

OSCEOLA COUNTY

**Indian Ridge Villas Common Facilities District
1 Courthouse Square, Conference Room #4727
Kissimmee, Florida, 34741
www.osceola.org**

Board of Supervisors

**Barbara Fretz, President
Darlene Zeanwick, Secretary/
Treasurer
Linda Sgallata, Supervisor**



SPECIAL MEETING – 12/16/2009 - 7:00 PM

Agenda

Approval of Agenda

The Board of Supervisors will approve an agenda which sets the order of the meeting. This approval could include an addendum representing new items, additions, corrections, and/or deletions of existing items as submitted by the Clerk of the Board.

Hear the Audience

Citizens wishing to address any item on the agenda during this portion of the meeting should complete a Request to Speak form available from the District Clerk and should be submitted to the Clerk of the Board prior to the commencement of the meeting. Comments will be limited to three minutes. The Board of Supervisors will not vote on any item during this portion of the meeting, but at their discretion issues can be placed on the agenda for a vote at a later time.

District Clerk Report

Matters for Consideration

1. District Clerk Report.

Regular

Matters for Consideration

2. Resignation of Supervisor Darhlene Zeanwick.
3. Discuss newly vacated Supervisor position and provide direction.
4. The Board of Supervisors shall elect the Secretary/Treasurer from among its members to replace Darhlene Zeanwick, previous Secretary/Treasurer of the Indian Ridge Villas Common Facilities District; and authorize new signatures on the bank account.

Reports

Supervisor Sgallata

President Fretz

Adjournment

In accordance with Florida Statutes, Chapter 286.0105, any person wishing to appeal a decision made by the Board of Supervisors with respect to any matter considered at such a meeting or hearing, will need a record of the proceedings. For such purposes he or she may need to ensure that a verbatim record of the proceedings is made, which may include the testimony and evidence upon which the appeal is based.

**COMMON FACILITIES DISTRICT
AGENDA REQUEST**

DISTRICT:	INDIAN RIDGE VILLAS CFD	MEETING DATE:	DECEMBER 16, 2009
DEPARTMENT:	SPECIAL ASSESSMENTS	MEETING TYPE:	REGULAR
DEPARTMENT DIRECTOR:	DONNA RENBERG	REQUEST TYPE:	DISTRICT CLERK REPORT

AGENDA REQUEST

District Clerk Report

FINANCIAL INFORMATION

TOTAL REQUESTED AMOUNT: \$

BACKGROUND INFORMATION

1. Proof of advertisement for the December 16, 2009 Special Meeting will be provided.

Per the Ordinance, this meeting must be advertised at least seven days prior to the scheduled meeting in a newspaper of general paid circulation within the County. The advertisement was placed in the Osceola section of the Orlando Sentinel on December 6, 2009.

**COMMON FACILITIES DISTRICT
AGENDA REQUEST**

DISTRICT:	INDIAN RIDGE VILLAS CFD	MEETING DATE:	DECEMBER 16, 2009
DEPARTMENT:	SPECIAL ASSESSMENTS	MEETING TYPE:	REGULAR
DEPARTMENT DIRECTOR:	DONNA RENBERG	REQUEST TYPE:	REGULAR

AGENDA REQUEST

Resignation of Supervisor Darhlene Zeanwick.

FINANCIAL INFORMATION

TOTAL REQUESTED AMOUNT: \$

BACKGROUND INFORMATION

Attached is Supervisor Darhlene Zeanwick's resignation letter.

Darlene E. Zeanwick

2571 Jasmine Trace Drive
Kissimmee, FL 34758-1904

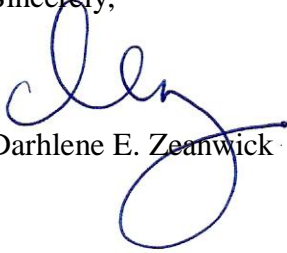
(407) 738-8042

November 16, 2009

Matthew Vespi
Osceola County Management & Budget Office
1 Courthouse Sq, Suite 2100
Kissimmee, FL 34741

Please accept my resignation from the board of supervisors for Indian Ridge Villas Common Facilities District.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Darlene', with a large, stylized flourish extending from the end of the signature.

