Pub Status: Published.

Poster Presentations

- Jakeman, A., Uhde, M., Kappes, A., & Salib, E.. (May 2015). *Life-threatening Consequences of an Enlarged Uterus* Poster presented at: Florida Academy of Family Physicians Practicing Physician, Resident, and Student Member Scholarly Poster Presentation, Family Medicine Spring Forum; Orlando, FL.
- Jakeman, A., Uhde, M., Kappes, A., & Salib, E.. (May 2015). *Life-threatening Consequences of an Enlarged Uterus* Poster presented at: Palm Beach County End of Year Poster Competition hosted by Bethesda Memorial Hospital; Boynton Beach, FL.
- Salib, E. & Dawkins, G.. (December 2013). *Atypical Pneumonia* Poster presented at: 2013 CEME Student/Intern/Resident/Fellow Scientific Research Poster Competition held at Nova Southeastern University; Fort Lauderdale, FL.
- Salib, E. & Bigsby, G.. (June 2013). *Green Nail Syndrome* Poster presented at: Palm Beach Consortium for Graduate Medical Education Poster Symposium; West Palm Beach, FL.

VOLUNTEER EXPERIENCE

11/2017	American Heart Association – 2017 Tampa Bay Heart Walk, Tampa, FL
12/2013	Toys for TOTS, Stuart, FL
05/2013	Women’s Health Fair, Volunteer Physician, Vero Beach, FL
03/2013	Walgreens Walk for Diabetes, Port St. Lucie, FL

OTHER AWARDS/ACCOMPLISHMENTS

Residency:

- 2014-2015, Organizer of Interview Committee for Incoming Family Practice Interns/Resident, St. Lucie Medical Center, FL
- 2012-2015, Member of Medical Quality Assurance Committee, St. Lucie Medical Center, FL

Undergraduate:

- Accepted to and completed the 7-year combined BS/DO Degree through NYIT
- Cum Laude June 2009

HOBBIES & INTERESTS

Weightlifting, Gardening, Fishing, Shooting, & Electronics

GILBERT STUART

(803) 968-7643 • gilstuart@yahoo.com

Operations Management

Experienced program operations manager overseeing teams of technical professional staff engaged in multiple projects to advance the goals and mission of the organization. Manage a range of initiatives and service levels to achieve strategic outcomes. Work with cross-functional teams and stakeholders to meet business needs ranging from IT service delivery to infrastructure improvement, facility management, and security.

- Build and manage high-performing teams, providing vision and motivation to meet program goals.
- Support a shared vision across the enterprise, building collaborative relationships throughout the organization.
- Lead the integration of systems, processes and workflows, achieving continuous process improvement.
- Develop KPI Dashboards to measure and improve accuracy, transparency and compliance.
- Evaluate and streamline core IT systems, replacing obsolete systems and applications.

Skills

- IT Infrastructure Programs
- Disaster Recovery
- Information Technology / Systems
- Disaster Recovery
- Resource Management
- Logistics Management
- Current Top-Secret/SCI Clearance
- Enterprise-Wide Operations
- Program and Project Management
- Team Leadership
- Change Management/Process Improvement
- Strategic Planning
- Risk Mitigation
- Cost and Schedule Management
- Process Improvement
- Staff Training and Development
- Bilingual(Spanish)

Work History

Program Coordinator, 1/2018 to Present

JROTC Program

- Implemented program serving students and JROTC faculty.
- Manage JROTC calendar of activities and logistics for campus program operations.
- Resolve issues concerning program implementation and student participation.

IT Program Manager, Senior Advisor, 10/2015 to 10/2017

U.S. Army – MacDill AFB, FL

- Coordinated and provided day-to-day leadership to cross-functional teams and communicated status of program initiatives to leadership and stakeholders.
- Managed all aspects of implementation including allocation of resources, process improvement, development of project scope and schedules and cost control.
- Ensured that major projects were delivered on time, on budget and within scope.
- Led teams, assigned individual responsibilities, managed project dependencies and managed performance.
- Oversaw 180+ employees, ensuring understanding of situation awareness for Special Operations Forces Information Enterprise initiatives.
- Managed JWICS/ SIPRNET communications network supporting 1,300 deployed nodes in 90 countries.
- Tracked 400,000+ customer service issues and resolution.
- Directed teams in the operation of Computer network Defense, Satellite Operations, Campus and Mobility, Consolidated Service Desk, Data Center and Cyber Protection.
- Opened new Global Enterprise Operations Network Command Center, expanding operation from 44 to 183 personnel, replacing an outdated legacy system.
- Ensured that the new system met the standards and policies established by Defense Information Systems Agency.

IT Operations Manager, 10/2014 to 09/2015

U.S. Army, Uijeongbu, South Korea

- Developed, trained and led 110 team members in delivering computer desktop and telecommunications services to 11,000 customers, achieving a 97% reliability rate.
- Recognized for meeting organizational goals as recipient of Meritorious Service Medal.
- Installed, maintained, and operated a Wide Area Network across 5,427 square miles north of Seoul, Korea.
- Maintained \$46 million in assets including vehicles, facilities, weaponry and tools.

GILBERT STUART – Page 2

(803) 968-7643 • gilstuart@yahoo.com

IT Operations Manager, 09/2013 to 09/2014

U.S. Army, Kuwait

- Integrated 220 employees into functional, inter-supporting teams that installed, operated, maintained, repaired and defended 2 multimillion-dollar networks.
- Implemented policies, procedures and business practices that facilitated network availability and customer service to 5,000 local and remote customers. Provided training on the proper handling of COMSEC material and the safeguard sensitive equipment
- Established remote contingency site and personnel relocation plan; seamlessly failed-over network resources during disaster recovery exercises.

IT Operations Manager, 06/2011 to 09/2013

U.S. Army – Shaw AFB, SC

- Integrated 220 employees into high-performing functional teams to operate, maintain and defend \$34.5 million networks, implementing policies and business practices to facilitate network availability to 5,000 local/remote customers.
- Set up a remote contingency site and personnel relocation plan as part of a seamless fail-over network during disaster recovery tabletop exercises.

Senior IT Consultant, 11/2010 to 05/2011

U.S. Army – Kabul, Afghanistan

- Deployed to Kabul to enhance strategic communication capabilities for 17,000 coalition warfighters.
- Safeguarded 165 staff through 30 enemy artillery attacks and repaired communication infrastructure.
- Transitioned campus infrastructure from copper wire to fiber optic, improved data integrity and increased transmission rates by 600%.
- As the organizations Master Resiliency Trainer, I conducted training in order to give soldiers the best possible chance at survival and success before, after, and during their service.

Information Assurance Project Manager, 07/2008 to 11/2010

U.S. Army – Heidelberg, Germany

- Developed enterprise policies and advised the Army's 26 most senior generals on best business practices to thwart cyber subversion, sabotage and espionage resulting in award of the Defense Meritorious Service Medal, the military's third highest honor.
- Increased professional certification of the Army's IT workforce by 59%
- Presented continuous progress reports to the Secretary of the Army, Army Chief of Staff and Army CIO.

Senior Advisor, 12/2005 to 06/2008

U.S. Army – Molesworth, United Kingdom

- Enabled training of 50+ employees in administrative, security, operational and logistical support functions for Joint Military IT services in Molesworth, UK, Germany into wide area network, reducing equipment and overhead costs by \$500K per year.
- Staffed and oversaw direct-support team responsible for continuous communications requirements of the Supreme Allied Commander in Europe.

Education

B.S: Information Technology Management, May 2012

American Military University

US Army Training

- **First Sergeant Course for Managers**
- **U.S. Army SHARP Certified Trainer**
- **Master Resilience Certified Trainer - University of Pennsylvania Applied Project Management Course**
- **U.S. Army Information Systems Operator/Analyst Advanced Leaders Course**
- **Equal Employment Officer (EO)**
- **COMSEC Certification**

JERMAINE FORREST

Information Technology Professional

(954) 999.9698 | Jermaine.Forrest@gmail.com | Tampa, FL

Results driven Information Technology leader with 15+ years of hands-on experience scaling division while overseeing IT Operations, compliance, security, business continuity, vendor relations and operating best practices. Experienced with Microsoft technologies, VMware virtualization, and server administration. Adept at sustainability planning and implementing IT objectives and systems through an innovative and pragmatic approach to analyze complex business needs. Demonstrated success in leading cost control, process improvement initiatives, increasing productivity levels and delivering technology initiatives enhancing delivery of services for both internal and external clients. Exhibits strong leadership skills including team development, and the ability to work collaboratively across departments, proactively solve problems, build consensus among stakeholders and execute critical projects.

CORE COMPETENCIES & TECHNOLOGY STRATEGY

Organizational Development	Policy & Program Development	Technology Planning & Integration	TCP/IP and WAN
Client Needs Assessment	Audit & Regulatory Compliance	Contract Administration & Negotiation	Cloud Computing
Training & Development	Data & Records Management	Virtual & Infrastructure Mgmt	Documentation
Effective Communication	Revenue Cycle Management	Service Level Agreements	EMR Systems
Process Improvement	Change & Risk Management	Business Analytics	Wireless Lan
Vendor Management	Budgeting & Cost Controls	Strategic Planning	Data Analysis
Relationship Building	Data Center Management	Team Building	Telecom
Rapid Deployments	Technology Integration	Customer Focus	Cisco
	Enterprise Architectures	Data Security	

LEADERSHIP HIGHLIGHTS

- **Business Transformation**

Reduced errors by 10% and average order processing time by 40% by Identified new ticketing system for IT related incidents that gained 90%+ adoption rate within six months, while supporting more robust reporting capabilities for executive/internal IT teams

- **Technology Delivery**

Developed a centralized team and distribution workflow, resulting in 50% reduction in personnel costs, fewer errors, and 30% monthly reduction in PHI disposal fees through the selection and implementation of a redundant and scalable HIPAA-compliant fax server solution

- **Contract Negotiation**

Negotiated contract with an ISP boosting network speeds by 10 times; provided a fully-redundant fiber optic backbone and leveraged next generation security devices at an annual savings of \$65,000.

PROFESSIONAL EXPERIENCE

Chief Technology Officer

Tampa Family Health Centers, Inc.

Tampa, FL 2018 – Present

Has overall management responsibility and accountability for the IT Department with the goal of providing a highly reliable, stable, and responsive IT system. Collaborate with end-users and senior management to ensure the alignment of IT infrastructure and systems with company strategy and objectives. As the CTO I provide and is accountable for the leadership, vision, direction, development, and maintenance of multiple complex and high priority projects for the department that directly impact the systems and/or business strategies of the organization.

- Support the Mission, Vision, and Values of Tampa Family Health Centers.
- Responsible for providing vision, strategic planning and leadership while developing, maintaining and enhancing the organization's information technology and related systems.
- Communicates an IT vision and strategy across all levels of the organization and builds consensus around key initiatives and projects.
- Oversees a team of seven full-time personnel directly and 55 indirectly and develops and maintains an IT structure that supports the needs of the Health Center.
- Manage day-to-day operations of the entire IT infrastructure including corporate network, voice and data services.
- Establish a metrics-based IT operation with a focus on service orientation and continuous improvement.
- Provide the highest level of service delivery: system availability, security, response time, and problem recovery.
- Project management and implementation of key technical initiatives.
- Define, implement, and achieve benchmarks for the IT infrastructure.
- Collaboration with all levels of management and staff to maintain a positive, and productive IT environment.
- Develop custom reports from EMR as defined by senior management.
- Assist COO and CFO in annual IT budget preparation; assess current and anticipated business technology needs ranging from application solutions to infrastructure reliability and scalability, while making critical decisions regarding resource deployment and implementing strategic development solutions.
- Performs periodic review of internal/external network security protocols and user access rights to prevent unauthorized access to confidential files and systems.
- Perform updates and maintains policies and procedures regarding all aspects of IT; works collaboratively with Compliance Officer in implementing and maintaining all HIPAA rules, regulations, requirements, and guidelines.

