

SHIP - Affordable Housing Advisory Committee

Applicant Package - Member

SHIP - Affordable Housing Advisory Committee - Member

Positions Available 3

Term: 01 Feb 2024 - 31 Dec 2025

Number of applicants in this package 3

- Atwater, Megan
- Hildreth, Mary Lou (reapplying)
- Pellett, Michael B

Name: Atwater, Megan

Address: 1607 NW 12th Rd, Gainesville, 32605

Email: megan.m.atwater@gmail.com

Board Name: SHIP - Affordable Housing Advisory Committee

Please confirm Full Name, including middle initial, prefix, and physical mailing address:

Megan M. Atwater

1607 NW 12th Rd

Gainesville, FL 32605

In what city district do you live?:

District 4

Employer:

Sage Real Estate

Phone Number:

3522831498

Occupation:

Realtor

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

With a background in social work and my current work in real estate, I do believe that there is an answer for affordable housing and I would love to participate in the solution. I have built houses myself and bought and sold houses and land so I have significant experience in the issues that local developers face- even those with the best intentions at heart.

How many terms have you served on this board previously?:

0

Disclaimer:

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Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?:

No

Have you been removed from any advisory board for attendance, behaviour or another reason?:

No

What is your gender identity?:

Female

Are you a City of Gainesville Employee?:

No

Are you a City of Gainesville Intern?:

No

Are you currently on a City Advisory Board/Committee?:

No

Some of the boards and committees appointed by the City Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement?:

Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? *:

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." *:

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission: 12/13/23 6:45:43 AM

Attachments

- Megan Atwater 2023.pdf

Megan Atwater
(352) 283-1498
megan.m.atwater@gmail.com

EDUCATION

Master of Social Work May 2010
University of Pennsylvania, Philadelphia, PA
Clinical Concentration

Bachelor of Arts in English May 2008
University of Florida, Gainesville, FL
Minor in Women's Studies

PREVIOUS EXPERIENCE

Realtor February 2018 — Current
Sage Real Estate Gainesville, FL
• Focus on residential real estate in Gainesville's urban core

Owner March 2021 — Current
Sawgrass Construction & Consulting, Gainesville, FL
• Construction of residential family homes in Gainesville, FL

Intake Counselor, Therapist October 2014 — May 2018
Shands Psychiatric Hospital, Gainesville, FL
• Complete clinical assessment for inpatient psychiatric admission and inpatient/outpatient substance abuse
• Complete pre certification and utilization reviews with insurance companies
• Field calls from the community regarding psychiatric and substance abuse treatment and provide referrals when admission is not appropriate

Clinical Counselor July 2014 — August 2015
Children's Home Society, Gainesville, FL
Hours per week: 20
• Complete biopsychosocial assessments
• Provide in-home therapy

Child Advocacy Specialist June 2010 — July 2013
CASA of Travis County, Austin, TX
Hours per week: 40
• Advocate at court and at meetings for what is in the best interest of children who have experienced abuse or neglect in the role of the Guardian ad Litem
• Assessment of child development and wellbeing in order to advocate for services

Name: Hildreth, Mary Lou

Address: 1100 NW 33RD AVE, Gainesville, FL, 32609-2123

Email: mayorhildreth@aol.com

Board Name: SHIP - Affordable Housing Advisory Committee

Please confirm Full Name, including middle initial, prefix, and physical mailing address:

Mary Lou Hildreth

1100 NW 33rd Ave

Gainesville, FL 32609

In what city district do you live?:

District 4

Employer:

City of Hampton

Phone Number:

352-235-0519

Occupation:

City Clerk/Administrator

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

I have devoted many hours to learning about the many intricacies involved in affordable housing and, even though I certainly don't consider myself an expert, I feel that I have a much better grasp than when I started on this board. I also believe that this issue is beyond crisis level - in Gainesville, the state and the whole nation.

How many terms have you served on this board previously?:

2

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Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?:

No

Have you been removed from any advisory board for attendance, behaviour or another reason?:

No

Upload an additional file to support your application (Optional):

- MLH BIO.pdf

What is your gender identity?:

Female

Optional: Ethnicity:

Caucasian/Non-Hispanic

Are you a City of Gainesville Employee?:

No

Are you a City of Gainesville Intern?:

No

Are you currently on a City Advisory Board/Committee?:

Yes

If yes, which City Advisory Board/Committee?:

SHIP - AHAC

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Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? *:

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." *:

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission: 10/03/23 11:46:50 AM

Attachments

- MLH RESUME.pdf

Mary Lou Hildreth, MMC
1100 NW 33rd Avenue
Gainesville, FL 32609
352-235-0519
mayorhildreth@aol.com

PROFILE

Administrative professional offering versatile leadership and management skills. Manager and facilitator with planning and problem solving skills who readily adapts to change. Ability to work both independently and as a team member. Successful at managing multiple priorities and meeting deadlines without compromising quality. Experienced in both private and public sectors, including government organizations. Professional, outgoing, energetic, and goal oriented.

