



**TRADITION
COMMUNITY DEVELOPMENT
DISTRICT NO. 3**

**PORT ST. LUCIE
REGULAR BOARD MEETING
MAY 4, 2022
11:00 A.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.traditioncdd1.org
www.traditioncdd2.org
www.traditioncdd3.org
www.traditioncdd4.org
www.traditioncdd5.org
www.traditioncdd6.org
www.traditioncdd7.org
www.traditioncdd8.org
www.traditioncdd9.org
www.traditioncdd10.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
TRADITION COMMUNITY DEVELOPMENT DISTRICT NO. 3
Tradition Town Hall
10799 Civic Lane
Port St. Lucie, Florida 34987
REGULAR BOARD MEETING
May 4th, 2022
11:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. New Business
 - 1. Appointment to Vacant Board Seat No. 1
 - 2. Consider Resolution No. 2022-03; Election of Officers.....Page 9
- G. Board Member Comments
- H. Adjourn

TRADITION COMMUNITY DEVELOPMENT DISTRICT NOS. 1-10
REVISED FISCAL YEAR 2021/2022
REGULAR BOARD MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Tradition Community Development District Nos. 1-10 (“Districts”) will conduct Regular Board Meetings of the Board of Supervisors (“Board”) for the purpose of conducting the business of the Districts that may properly come before the Board. The following meetings will be held at 11:00 a.m. at Tradition Town Hall located at 10799 SW Civic Lane, Port St. Lucie, Florida 34987 on the following dates:

March 2, 2022
April 6, 2022
May 4, 2022
June 1, 2022
July 6, 2022
August 3, 2022
September 7, 2022

An Irrigation System Rate Committee Meeting will take place at 9:00 a.m. at Tradition Town Hall located at 10799 SW Civic Lane, Port St. Lucie, Florida 34987 on the above dates, as indicated.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued to a date, time and place to be specified on the record. A copy of the agenda for the meetings may be obtained from the District Manager’s office located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone may be present at the meeting location so that one or more Supervisors may attend the meeting and be fully informed of the discussions taking place.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at 772-345-5119 and/or toll free at 1-877-737-4922 at least five calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, who can aid you in contacting the District Office.

Each person who decides to appeal any action taken at a meeting is advised that they will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Meetings may be cancelled from time to time without advertised notice.

TRADITION COMMUNITY DEVELOPMENT DISTRICT NOS. 1-10

www.traditioncdd1.org

PUBLISH: ST. LUCIE NEWS TRIBUNE 02/21/22

Experience

Assistant Director of Engineering, WABC-TV

2005 – 2020

- Managed all aspects of technology, facility management, and project management at the largest television station in the United States, Channel 7 in New York City.

President/Chief Technology Officer, I-2000 Inc.

1996 – 2005

- Founding principle of a regional Internet Service provider, serving Schools, Libraries, Hospitals, Businesses, and individuals in the New York Metropolitan area. Managed a regional telecommunications network, while building I-2000 into a successful business with 3.5 million in annualized revenue. Sold as a going concern in 2005.

Director of Engineering, Lifetime Television

1988 – 1996

- Managed all aspects of technology, facility management, and project management at a national Cable Television Program Network based in New York City.

Assistant Chief Engineer, WTIC-TV

1985 – 1988

- Managed all aspects of technology, facility management, and project management at Channel 61 television in Hartford CT.

Leadership

Member of the Facilities Committee, The Lakes at Tradition Homeowners Association since 2021.

Overview

I am a very motivated, knowledgeable, conscientious Realtor that truly finds joy in helping people with their housing needs, whether it is selling current residence and/or purchasing a new residence.

Before becoming a Realtor, I was an Accountant with a verifiable record of accomplishment spanning several years. Recognized as a results-oriented and solution-focused individual. Areas of strength include:

- | | |
|--|------------------------|
| General Ledger | Balance Sheet |
| Income Statement | Month end close |
| Collections | Organizational skills |
| Communication Skills | Time Management Skills |
| Microsoft office, Excel, Word, Outlook, Access | Research Abilities |
| Great Plains, FRX, Crystal Reports | Team Player |
| Dynamics-Solomon | Financial Analysis |
| Dancik | |
| Oracle | |
| PeopleSoft | |

Experience

Keller Williams Realty of the Treasure Coast 05/01/19 to present

- Assist buyers with getting pre-approved with lender
- Assist buyers with finding the home they love
- Guide buyers through the process to closing
- Assist sellers in selling their home by hiring photographer, offering advice on what to do to prepare, market the property and get it sold!

Coldwell Banker Residential Real Estate 02/15 – 04/19
Realtor

- Assist buyers with getting pre-approved with lender
- Assist buyers with finding the home they want to purchase
- Guide buyers through the process to closing
- Assist sellers in selling their home by hiring photographer, offering advice on what to do to prepare, market the property and get it sold!
-

International Wholesale Tile 07/14 – 07/16

Accountant

- Month end preparation
- Journal entries
- Balance sheet preparations
- Reconcile bank accounts
- Pay sales tax
- Wire funds for payments out of country
- Supervise Accounts Payable
- Track fixed assets, including depreciation

Kane Financial, West Palm Beach, FL**10/13 – 07/14****Accountant**

- Prepared monthly financials for 13 assisted living facilities
- Journal entries for all
- Monthly calls to all facilities to go over financials
- Bank account reconciliations
- Balance sheet reconciliations

Metro Transit Authority, Madison, TN**03/12 – 09/13****Accounting Manager**

- Provide supervisory support for three people of the financial team, including, Payroll Administrator, Fare Media Mgr, A/P & A/R
- Reliably completed month end close for two companies by 6th day of month
- Estimated necessary monthly accruals using historical and current data
- Identified and prepared journal entries
- Bank reconciliations for 5 accounts
- Analyze both the income statement and balance sheet prior to submission to Executive Management Team
- Balance sheet account reconciliations for 22 accounts
- Implementation of new/improved Point Of Sale system, which includes: new hardware, new software for better reporting, inventory tracking and sales tracking of bus and train ticket sales.
- Sage ACCPAC software – accounting software
- Managed all aspects of transit fixed assets, including, all buses, vans, fare boxes, bus shelters, shop equipment, furniture, computers, etc. Balance all 18 G/L accounts.
- Balance Parts Inventory in accounting system with Physical inventory and Procurement's software program inventory.