Director of Management Information Systems
Broward Community & Family Health Centers, Inc.
Hollywood, FL 2014 – 2018

Responsible for the deployment, maintenance and operation of infrastructure related properties for BCFHC. Represents BCFHC on Health Choice Network's (HCN) MIS Committee, serves as BCFHC's MIS liaison with external partners i.e. laboratories, Pharmacies, and Dental practice and served as HIPAA Security Officer to ensure HIPAA compliance

- Develop MIS policies and procedures as needed and ensures they are followed by health center as well as guidelines established by MIS committee.
- Oversees MIS resource utilization is properly aligned with BCFHC established budget.
- Coordinates MIS training, onboarding, setup, access and network level reports when required.
- Conduct quarterly MIS needs assessments for current and future projects/programs, evaluates expenditures, identify with input from the Senior Management a resolution to potential budgetary problems.
- Ensures resolution of any organizational MIS issues including emergencies during and after hours as necessary.
- Developed a centralized team and distribution workflow, resulting in 50% reduction in personnel costs, fewer errors, and 30% monthly reduction in PHI disposal fees through the selection and implementation of a redundant and scalable HIPAA compliant fax server solution.
- Manages, supports, and develops custom reports as defined by Senior Management or administration staff and provides daily productivity and other managerial reports as needed.
- Develop Standard Operating Procedures for data collection, validation and presentation. Conducts data analysis to determine trends and formulate recommendations to Senior Management and responsible for setup of all data capturing tables and systems.
- Partners with Medical Director and Process Improvement Committee to ensure data is validated prior to presenting to internal staff and external agencies.
- Integral in the evaluation, acquisition, deployment and management of numerous business critical applications including but not limited to the electronic health record, analytical data packages, provider credentialing software, fixed asset management software, ITIL compliant help desk ticketing system, collaborations tools, cybersecurity tools, desktop management agents and payroll/talent management system(s).
- Reduced errors by 10% and average order processing time by 40% by Identified new ticketing system for IT related incidents that gained 90%+ adoption rate within six months, while supporting more robust reporting capabilities for executive/internal IT teams.
- Negotiated contract with an ISP boosting network speeds by 10 times; provided a fully-redundant fiber optic backbone and leveraged next generation security devices at an annual savings of \$65,000.

Director of Management Information Systems
ChildNet, Inc.
Plantation, FL 2012 – 2014

Responsible for oversight, development and implementation of ChildNet's short and long term information technology strategic plans and technical and professional growth of eight team members.

- Managed and administered the MIS department budget and oversaw ChildNet's Disaster Recovery Plan.
- Created strategic objectives for information security to meet the organization's business needs.
- Liaison between IT partners and organization to negotiate with vendors on specifications, pricing, licensing etc.
- Created, executed and maintained policies and procedures governing information technology and data security.
- Evaluated various technological challenges presented by users and developed standard solutions to promote efficiency.
- Identified and recommended system development to management to meet and ensure business and internal stakeholder's needs are met to increase productivity.
- Updated the technology infrastructure to meet the demands of the changing environment.
- Developed and implemented successful transition plan for the organization to expand into Palm Beach County.

Network Manager

ChildNet, Inc.

Plantation, FL 2009 – 2012

Established and executed IT operational policies and procedures while managing ChildNet's networking infrastructure including Cisco routers, switches and firewalls and leading a staff of five.

- Managed two sites connected via AT&T Metro Ethernet between the main office and datacenter.
- Migrated to Cisco Unity Connection 9 and Call Manager 9 from Unity 6 and Call Manager 6.
- Successful installation and configuration of Windows Server 2003/2008, Windows Exchange server, McAfee Endpoint Encryption (DLP), Microsoft Office 365 implementation and migration Implementation of cloud strategy.
- Supported 600 plus client workstations running Windows XP, 7 and 8. Managed an environment of 55 virtual servers.
- Managed VMware environment with Infrastructure client while working with applicable workstation, ESXi server, and convertor.
- Created templates, VMware cloning, virtual machines.
- Provided Help Desk / End-User support for hardware, software and Windows operating systems. Removed viruses; installed hardware and software; repaired printer; managed data backups. Troubleshoot network performance issues and ensured timely resolution.
- Installed and configured SonicWALL NSA4500 firewall and SonicWALL EX7000 Aventail appliance.
- Installed new/ rebuilt existing servers and configured hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements. Developed and maintained installation and configuration procedures.
- Researched and recommended applicable innovative, and automated approaches for system administration tasks
- Provided Tier III/other support per request from various constituencies.

Master of Science in Management Information Systems

Nova Southeastern University, Ft. Lauderdale, FL

Leadership Strategies for Information Technology in Health Care

From: James Graham <jngraham37@gmail.com>
Sent: Monday, January 6, 2020 7:12 PM
To: Nicole Hicks <nicole.hicks@merituscorp.com>
Subject: CDD Open Board Seats

Dear Nicole,

My name is Lula Graham. I am interested in becoming a member of the Oaks at Shady Creek CDD board. I believe that my business and previous community experience will enable me to contribute to the goals of the CDD to benefit the Oaks at Shady Creek community.

I am unable to access my CV/Resume due to computer issues. However, I have highlighted my experience below.

Lula Graham
10802 Great Cormorant Drive
Riverview, FL 33579
Home: 813-374-7393

Macy's Inc. - December 2001 - Present
Sr. Manager Disability/Leave Management
Responsible for Macy's enterprise compliance to Americans with Disabilities Act, as amended.

Cincinnati Chapter of The MOLES, Inc.
Vice President - 2016 - 2018
National social organization of women

Partners Against Domestic Violence Board - 2006 - 2009
Atlanta, Georgia

Thank you for your consideration. I look forward to the opportunity to serve the community.

Sincerely,
Lula Graham

Michael Crandall

Riverview, Florida
(813) 557 3812 | carndall44m@icloud.com

PROFILE

- Technical Sergeant in the United States Air Force.
- Assisted in designing airport runway and terminal procedure for rescue and recovery military aircraft in Bahamas after Hurricane Dorian.
- Graduate of Airman Leadership School and Non-Commissioned Officer Academy.
- Leading airmen for six years and counting.

EXPERIENCE

United States Air Force

Terminal Procedures Specialist

2019- Present

- Assist FAA SME in the determination as to whether an equivalent level of safety is maintained to support Flight Procedures Standards waivers and letters of approval.
- Attend and/or participate in state aviation or airport conferences.
- Revise, review or amend instrument flight procedures, including application of facility performance limitations, the nature and extent of interference from physical obstructions, controlled airspace, and communications with respect to applicable Federal Aviation Administration regulations, standards and criteria.
- The NRA coordination and review process involves a wide range of aeronautical subjects. Evaluate the effect of proposed obstructions, altered or deactivated airports, NAVAID outages and revisions to controlled airspace as they affect instrument flight procedures. Take action to amend affected procedures, as required.
- Conduct in-depth programmatic analyses, prepare feasibility studies, and provide program advice.
- Perform conference reviews, audits, and evaluations.
- Use Microsoft Office Tool Suites or specific FAA propriety such as Terminal Area Route Generation Evaluation and Traffic Simulation (TARGETS), Automated Procedure Tracking System (APTS), Digital Terrain Elevation Model (DTED), Obstacle Authoritative Source (OAS) etc. for evaluating and tracking various programs.
- Evaluate and determine the need for waivers of standards for Air Traffic Services instrument flight procedures and waivers of standards for installation of air navigation and lighting facilities and other applications affecting the navigation of aircraft.
- Analyze budget submissions for electronic and visual landing aids; participates in the determination of funding requirements by providing practical advice and recommendations to the FAA concerning adequacy of budget estimates to accomplish assigned programs.
- Identify the requirement and arrange for appropriate surveys to be accomplished in support of NAVAID installation and flight procedure development.
- Maintain liaison with other FAA elements to keep abreast of developments that may affect the Congressional Programs.

- Provide support to the Aeronautical Information Services (AIS) Periodic IFP Review effort. The contractor will review airport IFPs as notified by AIS/Flight Procedures Team (FPT) as related to obstructions, facility performance, aeronautical data and criteria changes, etc., and review NOTAMS with recommended procedural or criteria changes.
- Use Microsoft Office Tool Suites or specific FAA propriety software programs such as Terminal Area Route Generation Evaluation and Traffic Simulation (TARGETS), Automated Procedure Tracking System (APTS), Digital Terrain Elevation Model (DTED), Obstacle Authoritative Source (OAS), etc. for evaluating and tracking various programs.

United States Air Force

Air Traffic Control Watch Supervisor, Tower

2017- 2019

- Fully certified Watch Supervisor/Controller/Trainer/Evaluator at Tower facility (Local Control, Ground Control, and Flight Data).
- Was responsible for controlling/supervising air traffic in United States Air Forces in Europe's (USAFE's) busiest and most complex airlift airfield.
- Uses extensive knowledge of rules, laws, regulations, and procedures governing the movement of air traffic to provide service to aircraft.
- Made rapid and crucial decisions during periods of quick change in traffic flow to ensure separation in accordance with FAA rules and regulations.
- Provided instructions and assistance to in-flight emergencies to ensure safe and expeditious flow of traffic.
- Observed and reported airport advisories, hazardous weather information, and equipment outages. Supports operations for a C-130J squadron, LJ-35 squadron, in addition to numerous USAF and civilian contract airlift aircraft.
- Initiated, formulated, and issued clearance and control instructions by applying air traffic procedures.
- Conducted inter-facility coordination with two GCA positions and two German civilian air traffic facilities.
- Performed daily equipment checks to ensure equipment is working at optimal levels. Operates specialized equipment including Tower Display Workstation (TDW), Local Weather Network System (LWNS), Enhanced Terminal Voice Switch (ETVS), Touch Entry Display (TED), Digital Voice Recording System (DVRS), Digital Audio Legal System (DALR), Standard Terminal Automation Replacement System (STARS), Airfield Automation System (AFAS), Instrument Landing System (ILS), Tactical Air Navigation (TACAN), Global Positioning System (GPS), Radar Control Panel (RCP), Monitor Control Workstation (MCW), Air Traffic Control Simulation Equipment (ATCSE), and Air Traffic Control Light Guns.

United States Air Force

Air Traffic Control Watch Supervisor, GCA

2016-2018

- Fully certified Watch Supervisor/Controller/Trainer at Ground Controlled Approach (GCA) facility (Arrival Control and Arrival Assist). Airspace includes Class E airspace along with active Special Use Airspace reserved for United States Army special air and ground operations.
- Used extensive knowledge of rules, laws, regulations, and procedures governing the movement of air traffic to provide RADAR service to aircraft.

- Made rapid and crucial decisions during periods of quick change in traffic flow to ensure separation in accordance with FAA rules and regulations.
- Provided instructions and assistance to in-flight emergencies to ensure safe and expeditious flow of traffic.
- Observed and reported airport advisories, hazardous weather information, and equipment outages. Supports operations for a C-130J squadron, LJ-35 squadron, in addition to numerous USAF and civilian contract airlift aircraft.
- Initiated, formulated, and issued clearance and control instructions by applying RADAR procedures.
- Conducted inter-facility coordination with three tower positions and two German civilian air traffic facilities.
- Performed daily equipment checks to ensure equipment is working at optimal levels.
- Operated specialized equipment including Local Weather Network System (LWNS), Enhanced Terminal Voice Switch (ETVS), Touch Entry Display (TED), Digital Voice Recording System (DVRS), Digital Audio Legal System (DALR), Standard Terminal Automation Replacement System (STARS), Airfield Automation System (AFAS), Instrument Landing System (ILS), Tactical Air Navigation (TACAN), Global Positioning System (GPS), Radar Control Panel (RCP), Monitor Control Workstation (MCW), and Air Traffic Control Simulation Equipment (ATCSE).