EDUCATION

University of Florida, B. A., Special Education, 1982
Certified Municipal Clerk, 2017
Master Municipal Clerk, 2019

KEY SKILLS

- Municipal Government/Public Policy
- Professional Communication Skills, Written and Oral
- Successful Grant Writer
- Outstanding Interpersonal Skills
- Strong Ability to Partner, Develop and Maintain Professional Working Relationships

EXPERIENCE

City of Hampton **City Clerk/Administrator, 2015 - present**

Responsible for all city administrative duties: preparing agenda, taking minutes, grant writing and administration, project management, records management, accounts payable/receivable, budget preparation, water utility billing, customer service, contract management, interagency communications on local, state and federal levels; and all other municipal operations.

City of Keystone Heights **Mayor, 2006 – 2014**

Strong background in setting policies and ensuring their administration. Experienced in public sector and intergovernmental agency communications with positive results. Successfully built professional relationships with municipal, county, state and federal agencies. Experienced Tallahassee lobbyist. Experienced and successful grant writer. All aspects of local government.

Bacen & Jordan, P.A., Fort Lauderdale, FL
Administrative/Executive Assistant/Client Liaison, 1985 – 2003

Responsible for personal and professional needs of head partners, including correspondence, scheduling, and client services. Managed and supervised numerous office programs, accounting and administrative duties. Provided on-site client service to hospital business offices located state wide, including development and implementation of operational procedures, coordination of special projects/events and staff training/support. Proven strengths in client maintenance, problem-solving, and planning/implementing proactive procedures and systems.

Biographical Information

Mary Lou Hildreth, MMC

Mary Lou Hildreth is the City Clerk/Administrator for the City of Hampton. She received Certified Municipal Clerk designation in 2017 and her Master Municipal Clerk designation in 2019. In 2018 she was awarded the Florida Rural Water Association's Manager/Administrator of the Year. She graduated from the Florida Government Finance Officers Association Leadership Class IV in 2019. She has obtained over 4 million dollars in grants for her community.

Mary Lou served as a volunteer on the City of Gainesville's City Beautification board for three terms and served as the Chair for two years. She was also the Chair of the City of Gainesville's Charter Review Commission. She is the current Vice Chair of the City of Gainesville's SHIP/Affordable Housing Advisory Committee. She attended the City of Gainesville's Citizen's Academy in 2014. She is also an active member of the Florida League of Cities, the Northeast Florida League of Cities, the Florida Association of City Clerks, and the Alachua County City Clerk's Association.

Ms. Hildreth is also the former Mayor of the City of Keystone Heights, having served from 2006 - 2014. As Mayor she obtained over 3 million dollars in grant funding. Mary Lou chaired the Community Redevelopment Agency and served as Vice Chair on the Budget and Finance Committee and Growth Management Committee. She was an active member of the Florida League of Cities, served on the League's Energy, Environmental and Natural Resources Legislative Council and was a former board member for the Florida League of Mayors; Board of Directors and past Vice President for the Northeast Florida League of Cities; Past President of the Florida Urban Forestry Council and also served two terms on the Clay County Tourism Development Council. She was a stakeholder member on the Minimum Flow Levels Prevention and Recovery Strategy committee, the Clay Putnam Implementation Work Group, and a steering Committee member of the Southeast Georgia/North Florida Water Model group. She was appointed by the SJRWMD to represent local government as a stakeholder on the North Florida Regional Water Supply Partnership.

Mary Lou holds a Bachelor of Arts degree in Special Education from the University of Florida. Mary Lou is married, has one daughter, twin grandbabies and two ninety pound fur babies. She enjoys Gator football, NHRA, being with family and friends, eating her husband's gourmet meals and reading.

Name: Pellett, Michael B

Address: 3631 nw 23rd Place, Gville, 32605

Email: mpellett2@yahoo.com

Board Name: SHIP - Affordable Housing Advisory Committee

Please confirm Full Name, including middle initial, prefix, and physical mailing address:

Michael B Pellett

3631 NW 23rd Place, 32605

In what city district do you live?:

District 3

Employer:

self, semi retired

Phone Number:

352-262-5111

Occupation:

Architect

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.):

Providing healthy affordable housing. Infill housing for distributed affordable housing.

