

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Cheri L. Garbark		Date: 1/3/2011
Home Phone: 850-907-9722	Work Phone: 850-668-1173	Email: cherigarbark@yahoo.com
Occupation: Realtor/Property Manager	Employer: Self employed Lewis Property Management, LLC	
<p>Please check box for preferred mailing address.</p> <p><input checked="" type="checkbox"/> Work Address: 2910 Kerry Forest Parkway, Suite D-4 # 294</p> <p>City/State/Zip: Tallahassee, FL 32309</p>		
<p><input checked="" type="checkbox"/> Home Address 3096 Whirlaway Trail</p> <p>City/State/Zip: Tallahassee, FL 32309</p>		
<p>Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>For how many years have you lived in and/or owned property in Leon County? <u>17</u> years</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: <u>m/WSBE District IV</u> 2nd Choice: <u>Code Enforcement District IV</u></p>		
<p>If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:</p> <p>Culture and Arts <input type="checkbox"/> Environmental/ Growth Management <input checked="" type="checkbox"/> Health Care <input type="checkbox"/> Human Relations <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Library Services <input type="checkbox"/> Other Areas _____</p>		
<p>Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, on what Committee(s) have you served? _____</p>		
<p>How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 to 3 <input type="checkbox"/> 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? <input checked="" type="checkbox"/> Day <input type="checkbox"/> Night</p>		
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other</p> <p>Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Age: <u>39</u> Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>District <u>IV</u></p>		
<p>Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@leoncountyfl.gov</p>		

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I own my Company (Cam management) Lewis Property Management, LLC I Service Homeowner's Associations, Condo Associations, I am a Realtor with Keller Williams as well. I work with many Boards, Committees, etc CAMS License - Current # 30673 4/6/07 Real Estate # 3210404 4/18/08 Cam Business Current # 3558 1/14/2010 Neighborhood Community Service: Purpose Small business owner neighborhood concerns

References (you must provide at least one personal reference who is not a family member):

Name: Bill Armstrong Telephone: 850-443-2178
 Address: 4420 Rabbit Pond Rd Tall, FL 32309

Name: Mike Renwick Telephone: (850) 933-9539
 Address: 6559 Manowar Trail Tall, FL 32309

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

- Have you completed the Orientation? Yes No
- Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes No
- Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? Yes No If yes, from whom? _____
- Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? Yes No
- Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? Yes No If yes, please explain _____
- Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes No
If yes, please explain _____
- Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? Yes No
If yes, please explain _____

All statements and information provided in this application are true to the best of my knowledge.

Signature: Chui L. Garbark

Please return Application
 by mail: Christine Coble, Agenda Coordinator by email: coblec@leoncountyfl.gov
 Leon County Board of County Commissioners
 301 South Monroe Street
 Tallahassee, FL 32301



Thank you for participating in this training for Board Appointed Committees.

Please complete the application and certification form and mail to :

**Agenda Coordinator at
301 S. Monroe Street, 5th floor,
Leon County Courthouse,
Tallahassee, FL, 32301.**

Should you have any questions, please contact County Administration at 488-9962.

CHERI LEWIS GARBARK

3096 WHIRLAWAY TRAIL

TALLAHASSEE, FL 32309

(850) 668-1173 OFFICE

(850) 443-8612 CELL

(850) 668-1122 FAX

cherigarbark@yahoo.com

Qualifications

Significant track record of achievements in establishing and reformulating technology solutions and in directing total company operating procedures, of which have yielded quantifiable results in asset management, cost reduction and revenue gain. Particular strengths in QuickBooks financial software, Property Management, Building directing, Negotiating contracts, Benefits, Real-Estate, staff training, Web-site design, and Legal experience. Administrative office management as well as Marketing/membership. Extensive background in Meeting Planning and implementation of annual convention including: booth set-up, room blocks, catering, with attendance in the thousands.

Real Estate-Realtor

Keller Williams, Town & county Realty

Determined the needs of buyers and sellers and worked to satisfy those needs. Acted as an intermediary in negotiations between buyers and sellers, generally representing one or the other. Successfully guided homebuyers and sellers through the sale and purchase of properties. Generated lists of properties that were compatible with buyers' needs and financial resources. Coordinated appointments to show homes to prospective buyers.

