

APPLICATION FOR APPOINTMENT – Martin County Affordable Housing Advisory Committee – Please Print

Type of Member (explain HOW you qualify for the category under Other Experience below):

- ☐ Citizen who is actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as an advocate for low-income housing
- ☐ Citizen who is actively engaged in the banking/mortgage industry in connection w/affordable housing
- ☐ Citizen actively engaged as a for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection w/affordable housing
- ☐ Citizen actively engaged in residential homebuilding industry in connection w/affordable housing
- ☐ Citizen representative of areas of labor actively engaged in homebuilding in connection w/afford hsg
- ☐ Citizen who represents employers within Martin County
- ☐ Citizen who represents essential service personnel
- ☒ Citizen who resides within Martin County
- ☐ Local Planning Agency Member

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By Donna Gordon at 1:00 pm, Aug 14, 2025

Check One: ☐ Mr. ☒ Mrs. ☐ Ms. ☐ Miss ☐ Dr.

Name: Michele Reilly

Residence Address: 12 N. River Road Sewalls Point, FL 34994
Street - City - Zip Code

Mailing Address: _____
(if different) Street - City - Zip Code

Commission District in which you reside: 1^{dg} Staff will complete.

Are you available year-round to attend meetings? ☐ yes ☐ no If no, what months are you available?
Available all months except perhaps July.

Telephone numbers: daytime: 772-341-3417 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise:

EMAIL: reillym1@mc.com

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: _____

DATES: _____

PLACES (city/state): _____

SENTENCES OR FINES: _____

→ CONTINUED →

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered.
The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

Education: Masters Degree in Public Administration

Employment Experience: _____

Other Experience— How do you qualify for the Type of Member selected? _____

I am a resident of Martin County with affordable home development and construction experience.

Community Experience and Affiliations: Past member of Library Board of Trustees and 4 year Board Member of MC Historical Society (Elliott)

Other County Boards/Committees/Task Forces on which you have served: See above

Do you or any member of your immediate family work for Martin County or do you or a company that you are an officer or employee of have an existing contract with Martin County? If yes, please explain:

Daughter in Law - MC Fire Rescue

REFERENCES: Please list two references:

Sheila Schneider - sschneider @ willoughbygolfclub.com Mary East - mary.east @ concert.net

- Applicant may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Florida law prohibits an advisory board member from doing business with its agency (the County). Sections 112.313(3) and (7), Florida Statutes. However, upon full disclosure by the Applicant, the conflict may be waived at the discretion of the Board of County Commissioners by a supermajority vote. Section 112.313(12), Florida Statutes.

➔ Signature:  Date: 8/14/2025

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 by Friday, August 15, 2025. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

Michele E. Reilly, CCM, PCAM

12 N River Road
Reillymi@me.com
772-341-3417

Willoughby Golf Club General Manager, COO May 2009-May 2025

3001 SE Doubleton Drive Stuart, FL

Chief Operating Officer and Community Association Manager for Willoughby Golf Club which includes but is not limited to, leadership of executive staff for 18-hole golf course, multiple dining venues, 375 homes with extensive common area and recreational facilities including tennis, pickleball and fitness. In addition, coordinates the development of sales and marketing plans for equity memberships and outside events and all ancillary forms of communications (website etc.) to insure brisk sales. Golf membership is currently on a wait list. Responsible for all facets of budget development, management sales and marketing. Reports to a volunteer Board of Directors. Absolute responsibility for profit and loss for \$12 million budget and over 100 full and part time staff members. Served as project manager for the following capital projects: clubhouse renovation (twice); complete golf course renovation; golf course irrigation renovation; construction of new fitness center; and construction of new pickleball courts.

Habitat for Humanity Executive Director December 2006-May 2009

2555 SE Bonita Street Stuart, FL

Chief Executive Officer for non-profit developer of low income housing utilizing limited staff and a large number of volunteers. Identified and accessed funding opportunities and increased the production and availability for housing by 100%. Coordinated with Habitat for Humanity International as a national conference presenter on Problem Solving. Strategized with state and local governments on development, funding and permitting issues as they relate to affordable housing. Served on the Community Redevelopment Committee for Golden Gate. Coordinated the development of the business plan, identification of funding and purchase of the necessary building for the ReStore resale store. Reports to a volunteer Board of Directors.

Willoughby Golf Club Assistant General Manager April 1999-December 2006

3001 SE Doubleton Drive Stuart, FL

Hired by developer as Director of Security but quickly progressed to Community Association Manager and then Membership Director. Responsible for all facets of community operations including coordination with developer and transition to homeowner control. Lobbied for consideration from national corporations such as Lowes and Wal-Mart on behalf of Willoughby Property Owners. Continued to take on additional responsibilities including marketing and membership, food and beverage operations and architectural review culminating in the appointment to Assistant General Manager in January of 2004. Worked to facilitate merger between the Homeowners Association and the Golf Club as manager of the HOA. Reported to a volunteer Board of Directors.

Women in Distress of Broward County Development January 1998-April 1999

PO Box 676 Ft. Lauderdale, FL

Prepared grant proposals for program funding for State Certified Domestic Violence center in Broward County. Assisted with development of \$4.2 million budget. Developed outcome based performance objectives for new and existing programs.

Lauderhill Police Department Deputy Chief of Police July 1994-February 1997

6279 W Oakland Park Boulevard Lauderhill, FL

Assisted with the development of new police department with problem oriented policing philosophy and structure. Responsible for all road patrol and criminal investigation operations, budgeting, organizational and neighborhood goal development. Worked with community to identify neighborhood problems and support problems solving initiatives. Developed departments Seniors and Law Enforcement together program. Responsible for coordinating all emergency operations plans in the event of a major hurricane for municipality of over 50,000 people.

Ft. Pierce Police Department Acting Captain of Operations March 1983-June 1994

920 S US #1 Ft. Pierce, FL

Supervised all operational functions including investigative operations and field training. Also held the following positions; road patrol officer, Sergeant, Lieutenant, Professional Standards, Accreditation Manager and District Commander.

Education

Certified Club Manager (CCM)-Club Managers Association of America (CMAA)

Professional Community Association Manager (PCAM) -Community Association Institute (CAI)

Masters Degree in Public Administration- Florida Atlantic University

Graduate of FBI National Academy- 170th session

Board Service

Foundation for Community Association Research (7/1/2023-7/1/2025)

Martin County Historical Society Board Member and Past President

Martin County Library Board of Trustees (appointed by the County Commission)