

Application Form

Profile

Melissa

First Name

Winter

Last Name

3551 JOHANNESBERG RD

Home Address

North Port

City

FL

State

34288

Postal Code

melissalynnwinter@gmail.com

Email Address

Home: (941) 786-4004

Primary Phone

Alternate Phone

Please list three references (name only)

Rose Wallace Mary Ellen McMahon Philip Ludos

All board appointees shall have resided within the City for a period of one year and residency must be maintained throughout the term of office. A nonresident may serve provided that the individual currently owns and has owned real property in the City of North Port for at least one year prior to appointment pursuant to City Code, Chapter 4, Article I, Section 4-3(b). Have you lived in North Port for 12 months or longer?

Yes No

Interests & Experiences

Which Boards would you like to apply for?

Planning & Zoning Advisory Board: Submitted

Are you currently serving on any other City Board/Committee? Citizens may serve only on one Advisory Board or Committee pursuant to City Code, Chapter 4, Article I, Section 4-3(h).

Yes No

Were you ever removed from a City Board/Committee due to lack of attendance?

Yes No

Do you have any relatives currently serving on a City Board/Committee or relatives that are currently serving on the same City Board/Committee for which you are applying? Relatives shall not serve on the same Advisory Board or Committee pursuant to City Code, Chapter 4, Article I, Section 4-3(i).

Yes No

Are you retired?

Yes No

Castle Management

Employer

Licensed Community
Association Manager

Occupation

[Melissa_Winter_Resume_LCAM.pdf](#)

Upload a Resume

Why do you desire to serve on the above Board/Committee? Please list any relative experience, if applicable.

I have a great desire to serve my community. I want to take an active role in making sure North Port continues to be a great place to live and work.

Question applies to Community Economic Development Advisory Board

Please indicate for which position you are applying. *

North Port Resident\,

Demographics

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Female

Acknowledgements

Please Agree with the Following Statement

I agree that if appointed, I will serve on the above board without compensation and at the pleasure of the City Commission.

I Agree

Melissa Winter

Please Agree with the Following Statement

I agree to abide by the Sunshine and Public Records Laws and attend all mandatory training sessions.

I Agree

Question applies to multiple boards

I understand that membership on this board requires an annual Statement of Financial Interest disclosure form to be filed on or before July 1st of each year.

Yes No

Please indicate if any information provided on this application is exempt under Florida Statutes Chapter 119.07.

none

MELISSA WINTER, LCAM

941-786-4004

melissalynnwinter@gmail.com

Professional, detail oriented, Senior Licensed Community Association Manager with progressive experience in community management and program administration. Extremely competent in budgeting, planning, and managing property management staff. I strive to lead by example, demonstrating a high degree of honesty, integrity, professionalism, and commitment to excellent service.

EXPERIENCE:

3-2019- Present Castle Group Sarasota, Florida

Senior Licensed Community Association Manager

Management and support of several large Homeowners Associations, including, but not limited to overseeing the daily operations of multiple communities, regular interaction with and support of Developer Board of Directors, staff, homeowners, and vendors. Provide 24/7 emergency response customer service, facilitate, and attend all Board Meetings including annual elections and budget meetings, handling of all financial obligations of the Association, legal obligations, staffing needs, budget preparation, notary services, property inspections, and overall community business management.

2/2018- 3/2019 Venetian Community Development District Venice, Florida

Director of Membership – Venetian River Club

Facilitate all Board of Director meetings, guide budget planning for operational and reserve accounts, as well as preventative maintenance and emergency plans, send out mailings and reminders for all upcoming Board Meetings, prepare and follow up on all work order requests, inspections and marketing strategies, process, and code all vendor invoices and billings for payment, manage budgets for various accounts. Prioritize daily work and coordinated vendors for renovations, oversight of outside contracts. Member registration, website management, owner billing, accounting, banking, payroll, human resources, managing new hire paperwork, and benefit eligibility, Process all requests for lessee privileges. Assist prospective owners/tenants in fulfilling application requirements. Conduct orientation program for new owners. Manage Receptionist, Maintenance person, and Pool Attendant.

2015- 3/2018 Property Management- SELF CONTRACT Sarasota, Florida

Manage high-end, multi- family properties, long term and vacation rentals, scheduling and oversight for all general contractor and vendor work performed, including housekeeping, grounds, maintenance, and renovations.

Prepare and followed up on all work order requests, guest issues, inspections, and preventative maintenance. Provide excellent customer service to owners, guests, and tenants. Screen potential tenants for occupancy. Maximize rental income while minimizing expenses through effective planning and control.

