

Application Form

Profile

Sarah _____ R _____ Downs _____
First Name Middle Initial Last Name

362 SW Molloy Street _____
Home Address

Post Saint Lucie _____ FL _____ 34984 _____
City State Postal Code

awatkins1223@hotmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Mobile: (561) 584-4825 _____ Business: (772) 201-5411 _____
Primary Phone Alternate Phone

Retired?

Yes No

Savanna Club Homeowners' Asspcoation _____ General Manager _____ LCAM - Licensed Community Manager _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Solid Waste Task Force: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Not only do I live within the City and am affected by the delays in waste removal, I have first hand experience negotiating a new short- term contract with Waste Pro. My employer, Savanna Club was recently experiencing the same service issues as the city. We were able to come to a mutually agreeable solution with Waste Pro and our residents needs are now being met. I believe I can be of service to my community by serving on this Board.

Why do you think you are qualified to serve on this board or committee?

I am a state licensed Community Manager. I have over 12 years experience in negotiating contracts, writing RFP's and managing contacted service agreements.

Brief description of Education & Experience

I have over 12 years of HOA and Condo management. I am a licensed CAM and I have completed an additional CAM Certification course. My license is current and I have never received disciplinary action against my license.

[Downs- Resume0001.pdf](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

05/10/1982

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

7 Years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree



PROFESSIONAL SUMMARY

EXPERIENCE

Savanna Club Homeowners' Association, Inc.

General Manager, CFCAM, LCAM

August 2014 – Current

Currently serving as General Manager at a 1918 home, 55 and over community with three clubhouses, an 18-hole golf course, an on-site restaurant, RV storage area, and a wastewater treatment plant. Savanna Club has over 20 miles of roads and over 25 bodies of water and wetlands spanning over 600 acres. This Community employees 75-85 staff members speeding on time of year. Responsibilities include working directly with the Board of Directors, vendors, and department managers to facilitate the upkeep and smooth operation of the Community.

Campbell Property Management ♦ Palm Beach Gardens, FL

Property Manager, Master HOA

April 2013 – August 2014

Property manager of a 963 home, 365 acre Audubon Signature Community with over ten lakes, three natural preserve areas, a 20,000 sq. ft. clubhouse which included a Tiki Bar, banquet and catering facility, health club, pool and splash park. This facility employs 33 staff members including front desk, maintenance, and Food & Beverage employees. Hired and trained staff and directly supervised outside vendors and contractors on all Association jobs.

Property Manager, Subdivision Condominium Association

September 2013- August 2014

Property Manager of a 21 building, 63-unit Condominium sub-association, working directly with the Board of Directors to improve overall landscape within the entire Association. Solicited bids for exterior painting of all buildings. Directly supervised vendors and contractors on all Association projects.

Portofino South ♦ West Palm Beach, FL

Assistant Property Manager / Bookkeeper

June 2009-March 2013

Assistant Manager and bookkeeper for a 144 unit high rise Condominium on the intercostal waterway. Responsibilities included assisting property manager with training and supervising 12 staff members, overseeing day to day operations, and maintain the Associations financial records. Assisted in the budgeting process and yearly audit. Processed payroll, AR, and AP. Developed and maintained a very healthy and respected relationship with the Board of Directors and residents.

COMPUTER SKILLS

* TOPS – Property Management Software, JONAS Club Management Software, CapSure Gate System Software , Excel. Word, Outlook, and Publisher.



SARAH DOWNS

October 5, 2021

To Whom it May Concern,

With over a decade experience in property management I offer the expertise as well as the calm demeanor required of an effective Board Member. I would like to offer my summary resumé for your review and would welcome the opportunity to work with you towards a common goal for our wonderful community. I would like to thank you for taking the time to review my resumé. As I have progressed in my career, I have continuously sought out challenging positions that have drawn upon my diverse skill set. I believe that my background is a good fit for your needs on this task force.

I look forward to speaking with you soon.

Warmest personal regards,



Sarah Downs