

APPLICATION FOR APPOINTMENT – Martin County Construction
Industry Licensing Board – Please Print

ENTERED

MAY 28 2019

Type of Member: ☐ Contractor ☒ Consumer **VOH**

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

Name: Charlene Oakowsky

Residence Address: 4905 SE Capstan Ave #60 Stuart 34997
Street/City/Zip Code

Mailing Address: 8771 SE Bridge Rd #113 Hobe Sound 33455
(if different) Street/City/Zip Code

Commission District in which you reside: 4th Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If no, what months are you available?

Telephone numbers: daytime: 772.215.0600 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise

EMAIL: Charlene@Oakproperties.com

* Are you a Martin County registered voter? ☒ yes ☐ no **6-1994**

* All **Contractor** members shall have been actively operating in the construction industry in Martin County for at least three consecutive years as a County-licensed or State-certified contractor.

Please check which applies:

- ☐ general, building, or residential contractor
☐ plumbing contractor
☐ registered architect or registered engineer

- ☐ electrical contractor
☐ HARV contractor

Any disciplinary actions? _____ If yes, please explain: _____

* No member shall hold elective public office or be a public employee or a public official, except in his or her capacity as a member of such board. ✓

* If applying for a **Consumer** position, have you ever been a contractor or a member of any profession regulated by the Board or a member of any closely related profession? ☐ yes ☒ no

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:

→ CONTINUED →

TYPE OF OFFENCES: DUI

DATES: 93 &

PLACES (city/state): Stuart

SENTENCES OR FINES: probation

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: _____

Employment Experience: Self employed Real Estate Broker (2005)
and property management (1996)

Other experience you feel would be helpful to the Board in making this appointment: _____

Served on this board in the past. Deal with problem
solving; negotiations, contracts on a regular bases.

Community Experience and Affiliations: Turner Society Volunteer

Other County Boards/Committees/Task Forces on which you have served: Hobe Sound

Chamber of Commerce Board positions; Several Florida Realtors
Boards, CILCB,

Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: _____

NO

→ CONTINUED →

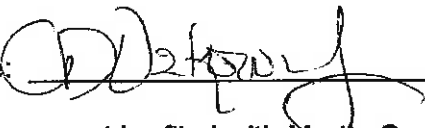
REFERENCES: Please list two references:

Vito Sesta - 772-260-2664

Ika Wojcieszak - 772-260-2731

- Board members *may* be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (the County). Section 112.313(3) and (7), Fla. Stat.

→ Signature:



Date:

5/22/19

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 by **Friday, May 24, 2019**. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

CHARLENE OAKOWSKY

8771 SE Bridge Road, 113, Hobe Sound, FL 33455
772-932-7056

Licenses & Certifications

Licensed Florida Real Estate Broker	Graduate Realtor Institute (GRI)
Accredited Buyers Representative (ABR)	Housing Certified Manager-Rural (HCM-R)
Accredited Residential Manager (ARM)	Internet Professional (e-PRO®)
Broker Price Opinion Resource (BPOR)	Minority Business Enterprise (MBE)
Community Association Manager (CAM)	Performance Management Network (PMN)
Certified Distressed Property Expert (CDPE)	Transnational Referral Certification (TRC)

Professional Affiliations

National Association of Realtors
National Women's Council of Realtors
Florida Realtors (Property Management Committee, Since 2011, Professional Standards Forum, Board of Director, Since 2012)
Florida Women's Council of Realtors (Chairperson, Young Professionals Network, 2011, District III Vice President, 2012; District X & XII 2013)
National Association of Residential Property Managers
Institute of Real Estate Management
Hobe Sound Chamber of Commerce (Ambassador since 2010, Executive Board of Director 2012, President 2014)
Jupiter-Tequesta-Hobe Sound Women's Council of Realtors (President, 2010)
Jupiter-Tequesta-Hobe Sound Association of Realtors (Professional Standards Board, Since 2011)
Miami Association of Realtors

Professional Experience

2019-Present: Schooner Oaks Condo Association

Manage a Condo Association with 84 Units. Duties include managing staff, vendors, contract negotiations, Budget reviews, and daily administrative duties.

2010-Present: Oakowsky Properties, Inc. (formerly Oakowsky Management, Inc.)

Owner-broker and active Realtor dealing with real estate services and estate management. Real estate division provides traditional sales services and specializes in investment properties and first-time home ownership; estate management division specializes in home concierge and investment management.

2014-2016: Cedar Pointe Village 6 Condo Association

Managed 145 unit condominium association in Martin County. Duties included daily bookkeeping, preparing monthly and annual reports, scheduling and managing Board of Directors meetings, supervised vendors and maintained unit files. Assisted in annual budget and general maintenance of the property.

2009-2014: Treasure Coast Non-Profit Corporation

Founder/CEO of non-profit established to individuals to develop leadership and work skills and assist families in need.

2005-2010: Sheehan Realty

Real estate agent specializing in residential listings/sales, distressed properties and first-time home ownership.

2004-2006: Cove Place POA

Management for a property owners association in distress. Assisted and guided board of directors with organization, financial affairs, improving common area standards and community governance.

2000-2005: Center for Environmental Compliance

Managed daily office operations for non-profit corporation. Published monthly newsletter, organized stormwater compliance training workshops, and maintained internet operations, AR and AP items. Managed EPA stormwater compliance program for California-based Overnight Transportation Company (OTC).

1998-2010: Oakowsky Management, Inc.

Residential and investment property services, including association management and rental portfolio.

1996-2011: Lakeside Apartments, LTD and Salerno Village, LTD

Manage with ownership interest 515 USDA properties totaling 74 units. Control daily operations, vendor scheduling, rent collection, compliance issues, complete financial duties (excluding Corporate Tax Returns and Inside Auditing procedures), and application processing for potential residents. Sold Properties.

Community Service

Florida Realtors Board of Director 2010-present

Jupiter Tequesta Hobe Sound Council of Realtors Board Member 2014-present

Hobe Sound Chamber of Commerce – President 2014

Hobe Sound Chamber of Commerce – Ambassador (Since 2010) and Executive Board of Director (2012-2013)

Martin County Affordable Housing Advisory Committee (5 years)

Treasure Coast Community Action Advisory Committee (1 year term)

Martin County Construction Industry Licensing Board (4 years)

Early Learning Coalition/Martin County - Board of Directors; Chair, Advisory Committee (2009-2011)

Charity Organizations

American Cancer Society Relay for Life (Team Development Chair 2012)

Celebrities Fore Kids

Hospice

Treasure Coast Humane Society