American Endoscopy Services, Brentwood, TN**11/00 – 04/11**

AES is a wholly owned subsidiary of United Surgical Partners International, providing surgical services to over 50 sites across 26 states having 175 employees. (Recently acquired by Specialty Care)

Staff Accountant

01/05 - 04/11

- Manage commissions commission schedules for development team
- Maintain fixed assets ledger consisting of 15,000 assets
- Integrate/ balance sales from specialized accounting program into Great Plains
- Balance GL with assets inventory including researching and correcting any differences
- Coordinate monthly inventory adjusting entries by working with clinical staff and corporate management
- Involved in each aspect of the monthly finance closing process
- Prepare and pay sales, use & gross receipts tax to 26 states
- Assisted executive management team with preparation of annual budgets
- Reconciled multiple bank accounts, investigating discrepancies and making adjustments when appropriate
- Audit weekly revenue submissions

A/R, A/P Coordinator

11/00 - 12/04

- A/P – payables input, receiving, balancing
- A/R – data entry, invoicing, balancing, supervision of A/R
- Collections
- 25 Cost Savings Reports done manually in Excel

Nurse On Call, Lantana, FL

04/99 - 07-00

Nurse On Call provides a complete range of home healthcare services with 32 offices in the state of Florida and is Medicare certified.

Business Manager

- Responsible for Accounts payable and receivables while managing 25 employees.
- Interviewed and hired CNA's for in-home patient care.
- Entered payroll, managed scheduling for CNA's patient visits and coordinated with Nursing for RN supervisory visits.

Lawnwood Regional Medical Center, Fort Pierce, FL

10/96 - 04/99

Lawnwood Regional Medical Center is a general medical and surgical hospital located in Fort Pierce, FL. The facility manages 331 beds. It is accredited by the Joint Commission.

Administrative Assistant

- Update policies, procedure manuals and newsletter
- Reconciled traveling nurses time worked
- Made travel arrangements for directors

Education

Bachelor of Science degree in Accounting - Capella University

Associate of Arts degree - Indian River Community College

Upper Iowa University

Additional Education

MMI – Management Class -40 hours with Nashville Metro Government
Excel – Intermediate
Real Estate license
GRI designation

Other

Alive Hospice Volunteer for 3 ½ years
Church volunteer
2020 President of Women's Council of Realtors Stuart Martin County

ANDREA ARTEAGA

Andreaart7@yahoo.com

(772)577-1170

Port St. Lucie, FL 34987

PROFESSIONAL SKILLS

Passionate Teacher with more than 6 years of experience developing and implementing diverse curriculums covering a wide range of subjects. Highly skilled at motivating students through positive encouragement and reinforcement of concepts via interactive classroom instruction and observation. Successful in helping students develop strong literacy, numeracy, social and learning skills.

SKILLS

- Teaching/tutoring
- Creative learning strategies
- Managing classroom for diverse populations
- Diverse classroom settings
- Experience with instructional design
- Teamwork and collaboration
- Student motivation
- Fast learner
- Detailed instruction
- Student records management
- Strong written and verbal communicator
- Physically strong and agile
- Positive and encouraging
- Computer proficient
- Relationship building and management
- Outstanding social skills

Teacher 2013 - Current

St. Lucie Schools - Port Saint Lucie, FL

- Pursued professional development continually by attending educational conferences and teacher training workshops.
- Worked with other teachers and administrators to evaluate and revise elementary school programs.
- Participated in student recruiting sessions and other marketing efforts that required teacher representation.
- Worked collaboratively with other teachers to review data and develop instructional strategies to address student learning objectives.
- Provided reading instruction to special needs students.
- Assisted with the organization and administration of standardized testing.
- Taught multiple subjects to students with intellectual or emotional disabilities.
- Acquired a general knowledge of program curriculum and detailed knowledge of assigned courses.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Met with parents to resolve conflicting educational priorities and issues.
- Observed and evaluated students' performance, behavior, social development and physical health.
- Encouraged students with special academic interests to fully pursue those subjects.

ACCOMPLISHMENTS

- Named "Teacher of the Year" at Renaissance Charter School at Tradition in 2017.

RESOLUTION 2022-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF TRADITION
COMMUNITY DEVELOPMENT DISTRICT 3, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Tradition Community Development District 3 (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the St. Lucie County, Florida; and

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF TRADITION COMMUNITY
DEVELOPMENT DISTRICT 3:**

1. The following persons are elected to the offices shown, to wit:

Isiah Steinberg	Chairman
Rick Dufour	Vice-Chairman
B. Frank Sakuma, Jr.	Secretary/Treasurer
_____	Assistant Secretary
Ryan Bartlett	Assistant Secretary
Rosario “Roy” Perconte	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 4th DAY OF MAY, 2022.

ATTEST:

**TRADITION COMMUNITY
DEVELOPMENT DISTRICT 3**

Secretary / Assistant Secretary

Chairman