United States Air Force

Air Traffic Control Watch Supervisor, RAPCON

2010-2016

- Fully certified Watch Supervisor/Approach Controller/Trainer/Evaluator at Radar Approach Control (RAPCON) facility (Approach Control, Approach Assist, Arrival Control, Clearance Delivery, and Coordinator positions).
- Responsible for controlling air traffic in complex Korean airspace encompassing 6,000 square miles with over 54,000 annual operations. Includes Class C and E airspaces and 15 special use/restricted areas.
- Used extensive knowledge of rules, laws, regulations, and procedures governing the movement of air traffic to provide RADAR and non-RADAR service to aircraft.
- Made rapid and crucial decisions during periods of quick change in traffic flow to ensure separation in accordance with Federal Aviation Administration (FAA) rules and regulations.
- Provided instructions and assistance to in-flight emergencies to ensure safe and expeditious flow of traffic.
- Observed and reported airport advisories, hazardous weather information, and equipment outages. Supported operations for three F-16 squadrons including one Republic of Korea (ROKAF) squadron.
- Controlled en route and terminal air traffic by use of both visual RADAR and non-RADAR means. Initiated, formulated, and issued clearance and control instructions by applying both RADAR and non-RADAR procedures.
- Conducted inter-facility coordination with four tower positions, three military Air Traffic Control agencies, and four civilian Korean Air Traffic Control agencies.
- Overcame intense language barrier between ROKAF and civilian aircraft/agencies.
- Performed daily equipment checks to ensure equipment was working at optimal levels.

- Operated specialized equipment including Local Weather Network System (LWNS), Enhanced Terminal Voice Switch (ETVS), Touch Entry Display (TED), Digital Voice Recording System (DVRS), Digital Audio Legal System (DALR), Flight Data Input/Output (FDIO), Standard Terminal Automation Replacement System (STARS), Airfield Automation System (AFAS), Instrument Landing System (ILS), Tactical Air Navigation (TACAN), Very High Frequency Omnidirectional Range (VOR), Global Positioning System (GPS), Remote Status Indicator (RSI), Remote Control Status Unit (RCSU), and Air Traffic Control Simulation Equipment (ATCSE).

EDUCATION:

Syracuse University
Bachelors in Creative Leadership

2019 – Present

Community College of the Air Force
Associate's in Air Traffic Operations and Management

2018

REFERENCES:

Name	Employer	Title	Phone	Email
James Bindert(*)	United States Air Force	Assistant Chief Controller, Tower	+49 01604179034	james.bindert@us.af.mil
Hubert Drake (*)	United States Air Force	Chief Controller, RAPCON	(405)887-0366	hubert.drake@us.af.mil
Ut Ta (*)	United States Air Force	Watch Supervisor, Tower	015162514066	ut.ta@us.af.mil
Daniel Triglianios (*)	United States Air Force	Watch Supervisor, RAPCON	(347)439-8215	dantrig@gmail.com

(*) Indicates professional reference

ADDITIONAL INFORMATION:

- 86th Operations Group Mission Support NCO of the Quarter: 4th Quarter 2017
- 86th Operations Support Squadron Mission Support NCO of the Quarter: 4th Quarter 2017
- Air Traffic Controller of the Year: Kunsan Air Base 2015
- Air Traffic Control Trainer of the Quarter: 2nd Quarter 2014
- Air Traffic Controller of the Quarter: 2nd Quarter 2013
- Air Force Commendation Medal with 1 device
- Korean Defense Service Medal
- Basic Military Training Graduate Ribbon
- National Defense Service Medal
- Global War on Terrorism Service Medal
- Good Conduct Service Medal with 2 devices
- Air Force Longevity Service Ribbon
- Non-Commissioned Officer Professional Military Education Graduate Ribbon with 1 device
- Outstanding Unit Award with 1 device
- Meritorious Unit Award with 1 device
- Small Arms Expert Marksmanship Ribbon
- Overseas Short Tour Ribbon
- Security Clearance (SECRET)

MICHELLE J. LEBEAU-ELROD

WORK HISTORY

March 2015-Current Amazon flex, Insta-cart, Shipt

I work for various delivery companies. Delivery groceries, pharmaceuticals, and Amazon deliveries.

August 2008-March 2015 Customer service representative, West At Home

Answer incoming calls in regards to their plans and assist with customers their accounts

May 2013-December 2014 Data Collector, Retail Data (part-time position)

Collect pricing and item data for various vendors and submit by scanner

August 2013-September 2014 Aerotek, Temporary Agency

Responsible for communicating with customers and vendors on a daily basis

Utilized computer systems on a regular basis and verified information

Entered data into word, excel and outlook on a regular basis to provide the best customer service

October 2008-November 2011 Execution Team Representative, Home Depot

Traveled to the different stores in the district and ensured that the integrity of the company was met by the vendor. Provide extensive customer service on a daily basis and maintained and cultivated relationships

January 2003-September 2008 Office Manager, Morgan Electric

Answer phone, post payroll, purchase orders, accounts payable and receivable. Order rental equipment for job sites and various others tasks to keep the office and team running smoothly.

EDUCATION

Diploma, William H Harrison High School, 1984

Associates Degree, Indiana Business College, 1987

INTERESTS & ACTIVITIES

Music, reading, photography, animal rescue

Make a wish, Honor Dog Rescue and National MS Foundation

COMPUTER AND OTHER SKILLS

Over 20 years computer experience, word, excel and outlook programs

15 years retail experience, cash register and other office machines

NATALIE JEAN-BAPTISTE

14025 Tropical Kingbird Way, Riverview, FL 33579 | H: (813) 270-9293 | nataliej5@aol.com

Executive Profile

Human Resources Manager with 18-year background in employee management and practical understanding of business needs. Areas of expertise include counseling, career development, policy interpretation and application; conflict management and employee training, employee management, hiring and benefits. Facilitator of Human Resource functions for service delivery staff, including onboarding, off boarding, annual reviews, performance improvement plans, bonuses, and training. Solutions-focused, versatile management professional offering a comprehensive background supporting U.S. military operations in roles of executive level Protocol and Logistics specialties, supporting over 20 Nations with 16 years of dedicated exceptional service. Subject matter expert of multiple human resource disciplines, including compensation practices, Excellent interpersonal skills with a demonstrated ability to provide guidance and assistance to all levels of employees, including managing a team.

Skill Highlights

- Top Secret/SCI Security Clearance
 - Effective Team Building
 - HR Consultant and Manager
 - Protocol Specialist
 - Data Management
 - Strong Verbal Communication
 - Detail-oriented, organized, proactive and meets all deadlines
 - Human Resource Specialist
 - Manpower Planner and Project Review
 - Conflict Resolution & Mediation
 - Program and Project Management
 - Cultural Awareness & Diversity Expert
 - Event Planning for High-level Officials
 - Member Development & Retention
 - Accounts Payable/Receivable
 - Compensation/ Payroll Manager
 - Employee Relations
 - Recruiting & New Hire Orientation
 - Strong Microsoft office skills particularly in Word, Excel and PowerPoint
 - Public Speaking
 - Strong Oral and Written Communication
 - Operations Management
 - Provider Relation Specialist
 - Strategic Planning & Corporate Vision
 - Lieutenant, U.S. Navy Reserves
 - Payroll Specialist
-

Professional Experience

Deputy Training Branch Chief

07/2018 to Present

Combined Security Transition Command - Afghanistan

- Deputy Training Branch Chief, responsible for the Security Assistance Office-Afghanistan, SAO-A, training for all Professional Military Education, PME, and Ground/Special Forces Schools. Work directly with all formal education and training facilities to coordinate training for the Afghan National Army, ANA, as well as the Ministries for Foreign Affairs, to include MOD, MOI, NSA, and IDLG
 - Work with Army War College, Command and General Staff College, and JSOU University; coordinate mobile training teams for Afghan military students
 - Enforce training standards, policies, and procedures; design Professional Military Education PME Program to achieve country and MOD objectives.
 - Direct supervisor for two Local Nationals and one U.S. NCO
 - Develop training plan to ensure max capacity of qualified Afghan students attend courses in the U.S.
-

- Ensure all students are Leahy vetted prior to acceptance into program
- Coordinate directly with Consular Section, U.S. Embassy, Kabul, for visa processing
- Conduct English Comprehension Language, ECL, tests on all school candidates
- Coordinate all flights; conduct travel brief for all students prior to depart to the U.S. for specialized training
- Manage \$800k International Military Education and Training, IMET and \$80K Combating Terrorism Fellowship Program, CTFP funding

Protocol Officer

10/2003 to 07/2018

United States Navy Assistant Navy Reserve United States Central Command

- Manage over \$100K annually as the Official Representation Funds (ORF) Custodian. Ensure 100% accountability for ORF gift inventory valued over \$10K.
- Certified Protocol Officer; attended Protocol School in 2013 and 2016, USCENTCOM.
- Coordinates and execute Distinguished Visitor visits including foreign dignitaries, Chiefs of Defense, Ambassadors and General and Flag Officers.
- Plan, coordinate, and execute conferences in support of Combatant Command Missions. Brief Chief of Staff of all VIP visits, exercises, and event/conference progress, to include creating event/planning binders for stakeholders concerning events.
- Action Officer- Conducted needs assessments for command events, such as retirement, promotion, change of command, and public affairs events.
- Trained new civilian and military employees.
- Develop itineraries for all upcoming events.
- Worked with Command Flag Mess to prepare meal choices for General and Flag Officers and their VIP command guests.
- Scheduled transportation and lodging required for visitors to the command who participated in events. Coordinated security escorts for VIP guests.
- Arranged evening engagements with senior staff, to include exclusive/private dinners, group breakfast and lunch-and-learn events.
- Prepared and maintained files, reports, and financial records; oral reports to Chief of Staff (2-Star General of USCENTCOM) and other key leaders
- Established and maintained effective working relationships with other employees, event planners and general public.
- Executed services, to include security, production, audio visual, phones, sound and lighting.
- Developed/executed award recognition ceremonies for junior military service members. Executed change of command, retirement, and promotion ceremonies at the 4-Star level.
- Assisted with high level command visit of former president Barak Obama, and former SECDEF, Chuck Hagel.
- Travel with command staff to execute conferences and exercises in Qatar and D.C.

FRANCHISE SUPPORT SPECIALIST II/TRAINING

Medi-Weightloss Clinics

03/2009 to 08/2010

- Responsible for conducting pre-opening trainings for new clinic franchise owners and clinic staff.
- Obtain all legal documents from clinic owners prior to clinic opening, including: all medical licenses, CVs, malpractice licenses and operational licenses, applications, and legal documents required by law.
- Travel to various states to assist franchise owners with pre-opening and directed opening of individual clinics.
- Responsible for ensuring clinics are operational and in compliance per state and federal guidelines.
- Primary support for Franchise Field Consultants, assisting with corporate support of 32 clinics in 14 states.
- Manage monthly reports, revenue, clinic purchases, customer service and staff issues/improvement, and daily

operating procedures.

- Manage the development, calendar, registration, and coordination of all aspects of the "New Clinic" and Regional Training Programs.

Human Resources Manager

OFFICE ADMINISTRATOR

04/1995 to 03/2009

Doctor's Walk-In Clinic

- Oversee daily medical office operations managing a team of 36 professionals.
- Identified staff vacancies and recruited, interviewed and selected applicants. Hiring, training, and scheduling all patient representatives and cashiers for urgent care front office. Daily clinic balancing/month-end balancing/report processing for all clinical and administrative departments. Accounts payable and receivable for operational and medical supplies responsible for completing annual employee evaluations for all patient representatives and cashiers.
- Manpower specialist – assess and approve all medical staff evaluations, including medical assistances, lab techs, nurses, and x-ray technicians. Maintain, review, and process personnel records for 36 employees Payroll processing for front and back office staff Ordering and tracking clinic supplies for both front and back office Conducts quarterly staff meetings to ensure all departments are briefed with updated information concerning the clinic's productivity excellent customer service skills, responsible for ensuring quality medical care is provided to each patient.

Education

Associates: Arts

May 3, 1999

Hillsborough Community College

Tampa , FL , United States

Bachelor's Degree: Business Management

June 30, 2007

University of Phoenix

Tampa , FL , United States

Master's Degree: Business Administration

June 17, 2013

Strayer University

Tampa , FL , United States

QUALIFICATIONS SUMMARY

- ❖ Highly organized, creative & innovative leader with more than 15 years of community-based care system administration experience.
- ❖ Strong communicator who interacts respectfully and effectively with individuals across the spectrum of social and economic backgrounds and cultures.