Darlene E. Zeanwick

**COMMON FACILITIES DISTRICT
AGENDA REQUEST**

DISTRICT:	INDIAN RIDGE VILLAS CFD	MEETING DATE:	DECEMBER 16, 2009
DEPARTMENT:	SPECIAL ASSESSMENTS	MEETING TYPE:	REGULAR
DEPARTMENT DIRECTOR:	DONNA RENBERG	REQUEST TYPE:	REGULAR

AGENDA REQUEST

Discuss newly vacated Supervisor position and provide direction.

FINANCIAL INFORMATION

TOTAL REQUESTED AMOUNT: \$

BACKGROUND INFORMATION

Staff has received an application from Craig S. Pastrana, a resident of Indian Ridge Villas Common Facilities District for the Supervisor vacancy. See attached application.

In the past, Staff has prepared a mail out to send to all the registered voters of a District requesting applications for the vacant position. See attached sample announcement.

**OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS
COMMON FACILITIES DISTRICT BOARD OF SUPERVISORS APPLICATION**
(Please type or print)

COMMON FACILITIES DISTRICT (CFD): _____

Please submit a completed application to:

Osceola County
Office of Management & Budget
Attn: Special Assessments Coordinator
1 Courthouse Square, Suite 2100
Kissimmee, Florida 34741
Telephone: (407) 742-1821 / Fax: (407) 742-1815

FOR OFFICIAL USE ONLY:

Date Application Rcvd: _____

Application Rcvd By: _____

NAME: Craig S. Pastrana

ADDRESS: 7817 Turkey oak Lane

CITY: Kissimmee

STATE: Florida **ZIP CODE:** 34747

HOME PHONE: 407-390-0096

CELL PHONE: 407-304-7793

OFFICE PHONE: _____

FACSIMILE: _____

E-MAIL ADDRESS: cpastrana@cfl.rr.com

1) Are you an Osceola County registered voter? **YES** **NO** If no, please discontinue application.

2) Is the above address located in the applicable CFD? **YES** **NO**
If yes, you may skip to question 5.

3) Do you own property in any CFD? **YES** **NO**
If yes, please specify.

CFD NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

4) Are you a resident of Osceola County? **YES** **NO** If no, please discontinue application.
Please specify address.

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

5) Have you ever served on a Maintenance District before? **YES** **NO**
If yes, please specify.

DISTRICT NAME: _____

DATES: _____

6) Are you currently serving on a District / Homeowner's Association (HOA)? **YES** **NO**
If yes, please specify.

DISTRICT NAME: _____

DATES: _____

HOA NAME: _____

DATES: _____

7) **CONFLICT OF INTEREST:** Do you have any potential conflicts of interest in regards to the appointment you are seeking of which the Board of County Commissioners needs to be made aware? YES NO If yes, please specify.

8) **SURETY BOND:** A Surety Bond is required for this appointment. Is there any reason why this insurance couldn't be obtained on your behalf? YES NO If yes, please specify why not.

9) **SUPPORTING DOCUMENTATION:** Please provide any supporting documentation that will assist the Board of County Commissioners when evaluating the applicants.

- RESUMÉ (REQUIRED)
- COPY OF DRIVER'S LICENSE (REQUIRED)
- RESIDENT'S LETTERS OF SUPPORT
- OTHER: _____

STATE FINANCIAL DISCLOSURE FORM: All Supervisors who are members of a Board as of December 31st of every year are required to complete a State of Florida Financial Disclosure Form which is sent by the State Commission on Ethics. Failure to file this form may result in a fine. For more information on financial disclosure you can go to the Florida Commission on Ethics web site at www.ethics.state.fl.us and click on "Financial Disclosure".

Section 760.80, Florida Statutes, encourages a balance of minority and non-minority appointments to certain Boards, Commissions, Councils and Committees. To assist with the reporting requirements of this Statute, we respectfully request that you provide the following information: *(Disclosure of this information is optional.)*

GENDER: M F PHYSICALLY DISABLED: YES NO

American Indian Asian Black

Hispanic White Other: _____

I hereby certify that all statements made by me on this application are correct to the best of my knowledge and recollection. Permission is hereby granted to solicit and investigate statements from any person or organization with regard to my personal history and prior employment. In addition, my signature below authorizes Osceola County to conduct a background check as it deems necessary.