Market homes in the local community by utilizing a proven successful marketing plan. Provide virtual tours on web site of homes listed providing them with additional exposure. Create sales brochures for each listing to profitably market the home. Promote sales of properties through advertisements, open houses, and participation in multiple listing services. Negotiated contracts on behalf of clients. Work with home inspectors and appraisers to determine any and all actions that need to be taken prior to closing. Ensure that all terms of the contract are met prior to closing. Coordinated property closings, overseeing signing of documents and disbursement of funds. Established positive flow of communication with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process. Formed relationships with other agents to assist in the purchase and sale of homes.

Work Experience

2005-Present **INDEPENDENT PROPERTY MANAGER/REAL ESTATE** Lewis Property Management

Responsible for assisting in the execution of Homeowners Association functions through implementation of policy and development, management, control of plans, programs and operations and accounting software QuickBooks. Uses initiative and acts alone to handle a wide variety of situations and conflicts that may arise on a moment-to-moment basis. The scope of this position varies from simple telephone etiquette to overseeing a major project. Based on Board policy, and Association Bylaws, acts on own initiative to resolve issues affecting Association operations.

Administrative Services

- Organize annual and special meetings of Owners and of the Board of Directors of the Association, including the preparation of notices, agendas and other necessary documents.
- Guide and assist members of the Board of Directors of the Association in the performance of their obligations.
- Guide and assist the Association in the development of policies and procedures.

- Advise and assist in the administration of the provisions of the governing documents.
- Keep all records of the affairs of the association and the Association, including the Declaration, Articles of Incorporation, Bylaws, Resolutions, Rules and Regulations, policies, minutes of meetings, copies of contracts, etc. All these records belong to the association.
- Maintain registers of Owners, Officers and Directors and such other registers or schedules as required by the governing documents.
- Attend to all necessary correspondence on behalf of the Association
- Resolve individual Owner requests as they pertain to the administration of the association, its common elements and governing "Rules and Regulations".
- Administer the Association's insurance portfolio including the filing of all claims

Financial Services

Assist the Owners Association in the preparation of an annual budget. The budget is generally based on prior operating expenditures, estimated future expenses and required capital replacement reserves. The financial operations of the community associations are grounded in the budget, which covers operating expenses and capital expenditures and deferred maintenance. In addition, I handle financial reporting for taxes and employment laws.

- Maintains QuickBooks database and operation software developed by Property Manager. Implements use of new software for database of over 800 properties. Researches, analyzes, and inputs new owner information or change of address. Information is verified with the property appraiser's office using online access.
- Account for assessments and all other charges due by the Owners.
- Maintain checking, savings and other banking accounts in the name of the Association.
- Bank accounts will be maintained separately from all other accounts. The funds in these accounts will not to be commingled with any other funds administered by Lewis Property Management.
- Notify Owners of any delinquency and take reasonable action for the collection of the delinquent assessments as determined by the Association.
- Make all disbursements from assessments collected for normal recurring expenses as provided in the budget and as approved by the Association.
- Furnish monthly and year-end financial reports prepared on a modified accrual basis, which include all income and expenses and reflect the net cash position of the Association.
- Assist in the annual audit of the Association.

Physical Property Services

- As directed by the Association authorizes and facilitates those activities which are necessary to maintain the property.
- Coordinate the activities of association employees required for the operation and maintenance of the property.

- On behalf of the Association, negotiate contracts for pool maintenance, landscaping, trash removal and other services as necessary and/or advisable.

Architectural Review Services

- Regularly inspect the property. Observe record and monitor deed restriction violations and contractor performance.
- Establish, coordinate and provide the administrative and secretarial functions of the Architectural Review Committee (ARC), including preparation, review and approval of architectural applications, correspondence with owners requesting ARC compliance or completion of applications, and all necessary correspondence related to the ARC.

Support Services

- Communicate with property Owners to understand their issues and find appropriate solutions.
- Issue work orders and monitor contractor performance to ensure that work has been completed in a timely manner and to the satisfaction of the Owner.
- Issue notices of violations of association rules and regulations.
- Administer the association's insurance portfolio, including the filing of claims.
- Prepare, copy, print and mail association written communications.
- Prepare and mail welcome information to new owners.
- Administer clubhouse, party room, pool and other schedules

Elections

- In coordination with the nominations and election chairs, arranges, participates, and implements the ballot process. This process includes inclusion in the monthly newsletter of a request for candidates, scheduling of the Nominating Committee meeting, contacting committee members, verifying candidate status, contacting candidates, and determining date for ballots to be returned. Responsible for scheduling the ballot count date, preparation of the ballot and related materials.

