

**Meadow Pointe II  
Community Development District**

**November 2, 2022**

**AGENDA PACKAGE**

**Communications Media Technology Via Zoom:**

<https://us02web.zoom.us/j/82834807146?pwd=OWtaWTJHd0t6cjQ5cUFOUTAvTUIlUT09>

**Meeting ID: 828 3480 7146**

**Passcode: 646769**

**Call In #: 1-929-205-6099**

**The Agenda Package contains draft documents  
which are subject to change pending Board  
approval at the Meeting.**

## **Meadow Pointe II Community Development District**

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### **Inframark, Community Management Services**

210 North University Drive Suite 702, Coral Springs, Florida 33071

Phone: 954-603-0033 Fax: 954-345-1292

October 26, 2022

Board of Supervisors  
Meadow Pointe II  
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Meadow Pointe II Community Development District will be held **Wednesday, November 2, 2022**, at 6:30 p.m. at the Meadow Pointe II Clubhouse, located at 30051 County Line Road, Wesley Chapel, Florida, and via Zoom Video Communications. Following is the agenda for the meeting and following workshop:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance/Moment of Silence for our Fallen Service Members and First Responders**
- 4. Additions or Corrections to the Agenda**
- 5. Audience Comments (Comments will be limited to three minutes.)**
- 6. Non-Staff Reports**
  - A. Residents Council
  - B. Government/Community Updates
- 7. Consent Agenda**
  - A. Deed Restrictions/DRVC
  - B. Approval of Minutes of the September 7, 2022 Meeting
- 8. Reports**
  - A. Architectural Review
  - B. District Counsel
  - C. District Engineer
  - D. Operations Manager
- 9. Approval/Disapproval/Discussion**
  - A. Operations Manager Interviews
    - i. Shali Katariya
    - ii. Aiseen Reyes
    - iii. John Holcomb
    - iv. Nicholas Fedor

Meadow Point II C.D.D.  
October 26, 2022  
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- 10. Audience Comments (Comments will be limited to three minutes.)**
- 11. Supervisor Comments**
- 12. Adjourn the Regular Meeting and Proceed to a Workshop**

**Board Workshop  
Agenda Items for Board Discussion  
(No Motions/Votes Accepted. Board Discussions Only)**

- 1. Call to Order**
- 2. Items for Discussion**
- 3. Adjournment**

Only items contained in the regular meeting will be voted on. A motion and a second must be made prior to any discussion. Each Supervisor will be given two minutes to make remarks; a second two-minute round will be given for rebuttal; after which a vote on the motion will be made. If there is not a second, the motion will fail and no further discussion will be had.

Items listed for discussion during the workshop will be brought to the floor by the Chairperson and each Supervisor will have three minutes to discuss the issue, a second two-minute round will be given for rebuttal; after which a vote will be taken only for the purpose of determining whether or not the issue has support to proceed to the floor under New Business at the next full staff meeting. If there is not sufficient support for the issue, it will be tabled until a later discussion can be had. Only items on the agenda will be discussed and there will be no additional New Business.

Sincerely,

*Robert Nanni*

Robert Nanni  
District Manager

## **Seventh Order of Business**

**7B.**

**September 7, 2022  
Minutes to be Sent  
Under Separate Cover**

# **Ninth Order of Business**

**9Ai.**



## CONTACT



(813) 406-0559



srehll@gmail.com



Wesley Chapel, FL

# Shali R. Katariya

## Property Management & Operations Professional

## EDUCATION

**Indiana University**  
Bloomington, IN  
1998-2002

**B.A. Business  
Communications  
&**

**B.A. English Literature**  
(Double Major)

**Business  
Administration**  
(Minor)

**Academic Honors:**  
Lambda Pi Eta Honorary Society  
Artistic Ambassador for Cultural  
Awareness - 2000 Series

**High School Diploma**  
Marion High School- Marion, IN

## CERTIFICATIONS

**FDBPR**  
**Licensed Real Estate  
Salesperson**  
State of Florida, 2021-Present

**IDFPR**  
**Licensed Real Estate Broker**  
State of Illinois, 2011-Present

## PROFESSIONAL SUMMARY

Due to my strong and sincere work ethic, and my 6th sense for making personal connections and building trust with residents and coworkers, I have been privileged to excel in Property Management and Operations for almost 10 years. I describe myself as a "people person," who is able to lead a team and manage operations confidently, while also enabling a positive, goal-oriented atmosphere, where all team members and residents feel welcome. I am a self-motivated individual with an entrepreneurial spirit, who thrives in a community based environment.