2016-2018 Maid to Clean & More/ Tropical Lawnscape Sarasota, Florida
Operations Manager

Responsible for managing daily activities, formulating policies and overall operations for housekeeping and landscape companies. All supervisory responsibilities, recruitment of employees, training employees, accounting for both companies, managing twenty plus employees including housekeepers, landscape techs, and mechanics. Oversaw and a fleet of 15 vehicles and equipment. All Human Resource duties, interviewing, hiring, terminating employees. Managed Workers Compensation claims and processes. All QuickBooks invoicing, payroll, accounts payable, accounts receivables. Handled all challenging customer complaints in a professional and timely manner. On call for all emergency and after hour needs. Property Management for high end clients.

2014-2016 The Mortgage Firm South Lakeland, Florida

Loan Partner/ Mortgage Processor

Maintain database of customers and referral partners. Cultivated productive relationships with clients, realtors, and title/escrow officers to increase profits and expand customer base. Manage daily internet lead traffic with initial contact and follow up. Perform specific tasks assigned by loan officer. Ensure files move through processing and closing in a timely manner.

Establish appointments with clients and meet with clients to complete necessary documents. Promptly respond to client's questions and concerns, follow up with clients-keeping them informed of the loan process. Accurately obtain & review applicant's credit history, systematically store and maintain client data and files. Properly prepare files for submission to processing. Daily illustration of excellent customer service skills with clients and applicants to ensure client retention.

2010-2014 Badcock Corporation Lakeland, Florida

Merchandising Specialist

Maintained numerous period and quarterly reports; distributed reports; records management. Provided superior phone support to retail stores, dealers, and other company departments by providing requested information or workable solutions to customer issues. Proofed All Advertisements and New Catalogs

Planned and implemented special merchandising projects as assigned. This included new and existing processes, workflows, policies, and procedures.

Assisted with Dealer Show duties as required.

Legal Assistant and Corporate Collection Specialist

Handled all problem and delinquent accounts

Worked with Attorney in processing legal actions

Reported to Credit Bureaus on updating account status

Working knowledge of Fair Debt Collection Act

Experience handling confidential documents within legal boundaries

2007-2010

Haywood Electrical Corporation

Columbia, South Carolina

Receptionist / Office Manager

Processed ADP Payroll, processed purchase orders, coded invoices, bookkeeping, dispatched employees to facilitate work requests, tax preparation, Customer relations and handled all HR paperwork on employees to include training and personnel files.

EDUCATION:

December 2018- Bob Hogue School of Real Estate -Community Association Manager Course

1991-1995 Cardinal Newman High School

Columbia, South Carolina

1995-1998 University of South Carolina
Business Administration

Columbia, South Carolina

LICENSES /CERTIFICATIONS:

Licensed Community Association Manager- State of Florida License #CAM51665

Notary Public, State of Florida



North Port, FL

Planning & Zoning Advisory Board

Board Roster



James Sawyer

1st Term Oct 09, 2018 - Oct 09, 2022

Position Chair



Carolann Palm-abramoff

1st Term Jan 11, 2022 - Jan 11, 2024

Position Member



Phillip A Ludos

1st Term Jan 11, 2022 - Jan 11, 2024

Position Member



Kenneth Maturo

1st Term Jun 08, 2021 - Jun 08, 2024

Position Member



Nita L Hester

1st Term Sep 08, 2020 - Sep 08, 2024

Position Vice Chair



Jose H. Irizarry

1st Term Feb 22, 2022 - Feb 22, 2026

Position Member



Vacancy

Position Member



North Port, FL


Planning & Zoning Advisory Board

Board Details

A quasi-judicial board.

Reviews and makes recommendations on land use actions and the City Comprehensive Plan.


Overview


 **Size** 9 Seats


 **Term Length** 4 Year

 **Term Limit** 2

Contact

 **Name** Susan Hale

 **Email** boardapplications@cityofnorthport.com

 **Phone** (941) 429-7061

Additional

Membership Requirements

The board shall consist of seven regular members and two alternates. Requirement to file a Financial Disclosure Form annually with the Sarasota County Supervisor of Elections.

Meetings

Meets the 1st and 3rd Thursdays of each month at 9:00 a.m.

Enacting Legislation

Ord. No. 97-5, Unified Land Development Code Chapter 1, Article III, Section 1-29 Planning and Zoning Advisory Board, and Florida Statutes Chapter 163

Enacting Resolution Website

n/a