How many terms have you served on this board previously?:

0

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Yes

Time of Submission: 10/17/23 3:21:57 PM

Attachments

- resume.pdf

Michael Pellett, Registered Architect, AIA

3631 NW 23rd Place, Gainesville, Florida 32605, web: pellettarchitect.com, email: michael@pellettarchitect.com, (352) 262-5111

Architect - Project Design, Project Management, and Construction Administration.

PROFESSIONAL HIGHLIGHTS

FEMA Grant Costing Specialist. FEMA Site Inspector.

Professional services independent architect - 26 yrs.

Licensed architect - 34 yrs.

Project Management over architects, designers, CAD operators and engineers producing contract documents. 23 years.

Quality Assurance / Quality Control QAQC of contract documents for project types from retail to hospital work. 4 years.

Design and Construction Administration of hospitals, office buildings, lab buildings, assembly buildings, schools, residential single and multifamily buildings, Scale of projects ranged from 200,000 s. f. to specifically targeted tenant improvements for labs – 34 yrs.

Oversaw construction document production in CAD; construction administration with well documented paper trails: reviewed plan submittals; developed cost estimates; inspected facilities and construction - 21 yrs.

Energy efficient building design practice since 1976, with an ongoing emphasis in energy, worker productivity, clean-healthy interiors and life cycle costing. with a LEED Gold qualified office building recently completed.

Proficient CAD operator / designer; prepared full sets of model-based construction plans. Set up and managed LAN based CAD production department for medium sized architectural firms. -20 yrs.

Long term use of Florida Building Code, NFPA 101 Life Safety Code, and Software based structural and other engineering calculations

Prepared: bid-award and design-build contract documents; for whole buildings, tenant improvements, building renovations and additions - 34 yrs.

Implemented internet communication based Administration for the whole design documentation and construction administration process for a 3 million dollar design/bid/build project. Use of a cloud based “plan room” for ongoing CA work including shop drawing circulation and review, all legal documentation for the project and for general correspondence including meeting minutes, decisions and directives.

PROFESSIONAL EXPERIENCE:

NISTAC, a Joint Venture between Dewberry and AECOM

September 2018 to April 2019, September 2019 to February 2020

FEMA Grant Costing Specialist, FEMA Site Inspector

1. Evaluate and analyze applicant submitted costing data for disasters. Use Excel templates to validate same.
2. Write the DDD, Damage, Description and Dimensions utilizing raw information provided by applicant.
3. Write the SOW, Scope of Work including quantities, costs, and citing specifics for the disaster.
4. Write the Costs statement.
5. Make direct contact with the FEMA field managers for each disaster as needed, with team group lead and with various reviewers of the grant requests.
6. Grants are to meet historic preservation and environmental regulations, are to adhere to very specific FEMA limits and to some state regulations.
7. Grants are written using The Public Assistance Program and Policy Guide. Further the entire work is collected, written and presented within cloud based Grants Manager software program.
8. Recently deployed to Puerto Rico to conduct on site evaluations for 1st round documentation of damages in order to write and fund each damage grant. Site Inspector.

Stantec, Orlando, Florida

Feb 17, 2014 Feb 2, 2018

Construction Administration Architect

1. Duties: Assigned to the \$90,000,000 Mental Health Addition (MHA) for the Bay Pines Veterans Administration Hospital, St Petersburg, Florida.
 - Full time field based construction administration.
 - Work closely with the Senior Resident Engineer (SRE) and his office writing reports, providing cost estimates, processing Requests for Information and reviewing Submittals.
 - Informally act as a Resident Engineer for the SRE on architecture finishes issues.
 - Lead and catalog punch inspection efforts by associates within the A/E joint venture including various engineer disciplines.
 - Interact with the contractor in solving issues while representing the owner.
 - Aid the SRE in negotiating change orders.
 - Size: 155,000 SF; Cost: \$92M.
2. Act as Project Manager on another remodel project with a \$10,000,000 budget at this same hospital, conducting similar duties. **Size: (2) 24-bed wards; Cost: \$10M.**
3. Co-Project Manager to complete delivery of CD-2 phase work to convert an existing 1930 metal hospital to outpatient clinics on each of 4 floors in two phases. This 30 million dollar project is phase IV at the Bay Pines VAMC. **Size: 40,00 SF; Cost: \$30M**
4. Assigned as PM for the Lake Nona VA laboratory to be constructed as a second floor over the Sim Learn new building at the VA Orlando Lake Nona campus.
5. Project Manager for the new City of Palm Coast Community Center.