2002-2005 **Assistant to Director of Human Resources** Florida Education Association

Human Resource Manager Assistant in recruitment and retention, conflict resolution, change management, labor relations and benefit administration. Posse's broad knowledge of Human Resources in a variety of sectors including Union and Non-Union environments with a large statewide organization including exempt and non-exempt employees. Proven skills in labor and employment law including complaint investigations to thwart legal action. Coordinating office services, such as personnel, budget preparation and control, records control, inventory/fixed assets and special management studies: Studies management methods in order to improve work-flow, simplify reporting procedures, or implement cost reductions.

- Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Monitors implementation of policies concerning wages, hours, and working

conditions, to ensure compliance with terms of labor contract. Furnishes information, such as reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs, for use in review of current contract provisions and proposed changes.

- Formulates policy for subordinate managers of departments, such as employment, compensation, labor relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms. Maintains fixed assets including: rental of Commercial Property/Contract negotiations while maintaining relationships with trade-line vendors, material suppliers, and contractors relating to aspects of property management. Assist with entire organizational operating procedures.
- Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Assist in the preparation of reports including conclusions and recommendations for solution of administrative problems. Issues and interprets operating policies. Maintains and conducts Affirmative Action policy for organization. Reviews and answers correspondence. Interview job applicants, conduct orientation of new employees, and plan training programs. Direct services, such as maintenance, repair, supplies, mail, vendor contracts, and accounts/billing. May compile, store, and retrieve management data, using computer.
- Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage/liability, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Prepares budget of personnel operations. Assist in writing separation notices for employees separating with cause and conducts exit interviews to determine reasons behind separations. Prepares reports and recommends procedures to reduce absenteeism and turnover. Supervise clerical workers.

2000-2002 **Assistant to Director of Communications/Web-Master** Florida Education Association

Plans and conducts public relations program designed to create and maintain favorable public image for employer. Plans and directs development and communication of information designed to keep public informed of employer's programs, accomplishments, or point of view.

- Prepares and distributes fact sheets, news releases, photographs, scripts, or tape recordings to media representatives and other persons who may be interested in learning about or publicizing employer's activities or message. Purchases advertising space and time as required.
- May research data, create ideas, write copy, lay out artwork, contact media representatives, or represent employer directly before general public. May develop special projects such as campaign fund raisers or public awareness about political issues. May direct activities of subordinates. May prepare press releases and fact sheets, and compose letters, using computer. Help with setup, editing, and drafting of FEA Advocate a quarterly newspaper sent out to our members and staff throughout Florida.
- Maintains appointment calendars and prepares itineraries and meetings or other schedules, as requested. Assists in the coordination conference calls, conferences, meetings, workshops, etc. Coordinates travel arrangements for the department. Process all bills for the department, coding and ensuring payment in a timely manner. Coordinate and maintain vendor relations with organization. Assist Director in other duties as may be assigned.

FEA Web-site, Web-Master

Manage the development team responsible for tools and content development that includes: creation/extraction of specific info-elements from any major service available on the web. Graphic design/layout for web. Web-site creation, Web-site technical support, end-user desktop support, and Help desk for remote users. Email administration as well as Network strategy and implementation, Network user support, Web-site registration and promotion to Search Engines, Email accounts activation & setup, Troubleshooting Web designing, Web-site

uploading & Maintenance. Contact with department leaders and IT personnel; participate in E-Strategy meetings to develop plans for increasing efficiency and revenue and reducing costs.

