



### PROFESSIONAL SYNOPSIS

While at Fishkind & Associates, Inc., Ms. Shepherd has been involved in assisting with management services for Master Homeowners and Property Owners Associations for Developments of Regional Impact (DRIs). Ms. Shepherd's experience in both permitting and operations allows for efficient execution of daily operations related to management of associations and CDDs. In addition, Ms. Shepherd assists in the oversight of billing services and collections, as well as in the development of annual budgets for these associations. Ms. Shepherd handles coordination and execution of all Board of Directors' meetings, correspondence, and general communication related to the associations and is familiar with state statutes as they apply to the management and operations of homeowners and property owners associations.

### AREAS OF EXPERTISE

CDDs  
DRIs  
Regulatory Agency Permitting/Compliance

Local Government Permitting/Compliance  
Master Planned Community Design Guidelines and  
Architectural Review

### SELECT CLIENT LIST

Tradition-Florida Development Company  
Tradition-Florida Community Association  
Tradition-Florida Commercial Association

Tradition-Florida CDDs #1-10  
Lake Nona Land Company  
Greeneway Park DRI Property Owners Association

### PROFESSIONAL EXPERIENCE

Associate, Fishkind & Associates, Inc.  
Project Coordinator, CAPTEC Engineering, Inc.  
Construction/Community Operations Assistant, Abacoa Development Co.

### EDUCATION

State of Florida, Licensed Community Association Manager, 2011  
State of Florida, Notary Public