I understand that inclusion of any false information may be cause for disqualification. I further understand that the Osceola County Board of County Commissioners retains sole authority to issue such disqualification.

SIGNATURE: Craig Pastrona DATE: Dec 3, 2007

Craig Pastrana
7817 Turkey Oak Lane
Kissimmee, Florida 34747
407-304-7793
cpastrana@cfl.rr.com

SUMMARY

Hardworking and highly motivated individual with several noted success in hospitality and entertainment field.

QUALIFICATIONS

Being appointed the Director of Operations for a new company, I was able to step in to identify and correct technical problems, solve and define new goals, focus and establish a core foundations.

WORK EXPERIENCE

2008- Ms/Mrs. Corporate America Pageant Director of Operations
Orlando, Florida

- Responsible for all aspects of the production of yearly pageant in March.
- Responsible for contacting and securing a varied panel of judges for the yearly competition.

2008- Florida US Pageant Inc. Choreographer and Movement Specialist
Palm Coast, Florida

- Responsible for all aspects of prod action for yearly pageant in May.

2001- Hair Cuttery Hair Stylist
Orlando, Florida

- Able to perform corrective color and hi-lighting, correct hair mistakes, texturizing, and style all hair types.
- Able to provide instructions on hair care after chemical services.
- Able to provide information on hair care products.

1989- Walt Disney World Guest Relations Host
Lake Buena Vista, Florida

- Provide information to guest for planning of daily activities.
- Handle and balance a daily cash drawer.
- Able to successfully solve complex situations for guest.
- Handle multiple incoming phone lines.
- Manage, coordinated, and execute daily activities of several areas of Guest Relations.
- Able to partner with management and executives of Walt Disney World.

December 1, 2009

To Whom It May Concern:

I am a homeowner in the sub-division of Indian Ridge Oaks. I understand there is a seat on the CFD (Common Facilities District) Supervisor's Board and would like to extend my support for Craig S. Pastrana to be accepted for this position.

I believe Craig would be an asset to this Board and I would stand behind any decision he would make.

If I could be of any further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Helen C. Berndt". The signature is written in dark ink and is positioned above the printed name.

Helen C Berndt

7824 Turkey Oak Lane

Kissimmee, FL 34747

(h)407-390-8274

PUBLIC NOTICE
BOARD OF SUPERVISORS APPLICATIONS SOUGHT FOR
INDIAN RIDGE VILLAS COMMON FACILITIES DISTRICT

Name
Address
Address

Dear District Property Owner:

The Indian Ridge Villas Common Facilities District Board of Supervisors is accepting applications for a Supervisor position.

The Board of Supervisors is responsible for the oversight and governance of the Common Facilities Districts (CFD) for the provision of acquisition, construction, operation and maintenance of the Common Facilities within the CFD. The Applicants for this Board are required to be registered voters residing in Osceola County. While not required, it is recommended that the Board members live, or own property, in the applicable CFD.

This is an opportunity for individuals to contribute their time and efforts for maintenance and improvements to the applicable CFD.

If you are willing and able to serve in this capacity, you may contact the Special Assessments Coordinator listed below, to discuss the details and responsibilities. The attached application must be completed and returned by **TIME PM on Date.**

Amanda Clavijo
1 Courthouse Square, Suite 2100
Kissimmee, FL 34741
Phone: 407-742-1821
Fax: 407-742-1815
E-mail: afie@osceola.org

**COMMON FACILITIES DISTRICT
AGENDA REQUEST**

DISTRICT:	INDIAN RIDGE VILLAS CFD	MEETING DATE:	DECEMBER 16, 2009
DEPARTMENT:	SPECIAL ASSESSMENTS	MEETING TYPE:	REGULAR
DEPARTMENT DIRECTOR:	DONNA RENBERG	REQUEST TYPE:	REGULAR

AGENDA REQUEST

The Board of Supervisors shall elect the Secretary/Treasurer from among its members to replace Darlene Zeanwick, previous Secretary/Treasurer of the Indian Ridge Villas Common Facilities District; and authorize new signatures on the bank account.

FINANCIAL INFORMATION

TOTAL REQUESTED AMOUNT:

BACKGROUND INFORMATION