6. Site Construction Administrator for a 20,000 sq. ft. ballroom addition and hotel renovation, Doubletree, Sea World.
7. QC, Quality Control specialist as team member for other Project Managers peer reviewing 30%, 90% and 100% construction documents. Such projects range from hospitality, military and medical to interior design.

Principal, Michael Pellett Architect,
February, 1996 to present

Duties: As owner, coordinated production among several CAD associates and intern architects, trained and supervised CAD operators, produced CAD based documents and produced CAD based marketing and management documents. In addition, find, court, and sell professional services to clients, manage an architectural firm, and continued to expand knowledge of current means and methods of construction.

Partial list of projects:

- Convert 45,000 square foot former bowling alley into a factory/office/research facility for Theissen Training. (ongoing)
- Meridian Health Care, Administration Building. 24,000 square feet two story LEED qualified office building with under floor air, LED lighting, etc., now in Construction Administration.
- Meridian Health Care, Renovate three existing buildings for a Sally Port at a drug treatment facility, offices at another building and for a full 17 bed adolescent drug treatment facility in the third building. These were each full service fees with complete Construction Administration.
- University Corners – A large mixed use development located on three city blocks at the edge of the University of Florida. Schematic Design documentation for retail, condominium, parking and office space.
- Magnolia Bay Innovation Center – An upscale Class A LEED urban office building of 7 floors, unbuilt.
- Union Street Station – \$13,000,000, 5-story, mixed- use bldg. in downtown Gainesville with Commercial, Office, and Residential space. Consultant to Gene Davis, Principal Architect.
- Four first time Tenant Improvement restaurants within a new mixed use project for 101 Management Group in Tallahassee, FL.
- Cantina 101 restaurant, Gainesville, Florida. Remodeled existing space for new full kitchen restaurant.
- 101 Restaurant at Union Street Station. Two remodels over 10 years for the former Burger King space.
- Big Top Brewing. Remodel the 101 space for a new tenant as a small craft brewery.
- Embers and Spark. Remove former fast food tenant space and replace with new bar, full kitchen and dining at this elegant Gainesville Restaurant.
- Many small restaurant and bar remodels including Simons, Sticks, Hayes' Kitchen, Apple Brothers, Burrito Brothers and Gators Creek Side.
- Florida A&M University Federal Credit Union – A new 10,000 square foot 2 story office located on South Monroe Street, Tallahassee, Florida. A full service contract with Construction Administration.
- Acupuncture School – Remodel existing two story office building for clinic, classrooms, and offices at 305 SE 2nd Avenue, Gainesville, Florida. A full service contract with Construction Administration.
- Dayspring Missionary Baptist Church addition and remodel, now finishing construction.

- Faith Missionary Baptist Church – Inspected newly built structure for errors, provided report, with remodeling existing space and providing additions, Gainesville, Florida 32641, Pastor Kevin Thorpe.
- Second Morningstar Missionary Baptist Church – Addition of a fellowship hall and proposed addition of a bathroom wing, Gainesville, Florida.
- Restoration Outreach Church – New 14,400 square foot church, classrooms and offices, Archer, Florida.
- Club house and entry security gates for a Melbourne Beach upscale housing development.
- LUX Tavern, Gainesville, Florida. Renovated and use change for a two level 1400 square foot bar.
- Campo Verde, Gainesville – Designed and implemented a green 22 home infill subdivision.
- Eden Gardens, Gainesville, Florida. Site Adapt Consultant to principal architect to produce documents for a \$3,000,000 Assisted Living Facility.
- 3300 Office Building for Alliance Title, A new 20,000 square foot, 3 Story Office Building. A full service contract with Construction Administration. Tallahassee, FL
- Additionally many consultations including CAD training, computer consulting, house plans, remodeling and energy calculations.

**Karl Thorne Associates, Inc., Architects & Planners, Gainesville, Florida,
 Sept. 1, 1992 to January 31, 1996.
 Project Architect/Manager, CAD Manager.**

Project manager for the Florida AM University \$10,600,000 Science Research Facility including managing up to 3 persons in production. Concurrently, project manager for the Santa Fe Community College Institute of Public Safety including full production responsibilities and construction administration.

Manage/improve implementation of multi-station CAD system, train production staff.

This position involved autonomy and independence, and required self motivation and careful time management.

**JRA Architects, Inc., Tallahassee, Florida,
 January 31, 1990 – April 1, 1992.
 CAD Manager, Project Manager, Production.**

Duties: As CAD Manager, coordinated production on CAD for other Project Managers including projects such as the Daytona Beach Regional Airport and several schools, trained and supervised CAD operators, produced CAD based documents and produced CAD based marketing and management documents.