### Skills Set:

- Effective Operations, Team, and Project Management
- Exceptional Oral & Written Communication Skills
- Skilled in Vendor Relationships, Contracts, and Maintenance Management
- Efficient Budget Forecasting, Management, and Reporting
- 10 years of General Construction Experience
- Progress-Minded Customer Service and Community Management

## WORK EXPERIENCE

**November 2020 - July 2021**  
**Oakbrook Terrace, IL**

**Real Estate Acquisitions Manager**  
**I Buy IL**

- Evaluate properties through detailed market research and comparables, property condition, and current market trends for purposes of acquisition, rehab, and resale. Utilize CRM, such as Salesforce, for lead management and workflow organization, from prospecting clients and negotiating deals to navigating timely purchase and rehab/resale of properties.
- Manage Rehab Projects for select properties, including: sourcing contractors, vendors, and materials; negotiating contracts; managing project budget and timeline; overseeing state and local permits and legal processes, and creating floor plans, designs, and drawings for rehab.
- Requires exceptional communication skills, both oral and written, with strong phone skills; a high level of professionalism when dealing with diverse clients and contractors, and a natural ability for sales and customer service, to close deals and manage a rehab and turn-around timeline. Must possess the ability to display confidence when speaking with total strangers, negotiate with Sellers over the phone and in-person, and maintain a positive outlook despite occasional rejection.

## PROFESSIONAL SKILLS

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**November 2012 - November 2020**  
*Greater Chicago, IL*

**Property Operations Manager**  
*Giulia Holdings, LLC*

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**Property Management**  
**Influential Communicator**  
**Staff & Operations Management**  
**Sales & Customer Service**  
**Contract Negotiation**  
**Vendor / Contract Management**  
**Maintenance & Inspections**  
**Strong Writing & Verbal Skills**  
**Business Development & Marketing**  
**Project & Account Management**

- 5 years as an insightful and effective Property Operations and Rental Management Professional for clients and investors. Skilled at providing market research and quantitative analysis on CAP rates for financially viable properties, and in writing and negotiating contracts to quickly close deals for rental.
- Sourcing investors and building partnerships with local communities and boards to continue expanding vacation rental growth potential. Responsible for hiring, training, and managing a team of staff members to oversee property rentals, unit and grounds maintenance, housekeeping services, and responding to high volume customer inquiries and requests.
- Overseeing data input to track and administer billing and collections, income/expense reports, and prepare annual financial budgets. Prepare, review and approve required legal and contractual documentation. Adhere to all local and state compliance guidelines for vacation property ownership and rental.

**Investment / Vacation Property Procurement & Management**

**November 2010 - Present**  
*Greater Chicago, IL*

**Licensed Real Estate Broker**  
**Acquisitions, Operations & Management Professional**  
**Keller Williams Realty, ARNI Realty**

**Microsoft Office Suite**  
**Basic HTML & Web Design**  
**Zendesk**  
**CallRail**  
**Social Media & Marketing**  
**Google Suite**  
**CRM - Salesforce, Hubspot**

- 10 years as an insightful and effective Real Estate Acquisitions, Operations and Management Professional for both commercial and residential projects. Duties include: Evaluating client needs and space requirements, negotiating, abstracting, and implementing leases and occupancy agreements, effective team and project management, participating in new construction and rehab/renovation management, obtaining state and local licensing/permits and conducting inspections. Successfully help clients effectively manage rental or resale of properties through: current market research and cash flow analysis, sourcing suitable tenants, and overseeing monthly operations with property maintenance staff, pest control, lawn care, etc.
- 5 years of Vacation Property Management through sourcing and procurement of financially viable properties. Hiring, training, and managing a team of staff members to oversee property rentals, unit and grounds maintenance, housekeeping services, and responding to high volume customer inquiries and requests. Responsible for data input to track and administer procurement and billing information, income/expense reports, and prepare annual financial budgets. Prepare, review and approve required legal and contractual documentation. Adhere to all local and state compliance guidelines for vacation property ownership and rental.

## LANGUAGES SPOKEN

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English - Fluent

Hindi - Fluent

- Skilled in commercial and residential real estate sales and marketing, including working with Buyers and Sellers to provide CMAs, create effective listings, timely source properties to suit client's specific needs, provide market research and quantitative analysis, write and aggressively negotiate contracts, and quickly close deals.

