

Starting with the US Navy. I was a Yeoman in the special services dept on the Naval Station Washington DC. Worked for two officers and one Chief responsible for typing reports and keeping logs.

Was transferred to the Naval Station Commanding Officers office in a Radioman's position because of all men under his command I got a Top Secret clearance before others. Responsible for sending and receiving highly classified messages around the world from and to fleet commanders.

Worked in aerospace as an assistant to four Marketing Engineers. Typing up reports, making travel arrangements and typing and assembling presentations to customers.

For 18 years worked as assistant in many different departments of Immigration and Customs Enforcement. The last assignment being as Detention and Deportation assistant to five officers. Requested alien files, requested court documents and filed. Typed requests to countries around the world to accept aliens that are to be deported. Updated the detain and release logs for tracking aliens in our custody. Worked as Bond assistant for two years typing bonds up and certified monies collected.

At no time in all my years of work did I have any experience with Budgets or paying bills.

## 2023-BOARD CANDIDATE KAREN CLYNES SIGNED THE 'BOARD CODE OF CONDUCT'

**Karen R. Clynes**  
203 Los Prados Drive  
Safety Harbor, FL 34695

### Summary

Extensive business experience in administration as an Executive Assistant, Administrative Assistant and Registered Sales Associate. Previous work history in various industries include residential and construction mortgage lending, general securities, real estate sales and real estate title insurance. Retail sales experience.

Skills and experience include meeting facilitation, calendar maintenance and scheduling, meeting planning, extensive travel arrangements, reception, detail oriented, excellent telephone, customer service and organizational skills.

### Experience

**Raymond James, St. Petersburg, FL** November 2018 - present

**Executive Assistant to five Senior Vice Presidents, PCG Supervision**

Support five (5) Senior Vice Presidents and their respective teams in all areas of administration for the RJ Private Client Group Supervision.

**Stifel, New York, NY** September 2013 – November 2018

**Executive Assistant to Sr. Managing Director ECM / Syndicate**

Assist in all areas of administrative work for Equity Capital Markets and Convertible Team / Syndicate

- Arrange extensive travel arrangements and car services
- Provide telephone, expenses and all other administrative support for team.

**Rodman & Renshaw, LLC, New York, NY** June 2006 - December 2012

**Executive Assistant to CEO & CFO**

Assisted in all areas of administrative work including:

- Heavy calendar scheduling of appointments, meetings or conferences for executives and departmental personnel.
- Coordinated, arranged and assisted in extensive meetings for company hosted conferences in New York, London, China, Monte Carlo and San Francisco.
- Prioritized calls through screening process, transfers calls, records messages, and delivered to appropriate personnel.
- Generated reports, handles multiple projects, and prepares and monitors invoices and expense reports.
- Prepared and filed routine and advanced correspondence including letters, memoranda, and reports.
- Handled a wide variety of situations and conflicts involving the clerical and administrative function of the office.
- Reviewed and distributed daily mail correspondence to appropriate personnel.
- Ordered office supplies and maintains inventory.
- Maintained up-to-date departmental manuals and files.
- Responsible for confidential and time sensitive material.
- Arranged extensive travel arrangements and car services.
- Maintained roadshow meeting schedules for colleagues and investors.
- Created and maintained expense reports utilizing Concur.
- Maintained conference room calendars and meeting schedules.
- Covered reception position when required.
- Assisted with the preparation for Board of Director Meetings.
- Ordered and set up for breakfast and lunch meetings.
- Utilized experience and judgment to plan and accomplish goals.

# 2023-BOARD CANDIDATE ANTHONY INSALACO SIGNED THE 'BOARD CODE OF CONDUCT'

## 2022 BOARD OF DIRECTORS

PRESIDENT ANTHONY INSALACO □ VICE PRESIDENT EDWARD KATALINAS  
SECRETARY KAREN CLYNES □ TREASURER GILBERT DANIELS □ DIRECTOR JOSEPH MARONEY

### I, ANTHONY F. INSALACO, AM RUNNING FOR THE 2023 LOS PRADOS BOARD OF DIRECTORS

V1.02

THE 2022-BOARD WORKED TIRELESSLY & EFFECTIVELY TO INCREASE PROPERTY VALUES, IMPROVE COMMUNITY RELATIONS, ADDRESS AN INSURANCE-INCREASE CRISIS, ETC. IF THE 2022-BOARD IS RE-ELECTED, WE'LL WORK EVEN HARDER TO MAKE LOS PRADOS EVEN BETTER!