PROFESSIONAL EXPERIENCE

Senior Director of Staff: Eckerd Community Alternatives - C13

2018- Present

- Responsible for facilitating senior leadership meetings with case management providers to ensure systemic concerns are addressed to include performance on outcome metrics and changes related to lead agency support.
- Responsible for monitoring system of care capacity needs and recommending adjustments as needed to ensure there is sufficient system capacity (specifically front-line case managers) to address the growing demand for services.
- Responsible for supporting lead agency teams in all HR related functions to include the on-boarding process, staff development, HIPAA compliance, Safety and Security, and Staff Morale.
- Point of Contact for USF Training Consortium regarding system of care pre and in-service training needs.
- Responsible for the ongoing support of all administrative services functions to include Revenue Maximization, Data Services, Records Management, Background Screening, Office Management, and Diligent Search.

Senior Director of Support Services: Eckerd Community Alternatives - C13

2016-2018

- Responsible for facilitating strategic leadership discussions with internal Lead Agency Senior Management Team and External Case Management Provider Agencies.
- Responsible for the direct oversight, supervision, and training of various lead agency divisions to include: Revenue Maximization, Data Services, Records Management, Background Screening, Office Management, and Diligent Search.
- Operated as the Lead Agency Point of Contact for establishing FSFN access.
- Serve as Chair of Lead Agency Safety Committee, Special Projects, Emergency Disaster Liaison, and Deaf or Hard of Hearing Liaison.
- Point of Contact for USF Training Consortium regarding system of care pre and in-service training needs.

Senior Director of Out-of-Care Care: Eckerd Community Alternatives - C6 and C13

2014-2016

- Responsible for the oversight and management of the lead agency budgets in both judicial circuit 6 and 13.
- Responsible for working with the out-of-home care teams and stakeholders within both judicial circuits to identify strategies to safely reduce OHC spending for children in substitute care.
- Responsible for conducting data analysis to identify root causes of budget variances and working with various lead agency teams to address problematic areas accordingly.

Senior Director of Support Services: Eckerd Community Alternatives – C6

2008-2014

- Responsible for the direct oversight, supervision, and training of various lead agency divisions to include: Revenue Maximization, Data Services, Records Management, Background Screening, Office Management, Diligent Search, Contracts, and Quality.
- Responsible for FSFN Adhoc reporting on an as needed basis by all lead agency teams.
- Point of Contact for USF Training Consortium regarding system of care pre and in-service training needs.

EDUCATION

M.B.A./TM, University of Phoenix, Phoenix, Arizona
B.S., Professional Administration, Barry University, Miami Shores, FL
Able to communicate effectively in Creole and Spanish

Name **Tamia Roberts**
Email miaroberts526@gmail.com
Address 11022 Little Blue Heron Dr.
 Riverview, FL 33579
Phone 516-749-6637

RESUME

Objective

Seeking a challenging position where I can utilize my educational and experience background of over twelve years, while doing what I have a passion to do. Leadership, team management/participation, attention to detail, timeliness, and others are just some of the skills I bring with me. Intricate knowledge of management for budgets, auditing, collections, and analyzing administration, both accounting and healthcare, are my strong suits and learning every day is top priority.

Summary

12+ years' experience in budget management, workforce-manning analysis, and healthcare administration.

Reports and provides insight for budget management, workforce-manning analysis, and healthcare administration methods. Works independently and leads teams of technicians and clerks in order to provide accurate, timely, and relevant result analyses to meet requirements. Has proven performance coordinating with internal and external team members organizing reports of analysis and administration from raw data, conducts performance measurements, reporting, tracking, and various techniques to improve accuracy and quality of work. Expertly skilled in managing large and complex data to interpret strategic objectives to meet needs of budget and administration.

Aligning Expertise

Administration	Commitment to Employee/Supervisor Relationships
Human Resource Management	Policies/Procedures Development and Implementation
Critical Thinking	Problem Resolution

Skill

Senior Level Skills

Over twelve years' experience problem-solving, analytical skills, reporting, briefing, and presenting results internally and externally. Ability to handle multiple projects and stakeholders.

Commitment to excellence. Professional work ethics and results driven. Proven expertise in conflict resolution for individual and team relationships.

Maintains the quality of team research, output, reporting, and analyses. Collaborates with internal and external federal and civilian partners in a variety of advisory and resolutions in regards to the responsibilities for Human Resource duties.

Strategic Initiatives

Understands future strategies and direction to anticipate needs. Develop metrics supporting quality initiatives. Develops end-user access processes. Situational analysis and audit of current processes, methodologies, and systems. Driving new solutions that may be implemented worldwide or as local processes.

Problem Solving

Able to move from the abstract to the detailed, and from details to “big picture”. Able to recognize and investigate anomalies and propose solutions. Able to extract insights from management and budget analysis, which involves a level of analytical comprehension and manipulation. Ability to use business judgment to guide analysis, draw implications from the data, and synthesize into succinct and clear communications.

Experience

Public Utilities - Hillsborough County, 10/2018 – 7/ 2019

Administrative Specialist 1 (Supervisor)

Administration. Provided supervision, guidance, training, and review the work of (2)direct subordinate administrative/clerical and 60 indirect subordinate personnel and served as representative and liaison for Section Manager by disseminating directives, instructions, assignments and following-up on the status of time sensitive items within the department or agency. Independently performed a wide variety of paraprofessional administrative, secretarial and confidential functions and duties supporting a director or agency head. Managed and closely monitored Section Manager’s calendar; scheduled and coordinated appointments, conferences and itineraries; made travel and lodging arrangements; completed travel reimbursement documentation. Initiated and scheduled tentative appointments for director or agency head; reserved venue, coordinated attendees; assembled handout materials, slideshow presentations and equipment. Reviewed and analyzed outgoing correspondence for internal consistency and proper conformance with administrative policies, approvals and signatures, as well as formatted, grammatical construction and typographical errors. Initiated and composed agendas, minutes, correspondence, memos, spreadsheets, logs, invoices, and reports in final form, for approval or signature of director or agency head. Reconciled accounts and prepared trial balances and/or schedules.

Training. Provided and offered guidance to other Administrative Personnel, Industrial Electricians and Mechanics thorough training of County operating procedures, policies, and regulations.

Defense Logistic Agency, Norfolk, VA 05/2016 – 11/2017

Document Automation Specialist/Accounting Technician

Accounting Technician. Established and maintained control and subsidiary accounts for classes which are inter-related, require extensive supporting schedules and analyses, involve extensive subdivisions with intermediate summary ledgers, and require frequent and varied adjustments. Reviewed, analyzed, classified, and reconciled all transactions in relation to the commitment and obligation documents. Researched and resolved any and all discrepancies in accounting processes and paperwork. Reviewed and analyzed reports and listings identifying errors. Took corrective action to balance reports and listings, as well as verifies the corrected copies, ensures all transactions are properly processed and that total activity agrees with pre-determined control totals. Prepared accounts and adjusted them to reflect any outstanding balances. Reviewed unliquidated obligation and back-up files, performed liquidations when notified of receipt of goods/services. Reconciled accounts and prepared trial balances and/or schedules.

Training. Offered and provided guidance to other Accounting Technicians by conducting thorough training of operating procedures, policies, and regulations.

Key Accomplishments. Performed miscellaneous customer service communications and surveys in order to provide the practices had a responsive organizational interactions. Received Champion of Caring letter from the Director of Defense Logistics Agency for excellent customer service operations. Revamped workflow within the office that resulted in an increase in productivity, decrease in past due accounts and an increase in patient satisfaction.

Value Options, USCG, Chesapeake, VA 11/2015 - 05/2016

Coast Guard Support Services Coordinator

Operations Management. Established department procedures that met goals. Continually analyzed Department of Homeland Security operations, procedures and policies to achieve the highest efficiency and best practices. Held regular meetings to discuss operational information and procedure updates. Used Technical ability to Create and Maintain the Development of the CISM (Critical Incident Stress Management) peer registry database and the Work Life trainer's database for the Office of Work Life and the CG SUPRT Program. Identified locations where CISM trained peers and Work Life Trainers were needed and could be located. Developed and maintained Training Certifications for over 800 CISM Peers. Provided linkage and resources for

EAP (Employee Assistance Program) Services to an anticipated increased case load due to Sexual Assault and reduction in force initiatives in the Coast Guard. Managed and coordinated Work Life training request received from EAP-coordinators within the Coast Guard, Veterans Affairs Prepared, validated and streamlined all CG Suprt data to ensure all quarterly reports were complete and accurate for submission to the United States Coast Guard Employee Assistance Program Coordinator and Work-Life Division Chief. Conducted and complied over 2000 Surveys of CG Suprt customers/clients which generated their opinions of the CG Suprt program. Accomplished a variety of staff studies and reports concerning Directorate support effectiveness and efficiency to provide data required in current and future plans and operations and in response to requirements imposed by higher headquarters. Reviewed and evaluated responses from various Directorate divisions prior to review or signature by the Deputy for adequacy, clarity, and completeness of reply. Participate with the FAP staff in the development and implementation of outreach/prevention, resource and referral, and treatment programs for individuals, families, and groups needing assistance with family problems and issues. Participated in the development of action plans for the Family Advocacy Outreach Prevention Team. Marketed a wide range of secondary prevention programs to first sergeants, commanders, and other base officials Plans support activities for groups, such as spouses of deployed military members. Performed a wide variety of office management duties. Assumed duties as the principle administrative support specialists for the Coast Guard EAP Program. Provided advice to military and civilian managers and supervisors concerning processes and procedures necessary to accomplish various military and civilian personnel objectives. Analyzed data in command database to identify, document and correct discrepancies while accessing and inputting data. Developed ad hoc queries to extract specific information for command users. Formed alliances with staff and Fleet Commanders and reports issues, communicates policies, and provide sound alternatives ensuring policy and procedural compliance. Provided training and guidance to less experienced Readiness Analysts. Analyzed and evaluated the effectiveness of program operations and resource partner activity in meeting the goals and objectives of the assigned office. Established and maintained meaningful working relationships with key contacts of other Federal and branches of the military, to collaboratively provide the needed programs and services to small businesses in the area

US Navy/ Naval Medical Center, Portsmouth, VA 07/2006 - 12/2015

Hospital Corpsman

Healthcare Administration. Collaborated, communicated, set priorities, and organized the work to meet deadlines. Ensured compliance with established processes, policies, and regulations. Communicated effectively, both orally and in writing, to meet program objectives and with a diverse group of individuals to include healthcare professionals and paraprofessional personnel. Facilitated numerous teleconferences, which provided critical communication regarding changes in policy; directly enhanced the proficiency of 120 personnel. Knowledge of health administration and managed health care programs and practices, as well as general clinical

principles and practices as they relate to a military medical environment. Knowledge of military commands goals and objectives, the sequence and timing of key operational events and milestones, and methods of evaluating the effectiveness of planning actions related to actual events; and the relationship of the various command entities. Maintained and wrote all policies and procedures that pertained to the medical department while serving onboard the USS Carl Vinson. Knowledge of policies and procedures associated with operational activities that affected the patient flow, patient care and the revenue process. Strong collaborations between regional commands, Bureau of Medicine and Surgery's office of reserve affairs, and commander, Naval Reserve Forces directly resulted in enhanced communication flow, optimal mission capability, and increased deployment readiness.

Budget Management. Maintained a \$1M budget and compliance guidelines for the US Navy medical personnel. Analyzed and forecasted labor cost estimates. Assessed projects feasibility and cost effectiveness, as well as conduct after action reviews. Identified and resolved budget issues and developed cost-cutting solutions to ensure budget adherence. Created and maintained Microsoft Excel spreadsheets for deployment readiness for Naval medical personnel in accordance with Bureau of Navy Medicine. Gathered, assembled, and analyzed facts, conducted analysis, revised recommended solutions, and developed briefings, papers, and/or reports suitable for senior leadership use and decision making; developed presentations and gathered required data and preparing related reports. Maintained a \$200K supply budget and ensured the clinic had all equipment and supplies needed to effectively treat patients while serving at the Training Basic School medical clinic. Created routine purchase order requisitions and tracked purchase orders to ensure materials and services were delivered as requested. Reviewed requested and entered information; researched missing or incorrect information. Provided end users with feedback to ensure on-time delivery of materials. Resolved error rate associated with inaccurate purchase requests. Skilled in developing budget forecasts, cost projections, financial exhibits, unfunded requirements justifications, POM narratives, and offsets and disconnects, reclaims, issue papers, white papers and manpower management

Program and Management Analyst. Maintained and matched the appropriate personnel with the appropriate manning requirements based on their skill set. Analyzed workforce shortages with efficient distribution of personnel; provided critical manning support to 19 medical treatment facilities during the government shutdown. Governed 4,500 personnel in the medical reserve; ensured annual training was properly conducted.

