

MELONY CULPEPPER, AICP

SPRING LAKE BOARD OF SUPERVISORS

7716 Pine Glen
Road
Sebring, FL 33876

(863) 873-9950

melonyculpepper@embarqmail.com

OBJECTIVE

Skilled Planner with 15+ years of government experience and native resident of Highlands County desires to support and enhance the Spring Lake Community in which I live.

EDUCATION

Bachelors in Applied
Science Degree –
Supervision and
Management, South
Florida State College
Magna Cum Laude

Leadership Highlands

EXPERIENCE

2018-present
Planner II · Highlands County BOCC

2016-2018
Planner I · Highlands County BOCC

2013-2016
Zoning Official · Highlands County BOCC

I have worked for the Highlands County Board of County Commissioners since June 2008 in the Community Development/Growth field; starting in the Engineering Department as the Engineering Services Aide.

KEY SKILLS

Planning
Project Management
Budget Planning

CERTIFICATION

Certified Planner by the American Institute of Certified Planners (AICP)

LEADERSHIP

Vice-Chair, Heartland Regional Transportation Planning Organization (HRTPO) Technical Advisory Committee
President, Leadership Highlands Class of 2018
Member, HRTPO Mobility Advisory Committee

REFERENCES

Available upon request

Joseph Troia
2304 Villaway E.
Sebring, Florida 33876
734.777.0989
jtroia2102@gmail.com

EDUCATION

HENRY FORD COMMUNITY COLLEGE

Certificate of completion: Electrical Apprentice Program

Dearborn, Michigan
1973/74

GREY'S COMMUNITY ASSOCIATION MANAGER COURSE

Completed Community Assoc. Management Program

Lakeland, Florida
2014

EXPERIENCE

COUNTRY CLUB VILLAS OF SPRING LAKE 1 HOA

Sebring, Florida

Community Association Manager

2014 – Present

- Country Club Villas of Spring Lake 1 HOA
- Community Assoc. Manager:
- Supervise, schedule, and coordinate grounds and
- Building maintenance projects
- Supervise weekly grounds maintenance
- Solicit bids for maintenance from contractors
- Inspect property for possible maintenance problems,
- Purchase maintenance supplies
- Purchase equipment, and furniture
- Respond to owner generated work orders
- Respond to owner questions & concerns
- Provide Board of Directors with annual budget proposal
- Provide Board with monthly maintenance report
- Code invoices with correct budget account number for bookkeeper
- Fill out estoppel letters
- Create and mail Assoc. Fee delinquent letters
- Create and mail Assoc. notice of lien letters

GENERAL MOTORS CORPORATION - POWERTRAIN DIVISION

Ypsilanti, Michigan

Journeyman Electrician

1977 – 1/2007

- Troubleshoot & repair manufacturing machinery
- Build manufacturing machinery
- Install manufacturing machinery
- Build manufacturing areas
- Maintain & repair manufacturing areas

- Develop and write electrician training programs
- Teach electrician training programs
- Supervise and train electrical apprentices

JT ELECTRIC

Livonia, Michigan

Sole Proprietor

1985 – 2012

- Install electrical circuits in residential & commercial buildings
- Troubleshoot residential & commercial electrical problems

UNITED STATES AIR FORCE

Vandenberg AFB, California

Sargent: Titan II ICBM Missile Facilities Technician

1967 – 1971

- Schedule, coordinate, and supervise, maintenance of
- Titan II underground launch silo.

ADDITIONAL INFORMATION

- Community Assoc. Managers License #CAM43251
- Avid golfer, occasional bowler.
- Past Grand Knight & volunteer at Knights of Columbus in Plymouth, MI for numerous charitable fundraising events and general upkeep of the facilities.