- Coordination of information from FEA departments that will be placed on the web. Rewriting, reformatting, and classifying documents from departments in a concise and consistent fashion that is usable on the web. Where necessary, coordinate projects with outside contractors; Post press releases, maintain navigation, update and edit marketing content, and add new pages to existing sections. Maintenance of a comprehensive web strategy for FEA Working with partners on Co-branded views. Usage of on-line concepts to promote issues important to FEA and its constituency groups, i.e. union related issues, professional development programs, educational issues, legislative initiatives, political endorsement support, and on-line curriculum development.
- Set company standards for design, navigation, and browser compatibility. Perform quality control for third-party content, making sure that benchmarks for navigability, maintainability, and browser compatibility are met. Placement (uploading using industry standard web development tools) of data on FEA's web site in an efficient structure and timely manner. Researching the internet for sites and information that will be of value to FEA leaders, members, and staff. Answer webmaster email and manage flow of email from Web site contact forms to appropriate internal personnel.
- Use ASP and JavaScript to maintain and develop small Web applications such as customer contact Forms. Design management interfaces for these applications for use by internal personnel. Document web best practices and write maintainable HTML and ASP code with lots of comment tags. Integrate marketing content, design elements and software components (Java, ActiveX and ASP) from various departments and third-party developers into the web site. Development of a new look and feel for Web site. Integrate contract changes into new client signup process by creating PDFs, adding new contracts, deleting outdated ones.

1996-2000

Legal Assistant

Florida Education Association

Independently prepare and verify information in the preparation of legal documents and Pleadings for signature of attorneys; compose replies to inquiries not requiring the attention of an attorney. Transcribe dictation of pleadings and legal briefs. Transcribe dictation from attorneys that is frequently of a highly confidential or technical nature, such as correspondence relating to staff personnel. Supervise Legal Secretary/Receptionist

- Maintain a working knowledge of Florida Rules of Court, Florida Rules of Civil Procedure, Florida Administrative Code rules, and rules of the Public Employees Relations Commission with reference to the filing deadlines and pleading content and format. Prepare Applications for Grants from the AFT Defense Fund, including keeping records of all expenses per case. Keep track of criminal cases and filing info with Wohlers Insurance Co. for Reimbursement of criminal fees and costs.
- Keep track of all department employees' leave time on Master Calendar and prepare Leave reports at end of month for employees' signature. Prepare expense reports for all Legal Department staff; prepare itineraries and meetings/conference schedules as requested. Act as legal research assistant under the direct supervision of attorneys. Maintain reading file of all documents generated in Legal Department. Maintain list of cases by attorney, local, consecutive number, and alphabetical by cite. Open all case files as well as Close all case files.
- Responsible for law library, ordering correspondence and law books, while maintaining Current research files and library. Prepare status of pending cases for presentation to the Executive Council. Maintain master case files for each case, Maintain "X-lists" for each attorney. Responsible for handling and distributing multiple tasks and prioritizing work on a daily basis to meet deadlines. Notary Public

Education

Sales Associate Course

The Real Estate School, Inc.,

Tallahassee, FL

December 3rd-9th

License-SL 3210404

Community Association Property Manager License:

License Number: **CAM30673**

Status: **Current, Active**

Gray Systems, Inc

Destin, FL

Gray Systems, Inc has been the source for all information pertaining to Community Association Property Management since 1988, when licensing first became a requirement. Over the past decade, we published many courses and manuals, educated thousands of Community Association Property Managers, and become the profession's leading provider of CAM materials and information pertaining to property Management.

QUICKBOOKS

Computer Tutors of North Florida

Tallahassee, FL

Create a new QuickBooks Company; modify the current chart of accounts to suit your needs. Set up accounts, customers, vendors, items, and jobs. Add or edit information to the company list. Open or use registers for any QuickBooks balance sheet accounts. Reconcile accounts, Invoice customers, create sales orders, and generate customer statements. Enter bills and pay bills. Enter sales tax items, add sales tax group items, add, and receive inventory. Understand QuickBooks payroll features and customize QuickBooks sales forms. Write letters in Microsoft Word using QuickBooks data.

Continuous Basis

Computer Tutors of North Florida

Tallahassee, FL

Introduction to FrontPage, Intermediate Front Page, Advanced FrontPage, Dream weaver, Introduction to HTML, Intermediate to HTML, Access, MS Windows, Microsoft Outlook, Internet Explorer 4.0, Microsoft Word, Microsoft, Excel, PowerPoint, and Publisher

1990- 1997

Tallahassee Community College

Tallahassee, FL

Basic studies in Associate in Arts, Business Management

1986-1989

Jefferson County High School

Monticello, FL

Graduated in 1989

References Available upon Request