Punjabi - Fluent

**March 2011 - March 2012**  
*Highland Park, IL*

**Program Sales Consultant**  
Jenny Craig, Inc. Agenda Page 11

Urdu - Conversational

- Responsible for achieving sales quotas, managing daily operational procedures and ensuring client satisfaction by using customer service, sales, and interpersonal communication skills to provide in-depth consultations with clients over the phone and in person. Consistently performed among the Top 3 of 15 Consultants in our Region.

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## **HOBBIES & VOLUNTEER WORK**

### **Enjoys:**

Music, Performing, Public  
Speaking & Reading

### **Hobbies:**

Property Rehab & Design  
Remodeling & Construction  
Fitness, Meditation  
Traveling & Tennis

### **Fund Raising:**

Aurora Illinois Interfaith Food  
Pantry Meals on Wheels  
Illinois Sikh Community Center  
Shirdi Sai Temple Hampshire, IL

**June 2009 - February 2011**  
*Chicago, IL*

**Owner and Operator**  
Delhi 6 Cafe

- Opened and operated an independent café, serving Indian street food. Duties included business branding and outreach marketing, café website design, site maintenance and promotions, and PR & community engagement, such as writing articles or creating fliers for local ads, planning monthly community events and managing private client events & catering.

**December 2005 - October 2007 Executive Director, Non-Profit 501C3**  
*Los Angeles, CA* *TiE Southern California*

- Rebuilt and revitalized the Southern California Chapter of TiE, working directly with the President and Executive Committee, consisting of VIP level executives. Tasks involved: planning & execution of 4-5 monthly events and 1 annual conference; monthly and annual budget allocation; securing sponsorships; writing quarterly reports; event PR, marketing, and media management; vendor & speaker management; and meeting strict deadlines, while managing a team of 40+ committee/staff members. Requires the ability to confidently work with and coordinate Senior and VIP level executives on a daily basis, self-motivate and manage time efficiently while dealing with high levels of stress in a changing environment.

**January 2003 - April 2005**  
*Los Angeles, CA*

**Program Sales Consultant**  
Kaplan Medical Inc.

- Responsible for product sales, brand marketing, and student consultations via phone consultations, email, and mailing brochures. Act as an advisor for medical professionals for visa allocation and relocation services, and maintain client loyalty. Requires exceptional interpersonal communication skills and versatility. Presented with the top honor of "Big 4 Sales Member" Award for the year 2003.

**9Aii.**

# Aiseen A. Reyes

1021 Helmsdale Drive | Wesley Chapel, FL 33543 | 954-304-2629 | [aiseen.reyes@outlook.com](mailto:aiseen.reyes@outlook.com)

6 September 2022

Mr. Bob Nanni

MP II District Manager

Meadow Pointe II CDD

30051 County Line Rd.

Wesley Chapel, FL 33543

**Dear Mr. Nanni:**

A resident friend of Meadow Pointe II forwarded me the ad in search for an onsite Operations Manager. Upon examination of the job requirements as described, my qualifications match perfectly to the position.

During my seven-year tenure as Administrative Assistant at Villas Lakes Association, a self-managed homeowners association, I performed the functions of an Office Manager and filled in for the Community Association Manager during his days off and vacations. These functions included but are not limited to accounts receivables, processing of violation letters and re-inspection of corrected violations, completing payroll, communicating with contractors, ordering supplies, and ensuring all aspects of the day-to-day maintenance of the community were completed to the Board of Directors specifications. These duties were accomplished while ensuring to follow the guidelines and protocols dictated by the homeowner's association provisions and statutes of the State of Florida.

This opportunity is especially exciting as my professional and personal goals are aligned with the MP 2 CDD's mission. Furthermore, I am fully fluent in Spanish both spoken and written, and have excellent team building, time management, and delegation abilities which will serve to support MP2's organizational efforts.

This is a thrilling career opportunity, and I am interested in meeting with you to discuss the position further. My attached resume illustrates the scope of my career history and professional competencies, please take a moment to review. I thank you in advance for your consideration and look forward to meeting you in person to further discuss how I may be an asset to Meadow Pointe II.

**Respectfully,**

**Aiseen A. Reyes**

# AISEEN REYES

Wesley Chapel, FL 954-304-2629 aiseen.reyes@outlook.com

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## Summary

### Digital Management / Analysis and Investigation

- Proficient in the use and management of multiple API's and digital software suites.
- Monitor, log, update, analyze, and prepare digital data reports consistently for quarterly and yearly review and follow up.
- Actively maintain clear, concise, written, and verbal communication with all stakeholders across multiple digital platforms.
- Research and analyze data for a more personalized experience of the diverse needs of the client.
- Ability to manage concepts, produce potential alternatives, and effect change of digital process.