As Project Manager Responsibilities included the DD's, and the CD's for the 100,000 square foot existing building remodel, for the National High Magnetic Field Laboratory project. This involved managing the production of another CAD operator and several intern architects on the boards.

**Richard Crowe & Associates (now Gilchrist & Crowe), Tallahassee, Florida
 Jan. 5, 1987 – January 30, 1990.
 Production Manager, Project Manager.**

As Production Manager, produced working drawings, first on the boards, then on CAD. Projects included the Verandas Shopping Center, High Park Village Apartments, The Tallahassee/Leon County Human Services Center, a large 6 story center city office building with parking structure, and many other commercial and renovation projects.

Catalyst Incorporated, Architecture, (now Catalyst Reiff, Hollywood, FL) Orlando, Florida
September 1, 1984-January 4, 1987.

Project Manager, Production Document Specialist. Duties: As Project Manager, organized team approach to complete specific jobs. Acted as team member in project completion. Project Management tasks included a youth center for the Naval Submarine Base at Kings Bay, Georgia; a shopping center in Longwood, Florida; a code compliance study and centralized fire alarm system design for a Florida State Mental Hospital of 1000 beds; acted as chief draftsman for the addition and renovation of the Apopka City Hall Complex including contract administration. Team member for several projects including a 12,000 s.f. civic center and two 300 unit plus elderly housing apartment projects. Project Manager for a turnkey bid to the Orlando Housing Authority for a 50-unit family housing project.

Archaeonics Corporation, Abernethy & Associates, Architects, Winter Park, FL,
June 1, 1982-July 30, 1984.

Type of work: Architectural Services/Research Project Manager/Associate.
Duties: Designed and developed single and multifamily plans, specifications, cost estimates, shop drawings, and product orders. Coordinated field work as required to properly expedite product placement. Worked with custom package clients to produce construction documents for their building orders. Product development of a panelized wall, floor and roof panel residential building product.

Full Project Manager responsibilities to work with church client to develop a building program, produced a complete set of schematic design documents, and design development documents. Worked extensively with consultants, the client, code enforcement units and the owner as builder to produce the final construction documents and help coordinate contract administration for a 2500 seat, 37,000 square foot church. Supervised one other Graduate Architect.

Developed new clients. Administered all phases of Architectural services for a 60 unit low income duplex rental project.

Mayes Sudderth and Etheredge, Engineers/Architects, Orlando Florida,
January 6, 1980-May 31, 1982.
Construction Document Specialist, Chief Draftsman.

Duties: All phases of design and drafting for firm's practice as sole drafter for 8 months Then, promoted as Chief Drafter. Responsibilities included Schematics, DD, WD, Shop drawing review, specifications; 3 office buildings, a city hall, 44 unit timeshare condo/convention center, 2 medical clinics, a 200,000 s.f. shopping center, site modeling for a large shopping center, and over 100 units of luxury condos in 4 projects. As Project Manager, responsible for consultant coordination, production and contract completion for a 15,000 s.f. drugstore/restaurant and for a flower shop tenant improvement. Production of store front documents for the above shopping center from artists sketches. Assisted Architect in

Programming and Schematic design for a 5000 seat Baptist Church including coordinating all education, executive and spiritual elements of facility. Ongoing responsibility for shop drawing reviews for other projects and maintain office product literature.

Pelcasp Solar Designs, Home Design and Solar Systems Consultant, Madison Wisconsin, 1977-1979.

Owner and manager of a consulting firm specializing in solar home design, solar systems utilization and construction expediting.

EDUCATION:

Florida A & M University School of Architecture, 5 year Bachelor of Architecture, May 1993.
Associate Degree of Architectural Technology awarded June 1976 Madison Area Technical College.

LEED AP training, UF TREEO Center
GRU Green Seminar, Gainesville, Florida Green Home Designation Certification Course
Solar Heating seminars.
Architectural Registration Seminar.
Architectural Quality Control Seminar "Redi Check".

PROFESSIONAL STATUS:

Registered Architect 1986, State of Wisconsin, License No. A-5872
Registered Architect 1993, State of Florida, License No. AR 0014676.
LEED Green Associate (not current)
Active member of the American Institute of Architects (AIA)

HONORS AND AWARDS:

High Honor Roll - Madison Area Technical College
Honor Roll - Florida A & M University
Terminal Project - A Visitor Center for a new Space Port, Island of Hawaii, reserved by the School of Architecture, Florida A&M University.
Varco-Pruden: Best Church Structure, 1984, Orlando Christian Center, Orlando Florida.