Clinical and Customer Service. Knowledgeable of clinic management and advanced knowledge of medical terminology. Knowledge of the technical health care process as it relates to access to care. Provided emergency support to the victims affected by the earthquake in Haiti. Skilled in medication administration and conducted laboratory test and procedures. Assisted

healthcare providers with treatment and medical procedures; counseled patients regarding treatment plans. Conducted monthly equipment maintenance and inventory
Successfully audited 500 medical records to ensure government compliance. Knowledgeable of medical record procedures and regulations to include administration, filing, researching, handling, securing in accordance with military regulations and policies. Knowledge of medical-legal issues sufficient to accomplish medical-legal risk management review of medical records.

Key Accomplishments. As Combined Federal Campaign (CFC) Coordinator, ensured 100% contact with all military personnel and raised \$7,092 which greatly exceeded the command goal of \$3,500 and ensured that over 30 charitable organizations received the necessary monetary support needed to fulfill their mission. Awarded the Navy Marine Corps Achievement Medal (NAM) for superior performance as Operational Support Office Administrative Assistant. Coordinated 23,286 days of critical manning for 25 medical treatment facilities.

Education

University of Maryland University, Adelphi, MD
Bachelor of Science Degree 2017
Major: Healthcare Management

Saint Leo University, Tampa, FL
Master of Business Administration Degree Est. 2020
Project Management

Other

Job Related Training

Computer Related Microsoft Products (MSOffice Pro Suites) Access, Windows-based, iOS, and Mac Operating Systems, SharePoint, System Backup and Security Settings in Microsoft Windows and Mac OS Platforms. R-Care, Commonwealth of VA Notary Public exp. 2019, Basic Life Support- Provider (BLS), Armed Forces Health Longitudinal Technology Application (AHLTA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Computerized Patient Record System (CPRS)
Typing speed greater than 45wpm.
Federal Acquisition Regulation Training (2016)

References

Provided upon request.

RESOLUTION 2020-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF THE OAKS AT
SHADY CREEK COMMUNITY DEVELOPMENT
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, The Oaks at Shady Creek Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Hillsborough; and

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Nicole Hicks</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21ST DAY OF FEBRUARY, 2020.

ATTEST:

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairman

Account Login

[forgot password?](#)



email
password

4 My
Account
\$919.96

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DOG WASTE BAGS

DOG WASTE STATIONS

MINI STATION

BAG DISPENSERS

WASTE CAN LINERS

SIGNS, CANS, POSTS

Special Offers

Apartment Marketing

AMERICAN FLAGS

Newsletter Sign Up

email address



Billing Information

** Indicates Required Field*

Company/Property: the Oaks at Shady Creek CDT

* First Name: Gene

* Last Name: Roberts

* Phone: 813-440-7096

* Email: gene.roberts@merituscop.co

* Address: 2005 Pan AM Circle

Floor or Suite #: 300

* City: Tampa

* State: Florida (FL) ▾

* Zip: 33607

Note: Zip must match card billing address

* Country: United States ▾

Order Overview

Subtotal: \$919.96

Discount: -\$0.00

Shipping: \$0.00

Tariff Mitigation 8.9%: \$81.88

Tax: \$0.00

Total: \$1,001.84

[modify order](#)

Questions? Call 800-678-1612

Shipping Information

☐ Shipping Address is the Same as Billing Address

* First Name: Gene

* Last Name: Roberts

* Phone: 813-440-7096

* Address: 2005 Pan AM Circle

Floor or Suite #: 300

* City: Tampa

* State: Florida (FL) ▾

* Zip: 33607

* Country: United States ▾

Shipping Options | shipping to area code 33607

* Shipping Options: No Shipping Charge



Payment Method

☒ **Credit Card:**    

Name on Card:

Card Number:

Card Verification #: (3 or 4 digit code on the back or front of your card)

Exp. Date: Month Year

☐ **PayPal:** 

☐ **Bill Me Net 30 Days**

[Pet Waste Stations](#)

[Refill Bags](#)

[Special Offers](#)

Order Overview

[Site Map](#)

Subtotal: \$919.96

about

Discount: \$0.00

testimonials

Shipping: \$0.00

specials

Tariff Mitigation 8.9%: \$81.88

Tax: \$0.00

Total: \$1,001.84

Questions? Call 800-678-1612

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

January 17, 2020 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of The Oaks at Shady Creek Community Development District was held on **Friday, January 17, 2020 at 10:00 a.m.** at the Offices of Lennar Homes, located at 4600 W. Cypress Street, Suite 200, Tampa, Florida 33607.

1. CALL TO ORDER/ROLL CALL

Nicole Hicks called the Regular Meeting of The Oaks at Shady Creek Community Development District to order on **Friday, January 17, 2020 at 10:04 a.m.**

Board Members Present and Constituting a Quorum at the onset of the meeting:

Danny Schoonover	Chair	
Gill Hammond	Vice Chair	
Kelly Evans	Supervisor	
Robin Lush	Supervisor	<i>appointed during the meeting</i>
Tim Wersinger	Supervisor	<i>appointed during the meeting</i>

Staff Members Present:

Nicole Hicks	District Manager, Meritus
Gene Roberts	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker
Kristen Schalter	District Counsel, Straley Robin Vericker

There were three audience members in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no audience comments on agenda items.

3. BUSINESS ITEMS

A. Acceptance of Board Resignations

Ms. Hicks went over Supervisor Beckert's Board resignation.

MOTION TO:	Accept Paulo Beckert's resignation from Seat 2.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

Ms. Hicks went over Supervisor Coffey's Board resignation.

MOTION TO:	Accept Laura Coffey's resignation from Seat 3.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Discussion on Resumes for Board of Supervisor Seats

The Board discussed the resumes for the open seats.

MOTION TO:	Appoint Tim Wersinger to Seat 3.
MADE BY:	Supervisor Hammond
SECONDED BY:	Supervisor Schoonover
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

The Board continued to discuss the resumes for the open seats.

MOTION TO:	Appoint Robin Lush to Seat 2.
MADE BY:	Supervisor Hammond
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

Supervisor Lush and Supervisor Wersinger recited the Oath of Office. The new supervisors were asked if they would like to receive compensation, and both Supervisor Lush and Supervisor Wersinger answered yes. Mr. Vericker went through some of the guidelines and Sunshine Laws.

C. Appointment of Officers

D. Consideration of Resolution 2020-01; Re-Designating Officers

The Board discussed the officer positions and reviewed the resolution.

MOTION TO:	Approve Resolution 2020-01 with Supervisor Schoonover as Chair and Supervisor Hammond as Vice Chair.
MADE BY:	Supervisor Wersinger
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

E. General Matters of the District

4. CONSENT AGENDA

A. Consideration of Board of Supervisors Meeting Minutes September 20, 2019

The Board reviewed the meeting minutes.

MOTION TO:	Approve the September 20, 2019 minutes.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Schoonover
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

B. Consideration of Operations and Maintenance Expenditures September 2019

The Board reviewed the September 2019 O&Ms.

MOTION TO:	Approve the September 2019 O&Ms.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

C. Consideration of Operations and Maintenance Expenditures October 2019

The Board reviewed the October 2019 O&Ms.

MOTION TO:	Approve the October 2019 O&Ms.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion Passed Unanimously

D. Consideration of Operations and Maintenance Expenditures November 2019

The Board reviewed the November 2019 O&Ms.

MOTION TO:	Approve the November 2019 O&Ms.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion Passed Unanimously

E. Consideration of Operations and Maintenance Expenditures December 2019

The Board reviewed the December 2019 O&Ms.

MOTION TO:	Approve the December 2019 O&Ms.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion Passed Unanimously

F. Review of Financial Statements Month Ending December 31, 2019

The financials were reviewed and accepted.

5. STAFF REPORTS

A. District Counsel

Mr. Vericker asked about the next board meeting. The Board agreed it would be best to hold the next meeting at Lennar. Mr. Vericker gave a brief overview of how the community was established.

B. District Engineer

C. District Manager

i. Aquatics Report

ii. Community Inspection Report

Ms. Hicks went over the management reports with the Board. The Board discussed the current landscaping vendor. Supervisor Hammond said there is a 7.5 percent increase to the current contract, and the HOA is looking to change vendors. The Board discussed changing vendors on the CDD side. Supervisor Evans said they should first give a notice to cure.

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

The Board discussed the hog trapper. Mr. Roberts said if the trapper does not catch any additional hogs, he will have the trapper remove everything at the end of the month.

Supervisor Hammond requested the cost to install two additional dog waste stations.

7. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Schoonover
SECONDED BY:	Supervisor Hammond
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in a 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

Printed Name

Title:

☐ **Chair**

☐ **Vice Chair**

Signature

Printed Name

Title:

☐ **Secretary**

☐ **Assistant Secretary**

Recorded by Records Administrator

Signature

Date

Official District Seal

Oaks at Shady Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	9476	\$ 2,816.70		Management Services - January
Monthly Contract Sub-Total		\$ 2,816.70		

Variable Contract				
Variable Contract Sub-Total		\$ 0.00		

Utilities				
BOCC	7015729919 012220	\$ 161.70		Water Service - thru 01/15/2020
Tampa Electric	211005987436 012220	19.83		Electric Service - thru 02/12/2020
Tampa Electric	211005987634 012220	3,268.61	\$ 3,288.44	Electric Service thru 01/22/20
Utilities Sub-Total		\$ 3,450.14		

Regular Services				
Gill Hammond	GH011720	\$ 200.00		Supervisors Fee - 01/17/2020
Robin Lush	RL011720	200.00		Supervisor Fee - 01/17/2020
Timothy Wersinger	TW011720	200.00		Supervisor Fee - 01/17/2020
Regular Services Sub-Total		\$ 600.00		

Additional Services				
Joe Pullaro III, LLC.	1678	\$ 900.00		Trap in Neighborhood - Ferrel Wild Hogs 12/27/2019
Landcare Landscaping, Inc.	1263581	4,721.00		Grounds Maintenance - January
Landcare Landscaping, Inc.	1263627	230.95	\$ 4,951.95	Irrigation Services 12/24/19
Solitude	PI A00344087	298.00		Lake & Pond Management Services thru January
Straley Robin Vericker	17928	212.50		Professional Services thru 01/15/20
Additional Services Sub-Total		\$ 6,362.45		

Oaks at Shady Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
TOTAL:		\$ 13,229.29		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE

Invoice Number: 9476
Invoice Date: Jan 1, 2020
Page: 1

Oaks at Shady Creek CDD
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

1/1/20

Subtotal	2,816.70
Sales Tax	
Total Invoice Amount	2,816.70
Payment/Credit Applied	
TOTAL	2,816.70



Hillsborough
County Florida

CUSTOMER NAME	ACCOUNT NUMBER	BILL DATE	DUE DATE
THE OAKS AT SHADY CREEK CDD	7015729919	01/22/2020	02/12/2020

Service Address: 14099 TROPICAL KINGBIRD WAY

S-Page 1 of 1

METER NUMBER	PREVIOUS DATE	PREVIOUS READ	PRESENT DATE	PRESENT READ	CONSUMPTION (IN GALLONS)	READ TYPE	METER DESCRIPTION
53984411	12/12/2019	5266	01/15/2020	5529	26300	ACTUAL	WATER

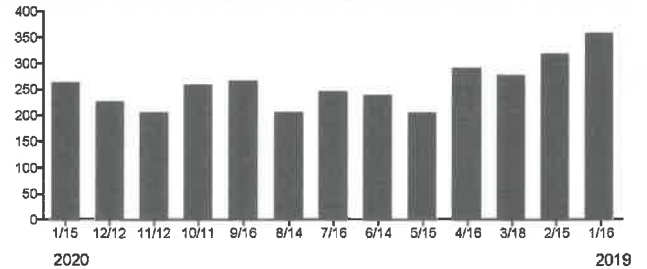
Service Address Charges

Customer Bill Charge	\$4.41
Purchase Water Pass-Thru	\$77.06
Water Base Charge	\$60.50
Water Usage Charge	\$19.73
Total Service Address Charges	\$161.70

Summary of Account Charges

Previous Balance	\$148.08
Net Payments - Thank You	(\$148.08)
Total Account Charges	\$161.70
AMOUNT DUE	\$161.70

Consumption History x 100 Gallons



Hillsborough
County Florida

Make checks payable to: BOCC

ACCOUNT NUMBER: 7015729919

ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526
Internet Payments: HCFLGov.net/WaterBill
Additional Information: HCFLGov.net/Water



THANK YOU!