**MANAGEMENT PHILOSOPHY: PUT OUT EACH BRUSH, BUT IMMEDIATELY-EVALUATE WHETHER BASE CAUSE SHOULD ELICIT A NEW POLICY. "BEST PRACTICES" IS A METHODOLOGY THAT, THROUGH EXPERIENCE & RESEARCH, HAS PROVEN TO RELIABLY LEAD TO A DESIRED RESULT.**

IN 1780, JOHN ADAMS WISELY ENSHRINED THE PRINCIPLE OF "A GOVERNMENT OF LAWS AND NOT OF MEN" IN THE MASSACHUSETTS CONSTITUTION. BY COMMUNITY-VOTE IN 2020, LOS PRADOS VOLUNTARILY AND PURPOSEFULLY ADOPTED THE SAME 'JOHN ADAMS PRINCIPLE' BY PUBLISHING ITS 2 (AMENDED & RESTATED) GOVERNANCE BINDERS – RESULTING IN:

- **LOS PRADOS GOVERNANCE:** BY MEMORIALIZED MAJORITY COMMUNITY-VOTED - NOT BY BOARD OF DIRECTORS MAJORITY.
- **EX. OF BEST PRACTICES MEMORIALIZED IN CLEAR-BINDER MODULES:** FEE COLLECTIONS, ROOF CARE & REROOFING FUND.

**IN ADDITION TO CARRYING OUT THE EXISTING 'BEST PRACTICES' & DEVELOPING NEW ONES, I BELIEVE A BOARD'S EFFECTIVENESS SHOULD BE MEASURED BY ITS COLLECTIVE 'SKILLS & BEHAVIORS' AND WHETHER IT SEEKS TO CONTINUALLY IMPROVE UPON THEM.**

- ABOVE-REPROACH ■ ACCOUNTABLE ■ AESTHETICALLY-ATTUNED ■ APPROACHABLE ■ AVAILABLE
- BUSINESS/CONSTRUCTION EXPERIENCED ■ COHESIVE ■ COMPUTER-SAVVY ■ CREATIVE ■ CURIOUS
- DECISIVE ■ DELIBERATIVE ■ DETAILED ■ DOCUMENTING ■ DRAMA-FREE ■ ENERGETIC ■ EVEN-HANDED
- EXCELLENT MONEY-MANAGERS ■ FACTUAL ■ FOCUSED ■ INCLUSIVE ■ INFORMATIVE ■ INNOVATIVE
- INTERPERSONAL ■ LONG-RANGE PLANNERS ■ MINDFUL ■ MULTITASKING ■ NON-GROUP-THINKERS
- NOT ACCEPTING OF PERSONAL REIMBURSEMENTS (E.G. GAS/MEALS/VEHICLE EXPENSES) ■ ORGANIZED
- PROACTIVE ■ PROBITIVE ■ PROFICIENT IN THE VERBAL & WRITTEN WORD ■ PROVEN-NEGOTIATORS
- PROVEN PROBLEM-SOLVERS ■ RAPID-SERVICE PROVIDERS ■ RESEARCH-BASED ■ RESPECTFUL TO ALL
- TIMELY ■ TRUTHFUL ■ UNFLAPPABLE ■ USE OF PILOT-PROJECTS WHENEVER POSSIBLE ■ VISIONARY
- WILLING TO ALWAYS GO THE EXTRA MILE IN SEARCH OF THE MOST COST-EFFECTIVE SOLUTIONS

**PARTICIPATED IN PLANNING/DIRECTING MORE THAN 50-DOCUMENTED PROJECTS BETWEEN 2007 & THE PRESENT. SOME OWNERS HAVE SEEN A RECITATION OF THESE PROJECT HIGHLIGHTS BUT CONSIDER THAT SOME NEW OWNERS HAVE NOT.**