### Relationship Management / Languages

- Proven track record of engaging clients in varied experiences that meet their diverse needs.
- Consistently deliver high quality, relationship driven, and client focused customer service.
- Proven ability to lead with limited supervision within a team environment.
- Fully bilingual in Spanish; advanced written and oral.

## Professional Experience

### District School Board Pasco County, ESE Teacher, LOL, FL

2015 - Present

- Successfully implement and manage in-person and digital platform ESE curriculum.
- Effectively and consistently foster cooperative engagement through proven customer-driven social, and emotional growth.
- Communicate with stakeholders in Spanish as needed.

### Edmonson Electric, Administrative Assistant, Tampa, FL

2013 - 2014

- Accurately managed and maintained digital and paper files, schedules, and records for job life cycles.
- Created positive relationships with builders by promptly communicating and resolving issues and conflicts.
- Assisted in translation with Spanish-speaking clients and employees when needed.

### Excellence Community Management, Admin. Asst., Henderson, NV

2012-2012

- Effectively managed and digitally cataloged oral and digital communications of multiple communities totaling 1,350 units.
- Key communications specialist, digitally and in analog form, creating positive relationships with clients and vendors.
- Acted as a Spanish translator in interoffice verbal communications as needed and created bilingual community publications.

### Villas Lakes Association, Admin. Asst., Pembroke Pines, FL

2004-2010

- Converted accounts receivable monthly paper files of 466 units to digital format, reducing carbon footprint and efficiently managing time.
- Served as customer's first point of contact for queries, resources, and conflict resolution, maintaining superb feedback.
- Translated community publications to Spanish and acted as interpreter for customers as needed.

## Education

**Bachelors Degree, History, Northern Illinois University, DeKalb, IL**

**9Aiii.**

## John Holcomb

*Sites and Facilities Management*

813.766.3933 • [johnmatthewholcomb@gmail.com](mailto:johnmatthewholcomb@gmail.com)

July 26, 2022

Dear Mr. Nanni and Ms. Childers,

I am very interested in learning more about the Operations Manager position for the Meadow Pointe II Community.

For the last three years I have been the Sites and Facilities Manager at Bleakley, Bovol, Denman, and Grace Attorneys at Law. I have managed their company's two commercial buildings (20,000 and 6,000 square feet). Part of my roles have been to maintain and oversee commercial buildings, grounds, and equipment to ensure that the workspace is safe and functional. I have worked closely with the company's managing partner and senior partners. I negotiate and manage contracts with service providers, inspecting facilities in order to meet safety regulations and coordinating renovations and updates.

Prior to that, for 10 years I owned Details Home and Lawn, a home maintenance and landscape design business. In my business, I managed several large homes, taking care of all of their handyman jobs, as well as landscape design, install, and maintenance. In addition to home maintenance and landscaping, I also have experience with paver and travertine installation, bathroom remodels, pressure washing, painting, and more.

I take a great deal of pride in my work and am intentional when it comes to all of the big and small details of a project. I look forward to learning more about the Operations Manager position you're looking to fill with the hope that I could be the right fit. My resume is attached. Thank you for your consideration.

Sincerely,

John Holcomb



## **John Holcomb**

*Sites and Facilities Management*

813.766.3933 • [johnmatthewholcomb@gmail.com](mailto:johnmatthewholcomb@gmail.com)

### **OBJECTIVE**

- To work in an organization where my skills, experience, and work ethic will contribute to the company's growth and success.

### **HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS**

- Sites and Facilities Manager for two commercial buildings in Tampa, FL - 20,000 and 6,000 square feet
- Owned and operated home maintenance and landscape design company
- Design and install of landscape, paver patios, travertine tile, brick paver deck, and complete bathroom remodel
- Property manager of 7,000 and 15,000 square foot homes in Tampa, FL
- Senior Manager of Cad Drafters team at Architectural Engineering Firm

### **PROFESSIONAL EXPERIENCE**

- **Bleakley, Baval, Denman, and Grace Attorneys at Law - Sites and Facilities Manager, Tampa, Florida, *September 2019 to Present***
- Details Home and Lawn, Owner, Tampa, Florida *January 2009 to September 2019*
- TRC Engineering, Senior CAD Manager, Tampa, Florida *June 2002 to November 2008*
- Coleman & Karsky Associates, Senior CAD Specialist - Architectural Division, Tampa, Florida *January 2001 to June 2002*
- Walter P. Moore and Associates, CAD Specialist & Department Manager, Tampa & Orlando, Florida *May 1996 to October 2000*