THE OAKS AT SHADY CREEK CDD
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008

Received
3,336
JAN 27 2020

DUE DATE	02/12/2020
AMOUNT DUE	\$161.70
AMOUNT PAID	

0070157299192

50
00000161703

Statement Date: 01/22/2020

Account: 211005987436

OAKS AT SHADY CREEK COMM
10508 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579-0000

Current month's charges:	\$21.06
Total amount due:	\$19.83
Payment Due By:	02/12/2020

Your Account Summary

Previous Amount Due	\$21.42
Payment(s) Received Since Last Statement	-\$21.42
Miscellaneous Credits	-\$1.23
Credit balance after payments and credits	-\$1.23
Current Month's Charges	\$21.06
Total Amount Due	\$19.83

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to make the switch.



Amount not paid by due date may be assessed a late payment charge and an additional deposit.

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advanced surge protection and back-up power.

Receive **free installation** now through March 31, 2020.

Visit tampaelectric.com/zapcap or call 877 SURGE 22 to learn more and sign up.



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211005987436

Current month's charges:	\$21.06
Total amount due:	\$19.83
Payment Due By:	02/12/2020

Amount Enclosed \$

662494350795



OAKS AT SHADY CREEK COMM
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Account: 211005987436
Statement Date: 01/22/2020
Current month's charges due 02/12/2020

Details of Charges – Service from 12/18/2019 to 01/17/2020

Service for: 10508 PURPLE MARTIN BLVD, RIVERVIEW, FL 33579-0000

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
K66265	01/17/2020	1,518		1,488		30 kWh	1	31 Days

Basic Service Charge		\$18.06
Energy Charge	30 kWh @ \$0.06010/kWh	\$1.80
Fuel Charge	30 kWh @ \$0.03016/kWh	\$0.90
Final Tax Savings Credit		-\$0.23
Florida Gross Receipt Tax		\$0.53
Electric Service Cost		\$21.06
Total Current Month's Charges		\$21.06

Tampa Electric Usage History

Kilowatt-Hours Per Day
(Average)



Miscellaneous Credits

Interest for Cash Security Deposit - Electric	-\$1.23
Total Current Month's Credits	-\$1.23

Important Messages

Annual Deposit Interest Credit

This billing statement reflects your annual credit of deposit interest. Thank you for being a valued customer. We appreciate the opportunity to serve you.

You have a credit on this month's bill.

Look for the "Final Tax Saving Credit" line item on this bill. A recent federal tax law change enabled Tampa Electric to use savings to cover the costs of restoring power after Hurricane Irma and several other storms. The credit is from savings that remained after storm costs were paid. We are pleased to pass these savings onto our customers.



Annual deposit interest

If you have had a cash deposit with us for more than six months, you'll notice an interest credit on this bill. As long as we hold your deposit, we will continue to pay interest annually.



ACCOUNT INVOICE

tampaelectric.com



OAKS AT SHADY CREEK COMM
301 US HIGHWAY 301 S
TAMPA, FL 33619

Statement Date: 01/22/2020
Account: 211005987634

Current month's charges:	\$3,471.48
Total amount due:	\$3,268.61
Payment Due By:	02/12/2020

Your Account Summary

Previous Amount Due	\$3,486.23
Payment(s) Received Since Last Statement	-\$3,486.23
Miscellaneous Credits	-\$202.87
Credit balance after payments and credits	-\$202.87
Current Month's Charges	\$3,471.48
Total Amount Due	\$3,268.61

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you make.

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to make the switch.

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Help protect your new electronics with Zap Cap Systems® Premium Service –
advanced surge protection and back-up power.

Receive free installation now through March 31, 2020.

Visit tampaelectric.com/zapcap or call 877 SURGE 22 to learn more and sign up.



A TAMPA ELECTRIC PROGRAM

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211005987634

Current month's charges:	\$3,471.48
Total amount due:	\$3,268.61
Payment Due By:	02/12/2020

Amount Enclosed \$

662494350796

00002188 02 AV 0.38 33607 FTECO101232000105210 00000 02 01000000 003 02 8734 004



OAKS AT SHADY CREEK COMM
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607-6008



MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Received

JAN 27 2020

6624943507962110059876340000003268612

Account: 211005987634
Statement Date: 01/22/2020
Current month's charges due 02/12/2020

Details of Charges – Service from 12/14/2019 to 01/16/2020

Service for: 301 US HIGHWAY 301 S, TAMPA, FL 33619

Rate Schedule: Lighting Service

Lighting Service Items LS-1 (Bright Choices) for 34 days

Lighting Energy Charge	3546 kWh @ \$0.02871/kWh	\$101.81
Fixture & Maintenance Charge	84 Fixtures	\$1163.61
Lighting Pole / Wire	84 Poles	\$2100.84
Final Tax Savings Credit		-\$6.10
Lighting Fuel Charge	3546 kWh @ \$0.02989/kWh	\$105.99
Florida Gross Receipt Tax		\$5.33
Lighting Charges		\$3,471.48

Total Current Month's Charges

\$3,471.48

Miscellaneous Credits

Interest for Cash Security Deposit - Electric - \$202.87

Total Current Month's Credits

-\$202.87

Important Messages

Annual Deposit Interest Credit

This billing statement reflects your annual credit of deposit interest. Thank you for being a valued customer. We appreciate the opportunity to serve you.

You have a credit on this month's bill.

Look for the "Final Tax Saving Credit" line item on this bill. A recent federal tax law change enabled Tampa Electric to use savings to cover the costs of restoring power after Hurricane Irma and several other storms. The credit is from savings that remained after storm costs were paid. We are pleased to pass these savings onto our customers.

Annual deposit interest

If you have had a cash deposit with us for more than six months, you'll notice an interest credit on this bill. As long as we hold your deposit, we will continue to pay interest annually.



The Oaks at Shady Creek CDD

MEETING DATE: January 17, 2020

DMS Staff Signature Nicole Hicks

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Kelly Evans		Salary Waived	\$0.00
Laura Coffey		Salary Waived	\$0.00
Paulo Beckert		Salary Waived	\$0.00
Danny (Dan) Schoonover	✓	Salary Accepted	\$200.00
Gill Hammond	✓	Salary Accepted	\$200.00

Timothy Wersinger ✓

200

Robin Lush ✓

200

GH 011720

The Oaks at Shady Creek CDD

MEETING DATE: January 17, 2020

DMS Staff Signature Wade HICK

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Kelly Evans		Salary Waived	\$0.00
Laura Coffey		Salary Waived	\$0.00
Paulo Beckert		Salary Waived	\$0.00
Danny (Dan) Schoonover	✓	Salary Accepted	\$200.00
Gill Hammond	✓	Salary Accepted	\$200.00

Timothy Wersinger ✓

200

Robin Lush ✓

200

RL011720

The Oaks at Shady Creek CDD

MEETING DATE: January 17, 2020

DMS Staff Signature Nicole Thacker

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Kelly Evans		Salary Waived	\$0.00
Laura Coffey		Salary Waived	\$0.00
Paulo Beckert		Salary Waived	\$0.00
Danny (Dan) Schoonover	✓	Salary Accepted	\$200.00
Gill Hammond	✓	Salary Accepted	\$200.00

~~Timothy Wersinger~~ ✓

200

Robin Lusk ✓

200

TW 01/17/20

Joe Pullaro III, LLC.
Contracting & Construction Services
813.299.6591 - joepullaroiiii@gmail.com



Job Estimate

Invoice 1678
Prepared for Shady Oaks
12/27/2019

Job Description

Trap in Neighborhood (permission letter received) Ferrel Wild Hogs

Cost: \$900

WA 53900
4605

Payment Terms - full payment due when invoice is received.

**Invoice #**

Date _____

Rep

**OAKS AT SHADY CREEK CDD
C/O MERITUS CORP.
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607**

59



LANDCARE LANDSCAPING, INC.
6767 S. LOIS AVENUE
TAMPA, FL 33616
813.676.6000 OFFICE
813.837.1426 FAX

Invoice

Invoice #

1263627

Date

1/6/2020

Rep

Bill To

OAKS AT SHADY CREEK CDD
C/O MERITUS CORP.
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607

P.O. Number	Project	Terms
	LANDSCAPE AND EXTRAS	
Quantity	Description	Amount
	<p>RE: OAKS AT SHADY CREEK CDD</p> <p>Dear Client,</p> <p>Attached you will find a detailed irrigation service report for work done on your property on 12/24/19. The materials and labor on this invoice are broken down on the attached service report.</p> <p>LandCare appreciates your business.</p> <p>Received JAN 07 2020 WJH 53910 4611</p>	230.95
<p>Should it become necessary for either party incident to this contract to institute legal actions for enforcement of any provisions of this contract, the prevailing party shall be entitled to all court costs and attorney's fees incident to such legal actions.</p>		<p>Total \$230.95</p>
<p>A 1.5% LATE FEE WILL BE APPLIED AFTER 30 DAYS OF NON PAYMENT.</p>		



IRRIGATION SERVICE REPORT
Landcare Landscaping, Inc.
6767 S. Lois Ave. - Tampa, FL 33616
813.676.6000 - Landcare1.com

Client
OAKS AT SHADY CREEK CDD
Location
13956 US 301 NORTH RIVERVIEW, FL

☒ **PM/Repair**
☐ **Contract N/C**
☐ **Service Call**
 Technician 1
 Torres

Date
 12/24/2019
 No.
 02475
 Technician 2
 N/A

Summary of Work Performed

PM complete - wet checked all zones and made repairs as necessary.

Clock Location or #

1

Comments

PO

PM Contract Work

Adjustment By Zone	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Zone operates OK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clogged head fixed															
Pattern adjusted															
Head straightened															
DNA															

PM Contract Work (2)

Zone	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Zone operates OK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clogged head fixed															
Pattern adjusted															
Head straightened															
DNA															

Zone (3)

Zone	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Zone operates OK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Clogged head fixed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Pattern adjusted															
Head straightened															
DNA															

Zone (4)

Zone	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
Zone operates OK															
Clogged head fixed															
Pattern adjusted															
Head straightened															
DNA															

Repair Work

Repairs Completed - Zone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
REPAIRS COMPLETED:															
4" pop-up replaced															
6" pop-up replaced															
12" pop-up replaced															
Rotor replaced															
Rotor re-nozzled															
Shrub head raised															
Turf head raised															
Head relocated															
Nozzle replaced															
Solenoid replaced															
Valve replaced															
Zone line repaired															
Main line repaired															
Clock replaced															
Other															

Materials Used

Description	Qty	Unit Cost	Extended
Drip Fittings -17mm	4	\$1.15	\$4.60
Drip Pipe-12" spacing	2	\$1.05	\$2.10

Labor

Type	Hours	Rate	Labor Total
Technician 1	4.00	\$55.00	\$220.00





IRRIGATION SERVICE REPORT
Landcare Landscaping, Inc.
6767 S. Lois Ave. - Tampa, FL 33616
813.676.6000 - Landcare1.com

Client
OAKS AT SHADY CREEK CDD
Location
13956 US 301 NORTH RIVERVIEW, FL

☒ **PM/Repair**
☐ **Contract N/C**
☐ **Service Call**
Technician 1
Torres

Date
12/24/2019
No.
02475
Technician 2
N/A

Photo Log

Description	Photo	Notes
Zone 36		
665r		



IRRIGATION SERVICE REPORT
Landcare Landscaping, Inc.
6767 S. Lois Ave. - Tampa, FL 33616
813.676.6000 - Landcare1.com

Client
OAKS AT SHADY CREEK CDD
Location
13956 US 301 NORTH RIVERVIEW, FL

☒ **PM/Repair**
☐ **Contract N/C**
☐ **Service Call**
Technician 1
Torres

Date
12/24/2019
No.
02475
Technician 2
N/A

Description	Photo	Notes
Zone 34		
876		

Summary

Total Materials
\$6.70

Total Labor
\$220.00

Environmental Handling Fee
\$4.25

Total Cost
\$230.95

**INVOICE**

Voice: (888) 480-5253 Fax: (888) 358-0088


Invoice Number: PI-A00344087

Invoice Date: 01/01/20

PROPERTY: Oaks @ Shady
Crk Cdd**SOLD TO:** Oaks @ Shady Crk Cdd
C/O Meritus
2005 Pan AM Circle Suite 300
Tampa, FL 33607

CUSTOMER ID	CUSTOMER PO	Payment Terms	
8184		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Josh F. McGarry			01/31/20

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR49021 01/01/20 - 01/31/20 Lake & Pond Management Services		298.00	298.00

 153910
4307

PLEASE REMIT PAYMENT TO:1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	298.00
Sales Tax	0.00
Total Invoice	298.00
Payment Received	0.00
TOTAL	298.00

Straley Robin Vericker

1510 W. Cleveland Street
Tampa, FL 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

The Oaks at Shady Creek CDD
c/o Meritus Districts
2005 PAN AM CIRCLE, SUITE 300
Tampa, FL 33607

January 22, 2020
Client: 001450
Matter: 000001
Invoice #: 17928

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2020

SERVICES

Date	Person	Description of Services	Hours	
12/26/2019	LB	PREPARE DRAFT QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED DECEMBER 31, 2019 RE SERIES 2015 BONDS.	0.2	
1/4/2020	JMV	PREPARE QUARTERLY DISTRICT COUNSEL BOND DISCLOSURE REPORT.	0.3	
1/7/2020	LB	FINALIZE QUARTERLY REPORT FOR PERIOD ENDED DECEMBER 31, 2019; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2	
1/10/2020	JMV	REVIEW COMMUNICATION FROM B. CRUTCHFIELD; REVIEW LEGAL NOTICE.	0.2	
Total Professional Services			0.9	\$212.50

PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.5	\$152.50
LB	Lynn Butler	0.4	\$60.00

January 22, 2020
Client: 001450
Matter: 000001
Invoice #: 17928

Page: 2

Total Services	\$212.50	
Total Disbursements	\$0.00	
Total Current Charges		\$212.50

PAY THIS AMOUNT	\$212.50
------------------------	-----------------

Please Include Invoice Number on all Correspondence

The Oaks at Shady Creek Community Development District

Financial Statements
(Unaudited)

Period Ending
January 31, 2020



Meritus Districts
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

The Oaks at Shady Creek CDD

Balance Sheet

As of 1/31/2020

		General Fund	Debt Service - Series 2015	Capital Project - Series 2015	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets							
10101	Cash-Operating Account	312,878.93	0.00	0.00	0.00	0.00	312,878.93
10123	Cash - Revenue - Series 2015 #7000	0.00	451,490.73	0.00	0.00	0.00	451,490.73
10124	Cash - Reserve - Series 2015 #7004	0.00	110,134.24	0.00	0.00	0.00	110,134.24
10125	Cash - Interest - Series 2015 #7002	0.00	54.24	0.00	0.00	0.00	54.24
10127	Cash - Principal - Series 2015 #7001	0.00	0.00	0.00	0.00	0.00	0.00
10128	Cash - Sinking Fund - Series 2015 #7005	0.00	12.49	0.00	0.00	0.00	12.49
10129	Cash - Acq/Construction Gen Fund - Series 2015 #7010	0.00	0.80	495.70	0.00	0.00	496.50
11501	Accounts Receivable - Other	0.00	0.00	0.00	0.00	0.00	0.00
12101	Due From Developer	0.00	0.00	0.00	0.00	0.00	0.00
12114	Assessments Receivable - Tax Roll	0.00	0.00	0.00	0.00	0.00	0.00
13101	Due From General Fund	0.00	0.00	0.00	0.00	0.00	0.00
15500	Prepaid Expense	0.00	0.00	0.00	0.00	0.00	0.00
15501	Prepaid General Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00
15502	Prepaid Public Officials Insurance	0.00	0.00	0.00	0.00	0.00	0.00
15503	Prepaid Trustee Fees	2,083.31	0.00	0.00	0.00	0.00	2,083.31
15504	Prepaid Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
15601	Deposits	6,865.00	0.00	0.00	0.00	0.00	6,865.00
16990	Construction Work In Progress	0.00	0.00	0.00	5,823,190.64	0.00	5,823,190.64
18000	Amount Available-Debt Service	0.00	0.00	0.00	0.00	415,384.24	415,384.24
18100	Amount To Be Provided-Debt Service	0.00	0.00	0.00	0.00	5,836,627.76	5,836,627.76
	Other	0.00	0.00	0.00	0.00	0.00	0.00
	Total Assets	321,827.24	561,692.50	495.70	5,823,190.64	6,252,012.00	12,959,218.08
Liabilities							
20200	Accounts Payable	3,662.64	0.00	0.00	0.00	0.00	3,662.64
20702	Due To Debt Service Fund	0.00	0.00	0.00	0.00	0.00	0.00
21800	Accrued Expenses Payable	0.00	0.00	0.00	0.00	0.00	0.00
22005	Due to Developer	0.00	0.00	0.00	0.00	0.00	0.00
23295	Revenue Bond Payable - Series 2015	0.00	0.00	0.00	0.00	6,252,012.00	6,252,012.00
	Other	0.00	0.00	0.00	0.00	0.00	0.00

The Oaks at Shady Creek CDD

Balance Sheet

As of 1/31/2020

	General Fund	Debt Service - Series 2015	Capital Project - Series 2015	General Fixed Assets Account Group	General Long-Term Debt	Total
Total Liabilities	<u>3,662.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,252,012.00</u>	<u>6,255,674.64</u>
Fund Equity & Other Credits						
24700 Fund Balance-All Other Reserves	0.00	415,384.24	493.73	0.00	0.00	415,877.97
27100 Fund Balance-Unreserved	133,520.01	0.00	0.00	0.00	0.00	133,520.01
27200 Retained Earnings-Unreserved	0.00	0.00	0.00	0.00	0.00	0.00
28000 Investment In General Fixed Assets	0.00	0.00	0.00	5,823,190.64	0.00	5,823,190.64
Other	<u>184,644.59</u>	<u>146,308.26</u>	<u>1.97</u>	<u>0.00</u>	<u>0.00</u>	<u>330,954.82</u>
Total Fund Equity & Other Credits	<u>318,164.60</u>	<u>561,692.50</u>	<u>495.70</u>	<u>5,823,190.64</u>	<u>0.00</u>	<u>6,703,543.44</u>
Total Liabilities & Fund Equity	<u>321,827.24</u>	<u>561,692.50</u>	<u>495.70</u>	<u>5,823,190.64</u>	<u>6,252,012.00</u>	<u>12,959,218.08</u>

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

001 - General Fund
From 10/1/2019 Through 1/31/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance Assmts-Tax Roll	247,725	246,011	(1,714)	(1)%
Interest Earnings				
Interest Earnings	0	21	21	0 %
Total Revenues	247,725	246,032	(1,693)	(1)%
Expenditures				
Legislative				
Supervisor Fees	9,600	800	8,800	92 %
Financial & Administrative				
District Manager	33,750	11,250	22,500	67 %
District Engineer	5,000	0	5,000	100 %
Disclosure Report	4,200	0	4,200	100 %
Trustees Fees	5,000	417	4,583	92 %
Auditing Services	6,875	500	6,375	93 %
Postage, Phone, Faxes, Copies	3,500	18	3,482	99 %
Public Officials Insurance	2,200	2,050	150	7 %
Legal Advertising	2,500	341	2,159	86 %
Bank Fees	250	0	250	100 %
Dues, Licenses & Fees	200	175	25	13 %
Miscellaneous Fees	100	0	100	100 %
Office Supplies	250	0	250	100 %
Website Administration	4,000	1,990	2,010	50 %
Legal Counsel				
District Counsel	5,000	850	4,150	84 %
Electric Utility Services				
Electric Utility Services	77,300	14,518	62,782	81 %
Water-Sewer Combination Services				
Water Utility Services	6,000	448	5,552	93 %
Other Physical Environment				
Waterway Management Program	4,625	1,192	3,433	74 %
Property & Casualty Insurance	5,000	4,465	535	11 %
Entry & Walls Maintenance	0	1,450	(1,450)	0 %
Landscape Maintenance - Contract	55,000	19,699	35,301	64 %
Landscape Maintenance - Other	9,375	943	8,432	90 %
Plant Replacement Program	3,500	0	3,500	100 %
Irrigation Maintenance	4,500	281	4,219	94 %
Total Expenditures	247,725	61,387	186,338	75 %
Excess Revenues Over (Under) Expenses	0	184,645	184,645	0 %
Fund Balance, Beginning of Period				
Fund Balance-Unreserved	0	133,520	133,520	0 %
Total Fund Balance, Beginning of Period	0	133,520	133,520	0 %

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2019 Through 1/31/2020

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>318,165</u></u>	<u><u>318,165</u></u>	<u><u>0 %</u></u>

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

203 - Debt Service - Series 2015
From 10/1/2019 Through 1/31/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assmts - Tax Roll	419,981	416,843	(3,138)	(1)%
Interest Earnings				
Interest Earnings	0	1,643	1,643	0 %
Total Revenues	419,981	418,486	(1,495)	(0)%
Expenditures				
Debt Service Payments				
Interest-Series 2015	289,982	147,178	142,804	49 %
Principal-Series 2015	130,000	125,000	5,000	4 %
Total Expenditures	419,982	272,178	147,804	35 %
Excess Revenues Over (Under) Expenses	(1)	146,308	146,309	(14,630,926)%
Fund Balance, Beginning of Period				
Fund Balance-All Other Reserves	0	415,384	415,384	0 %
Total Fund Balance, Beginning of Period	0	415,384	415,384	0 %
Fund Balance, End of Period	(1)	561,693	561,694	(56,169,350)%

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

303 - Capital Project - Series 2015
From 10/1/2019 Through 1/31/2020
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	2	2	0 %
Total Revenues	0	2	2	0 %
Excess Revenues Over (Under)	0	2	2	0 %
Expenses				
Fund Balance, Beginning of Period				
Fund Balance-All Other Reserves	0	494	494	0 %
Total Fund Balance, Beginning of Period	0	494	494	0 %
Fund Balance, End of Period	0	496	496	0 %

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 01/31/2020
Reconciliation Date: 1/31/2020
Status: Locked

Bank Balance	313,078.93
Less Outstanding Checks/Vouchers	200.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	312,878.93
Balance Per Books	<u>312,878.93</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 01/31/2020
Reconciliation Date: 1/31/2020
Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1556	1/23/2020	System Generated Check/Voucher	200.00	Timothy Wersinger
Outstanding Checks/Vouchers			200.00	

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 01/31/2020

Reconciliation Date: 1/31/2020

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1535	12/6/2019	Series 2015 FY20 Tax Dist ID 449	365,735.77	The Oaks at Shady Creek CDD
1537	12/12/2019	Series 2015 FY20 Tax Dist ID 451	28,223.98	The Oaks at Shady Creek CDD
1541	12/24/2019	System Generated Check/Voucher	485.25	Straley Robin Vericker
1543	1/2/2020	System Generated Check/Voucher	5,635.50	Meritus Districts
1544	1/2/2020	System Generated Check/Voucher	43.12	POOP 911
1545	1/2/2020	System Generated Check/Voucher	298.00	Solitude Lake Management, LLC
1546	1/2/2020	System Generated Check/Voucher	1,450.00	Spearem Enterprises, LLC
1547	1/8/2020	Series 2015 FY20 Tax Dist ID 454	9,481.50	The Oaks at Shady Creek CDD
1548	1/16/2020	System Generated Check/Voucher	900.00	Joe Pullaro III, LLC
1549	1/16/2020	System Generated Check/Voucher	4,721.00	Landcare Landscaping, Inc.
1550	1/21/2020	Series 2015 FY20 Tax Dist ID Int	83.81	The Oaks at Shady Creek CDD
1551	1/23/2020	System Generated Check/Voucher	200.00	Danny E. Schoonover
1552	1/23/2020	System Generated Check/Voucher	200.00	Gill W. Hammond
1553	1/23/2020	System Generated Check/Voucher	230.95	Landcare Landscaping, Inc.
1554	1/23/2020	System Generated Check/Voucher	200.00	Robin M. Lush
1555	1/23/2020	System Generated Check/Voucher	298.00	Solitude Lake Management, LLC
Cleared Checks/Vouchers			418,186.88	

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 01/31/2020

Reconciliation Date: 1/31/2020

Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CR184	1/7/2020	Tax Distribution - 01.07.20	15,077.26
	CR186	1/21/2020	Tax Distribution - 01.21.20	133.28
	CR191	1/31/2020	January Interest Income	<u>6.57</u>
Cleared Deposits				<u><u>15,217.11</u></u>

SOLITUDE

LAKE MANAGEMENT



Oaks at Shady Creek CDD Waterway Inspection Report

Reason for Inspection: Scheduled-recurring

Inspection Date: 1/14/2020

Prepared for:

Mr. Brian Howell, District Manager
c/o Meritus
5680 West Cypress Street, #A
Tampa, Florida 33607

Prepared by:

Peter Simoes, Account Representative/Biologist

Sun City Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

TABLE OF CONTENTS

Pg

SITE ASSESSMENTS

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PONDS 4 4

MANAGEMENT/COMMENTS SUMMARY 5

SITE MAP 6

Site: 1

Comments:

Treatment in progress

Submersed Bladderwort and Slender Spikerush have been reduced following recent treatments. Follow-up treatment to be performed.