### **PROFESSIONAL RESPONSIBILITIES**

- Collaborating with building owners and upper management on budgeting for facility's needs
- Manage business, interact with client. Complete jobs in a professional timely manner without sacrificing quality
- Manage, maintain and oversee commercial buildings, grounds, and equipment to ensure that the workspace is safe and functional
- Negotiate and manage contracts with service providers, inspecting facilities to meet safety regulations and coordinating renovations and updates.
- Project and production management
- Follow up with clients about product satisfaction
- Construction administration work (field work)
- Supervise drafters to ensure drawing quality and standards
- Maintain inventory of operating supplies and of computer hardware for entire drafting department

### **COMPUTER EXPERIENCE**

- Microsoft Office (word, excel, outlook, etc)
- AutoCAD release 12, 13, 14, 2000-2008

### **EDUCATION**

- Associate of Applied Science in Computer-Aided Drafting Technology, ITT Technical Institute-Tampa, FL (September 1996)

**9Aiv.**

## **OPERATIONS CONSULTANT & MANAGEMENT**

Business & Scientific background with 8 Years professional experience in fast-paced national businesses; specializing in data-driven process improvement with emphasis of lean operations and team collaboration

## **EDUCATION**

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SOUTHERN CONNECTICUT STATE UNIVERSITY, NEW HAVEN, CT - 09/2007-04/2012

(5 YRS (B.S.)) PHYSICS/MATHEMATICS

RELEVANT COURSES: QUANTUM MECHANICS - OPTICS - THEORETICAL PHYS - CALCULUS IV - ELEC, MECH, & STATIC ENG.

## **KEY SKILLS**

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- Excellent problem solver
- Team leader & collaborator
- Organized, hard worker
  - Data analysis
- Versatile
- Communication
- Driven by challenges
- Attention to detail

## **KEY AREAS**

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Business Development, Business Accounting, Inventory, Operationion & Crisis Management, Business Analytics, Supply Chain, Purchasing, Training, Process Improvement, Lean Operations, Project Coordination,

## **TECHNOLOGIES**

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**Highly Proficient:** Microsoft Suite, Quickbooks, Teams, Peachtree, Inventory Software, Outlook  
**Familiar:** autoCAD, ERP

## **PROFESSIONAL EXPERIENCE**

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LIFE SCIENCE ADVANCED TECHNOLOGIES - BIO-TECHNOLOGY LABORATORY

St. Petersburg, FL

*SPECIALIST V*

Sep 2021- Mar 2022

**Corrected aspects within the company and further developed systems to maintain a steady output of production lines in a time-constraining workflow**

- Resolved constricting covid related supply chain issues, restoring production, and implementing fail safes, reducing lead times by up to 85%
- Restructured inventory to create a highly accurate production accuracy count in accordance with ISO standards
- Worked closely with AP/AR to reevaluate margins and accounting practices; while correcting multiple previous-problem areas
- Created a network of dedicated contractors at a cost savings, increase logistical reliability
- Trained multiple employees in business aspects outside of their departments, generating better synergy
- Trained in multiple SOP's through the company to provide a reliable resource as needed
- Aided across multiple departments in improving KPI's

MARATHON PACKAGING DISTRIBUTORS - NATIONAL DISTRIBUTION OF MATERIALS

Shelton, CT

**HEAD OF OPERATIONS, DEVELOPMENT AND PLANNING**

2012 to 2019

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**Secured a leadership position within the organization in driving national business operations in collaboration with the owners. Successfully developed efficiencies and drove service execution to customers to record highs**

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- Reevaluated and reorganized \$2.3 in revenue resulting in a 34% average gross profit and an EIBTA 24 year high
- Developed further customer relations increasing sales while reducing their expense, winning the award Vendor Of The Year from Sikorsky Aircraft
- Restructured product lines and vendor relations resulting in an overall 98% satisfaction from 74 clients including Siemens Healthcare.
- Implemented a full financial systems overhaul with strong accuracy standards, making 100% vendors within 30 days
- Designed a full inventory system of 170+ SKUs focusing on efficiency, maximizing the 400k rotating inventory turnover and profitability
- Researched multiple internal/external company aspects, dynamic forecasting. maintaining key risk assessment and projections for stable business operations in changing markets.

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Personal: Dean's List, 2x Track Captain, Sportsmanship Award, Levi Jackson Award