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation



January, 2020



January, 2020

Site: 2

Comments:

Site looks good

Unusual sediment buildup noted in front of southern inflow (right). Inspection and possible remediation advised.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



January, 2020



January, 2020

Site: 3

Comments:

Site looks good

Minor submersed Slender Spikerush and Pennywort were present. Hob damage noted along pond banks.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



January, 2020



January, 2020

Site: 4N

Comments:

Normal growth observed

Minor band of algae (roughly 0.5 ft.) noted along perimeter.
Desirable Gulf Spikerush noted to be in good condition.

Action Required:

Routine maintenance next visit

Target:

Surface algae



January, 2020



January, 2020

Site: 4S

Comments:

Normal growth observed

Minimal algae and Slender Spikerush.

Action Required:

Routine maintenance next visit

Target:

Surface algae



January, 2020



January, 2020

Management Summary

The waterway inspection for Oaks at Shady Creek CDD was completed on January 14th, 2020 for all ponds.

Pond #1: Submersed Bladderwort and Slender Spikerush have been reduced following recent treatments. Follow-up treatment to be performed for remaining vegetation. A Lake Assessment may be recommended in the spring should issues persist despite routine applications.

Pond #2: Unusual sediment buildup noted in front of southern inflow (right). Inspection and possible remediation advised. Pond observed to be in good condition with minimal invasive growth.

Pond #3: Minor submersed Slender Spikerush and Pennywort were present. Hog damage noted along pond banks. Remediation is advised.

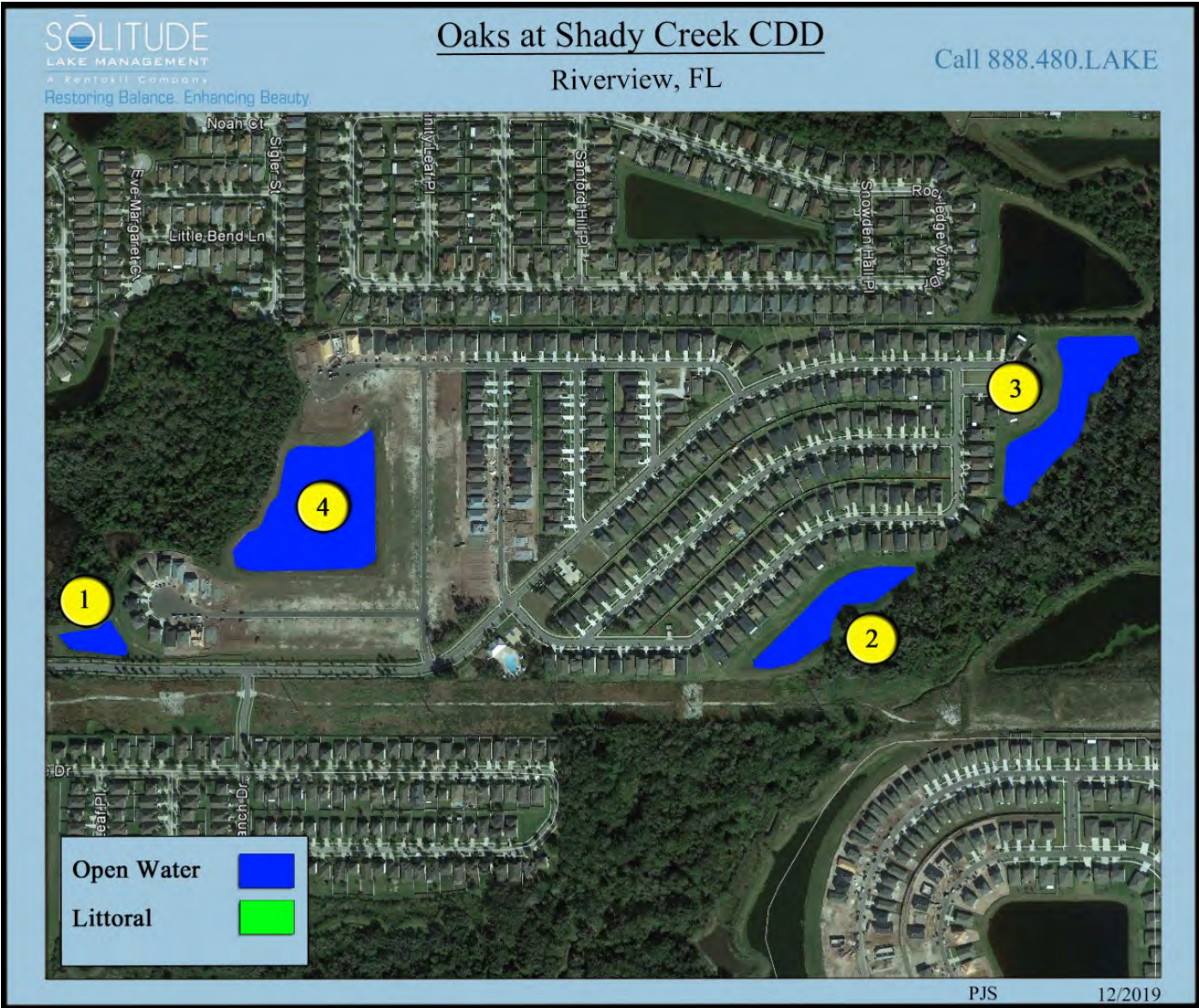
Pond #4 North: Minor band of algae (roughly 0.5 ft.) noted along perimeter. Desirable Gulf Spikerush observed to be in good condition despite several weeds of cooler weather.

Pond #4 South: Minimal algae and Slender Spikerush to be treated during routine visits. Algae is expected to clear within 10-14 days following treatment.

NOTE: Substantial Hog damage was observed along the perimeter of Ponds #2 and #3. Remediation is advised.

THANK YOU FOR CHOOSING SOLitude!

Site	Comments	Target	Action Required
1	Treatment in progress	Submersed vegetation	Routine maintenance next visit
2	Site looks good	Shoreline weeds	Routine maintenance next visit
3	Site looks good	Shoreline weeds	Routine maintenance next visit
4N			
4S			





District Management Services, LLC

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

Site: The Oaks at Shady Creek

Date: Thursday, February 13, 2020

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
LANDSCAPE MAINTENANCE				
TURF	5	3	-2	Dead areas are being re-sodded
TURF FERTILITY	10	10	0	Was recently fertilized
TURF EDGING	5	5	0	Good
WEED CONTROL - TURF AREAS	5	3	-2	Broad leaf weeds
TURF INSECT/DISEASE CONTROL	10	10	0	None observed
PLANT FERTILITY	5	5	0	Recently fertilized
WEED CONTROL - BED AREAS	5	4	-1	Some detailing needed
PLANT INSECT/DISEASE CONTROL	5	4	-1	Palm trees/Fire ants
PRUNING	10	10	0	Better
CLEANLINESS	5	4	-1	Trash along Purple Martin
MULCHING	5	3	-2	Needs freshening
WATER/IRRIGATION MGMT	8	8	0	OK
CARRYOVERS	5	4	-1	Dead turf

SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	4	-3	Poor/ need to be changed out.
INSECT/DISEASE CONTROL	7	7	0	
DEADHEADING/PRUNING	3	3	0	Need deadheading

SCORE

100	87	-13	87%
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Contractor Signature: _____

Manager's Signature: GR

Supervisor's Signature: _____



Meritus

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: The Oaks at Shady Creek

Date: 2/13/20

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
AQUATICS				
DEBRIS	25	20	-5	Pond banks are tore up from hogs.
INVASIVE MATERIAL (FLOATING)	20	20	0	Ponds look clean.
INVASIVE MATERIAL (SUBMERSED)	20	18	-2	Minor
FOUNTAINS/AERATORS	20	20	0	N/A
DESIRABLE PLANTS	15	15	0	Good

AMENITIES

CLUBHOUSE INTERIOR	4	4	0	
CLUBHOUSE EXTERIOR	3	3	0	
POOL WATER	10	10	0	
POOL TILES	10	10	0	
POOL LIGHTS	5	5	0	
POOL FURNITURE/EQUIPMENT	8	8	0	
FIRST AID/SAFETY ITEMS	10	10	0	
SIGNAGE (rules, pool, playground)	5	5	0	
PLAYGROUND EQUIPMENT	5	5	0	
RECREATIONAL FACILITIES	7	7	0	
RESTROOMS	6	6	0	
HARDSCAPE	10	10	0	
ACCESS & MONITORING SYSTEM	3	3	0	
IT/PHONE SYSTEM	3	3	0	
TRASH RECEPTACLES	3	3	0	
WATER FOUNTAINS	8	8	0	

MONUMENTS AND SIGNS

CLEAR VISIBILITY (Landscaping)	25	25	0	Good
PAINTING	25	25	0	Good
CLEANLINESS	25	25	0	Good
GENERAL CONDITION	25	25	0	Good



Meritus

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: The Oaks at Shady Creek

Date: 2/13/20

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
HIGH IMPACT LANDSCAPING				
ENTRANCE MONUMENT	40	35	-5	Snap Dragons need to be replaced
RECREATIONAL AREAS	30	28	-2	Weeds in the truf at the pocket park.
SUBDIVISION MONUMENTS	30	30	0	
HARDSCAPE ELEMENTS				
WALLS/FENCING	15	15	0	Good
SIDEWALKS	30	30	0	Good
SPECIALTY MONUMENTS	15	15	0	Good
STREETS	25	25	0	County
PARKING LOTS	15	15	0	N/A
LIGHTING ELEMENTS				
STREET LIGHTING	33	33	0	?
LANDSCAPE UP LIGHTING	22	22	0	
MONUMENT LIGHTING	30	30	0	
AMENITY CENTER LIGHTING	15	15	0	
GATES				
ACCESS CONTROL PAD	25	25	0	N/A
OPERATING SYSTEM	25	25	0	N/A
GATE MOTORS	25	25	0	N/A
GATES	25	25	0	Ok
SCORE	700	686	-14	98%

Manager's Signature: Gene Roberts

Supervisor's Signature: _____

The Oaks at Shady Creek February



The recent warm temperatures have damaged the Snap Dragons at the entrance.



Turf along Purple Martin needs to be treated for broadleaf weeds.



Fire ant mounds need to be treated.



Landcare has done a good job of trimming back the ferns.



The Coontie plants need to be treated for Sooty Mold.



Another Sylvestris Palm has died along Purple Martin.



Landcare is prepping for sod some areas that had died.



Herbicide needs to be sprayed on the clover in the dog park.



The ponds are looking good.



The hog damage to the pond banks need to be repaired.