### SOME 2015-2022 PROJECTS, MANY OF WHICH BECAME 'BEST PRACTICES' (SUCCESSFUL APPROACHES FOR THE NEXT TIME AROUND)

- **BALCONIES (2016-2017).** TO ELIMINATE ONGOING BALCONY REPAIRS LONG-TERM & ALLOW 1<sup>ST</sup> FLOOR UNITS TO ENJOY PATIOS FREE OF WATER & DEBRIS, A COST-EFFECTIVE, IN-HOUSE, SLIGHT-PITCHING 'BALCONY REMEDIATION PROJECT' WAS INITIATED THAT WILL RESULT IN EVEN STRONGER BALCONIES.
- **DUMPSTER GATES (2016-2017)** ON ALL 4 DUMPSTER COMPOUNDS (INSPIRED BY BALCONY-DESIGN) ... A DUMPSTER GATE CAN BE A BEAUTIFUL THING.
- **LANDSCAPING.** MANICURED TREES OF COURSE! GREAT LAWN SERVICE WITH BY-THE-CUT PRICING ... SAVING 1000'S DUE TO WEATHER ALLOWING MORE TIME BETWEEN CUTS. EMPHASIS ON LANDSCAPING MAINTENANCE. NEW HIGH-ART GARDENS: PAID FOR BY GRASS-CUTTING SAVINGS + LANDSCAPE BUDGET.
- **MAINTENANCE (DAILY ... ANNUAL).** MORE THAN 50 TASKS, MANY OF WHICH MOST ASSOCIATIONS CAN ONLY ENVY ... DECLARATION-MANDATED IN 2015.
- **PAINTING (2015-2016).** IN PREPARATION FOR PAINTING, A DETAILED REPAIR OF ALL THE BUILDINGS WAS PERFORMED, INCLUDING 92-WOOD FASCIA REPAIRS AND NEW ATTIC AIR-VENT SCREENING TO ELIMINATE CRITTER-INTRUSION. THE PAINTING ITSELF: □ 10-YEAR SCOTT PAINT WARRANTY □ ALL BRUSH AND ROLL FOR OLD-SCHOOL/TOP-QUALITY RESULTS WITH NO OVERSPRAY □ BUILDING-BY-BUILDING WITH LITTLE RESIDENT-DISRUPTION □ PAY-AS-YOU-GO FOR BOTH LABOR AND MATERIALS □ SAVINGS: \$51,000+ (WHEN COMPARED WITH THE COMMISSIONED 2014-RESERVES STUDY AND STANDARD BIDS).
- **PONDS (2017).** MORE THAN 850 BAGS OF LEAVES REMOVED FROM ALL 3-PONDS. WILL NOW BECOME AN ANNUAL 'PONDS CARE PROGRAM'.
- **POOL HEATER/COOLER (2017).** STATE-OF-THE-ART/AIR-FRICTION/ELECTRICITY-SIPPING/5YR-WARRANTY WITH 24/7 OPERATION IN SEASON.
- **PROPERTY VALUES.** LOS PRADOS IS ACCLAIMED FAR AND WIDE AND, AS A RESULT, ATTRACTS NEW BUYERS AT EVER-INCREASING SALE-PRICES.
- **RESTRICTED ROOF REPLACEMENT FUND (2015).** THIS SET-ASIDE LINE ITEM WAS ESTABLISHED INSIDE RESERVES. FUNDS ARE RESTRICTED ... MEANING THEIR USE IS ONLY FOR A PURPOSE COMPATIBLE WITH THE RESTRICTED FUND'S PURPOSE – FUND DEPLETION ONLY BY A COMMUNITY VOTE.
- **ROADS (2015-2016).** FLAWLESS PLANNING/EXECUTION OF 'NEW MAIN ROAD PLUS SIDE-ROADS TREATMENT' – THEREBY BRINGING ROADS INTO CALENDAR-SYNCHRONIZATION FOR A 'ROADS CARE PROGRAM'. SAVINGS: \$41,000+ (WHEN COMPARED TO THE COMMISSIONED 2014-RESERVES STUDY).
- **ROOF CARE (ANNUAL).** WHY DO MANY ASSOCIATIONS HAVE ASPHALT ROOFS INSTEAD OF THEIR ORIGINAL TILE? THEY LACKED OUR ROOF CARE PROGRAM! A FORMULA COMBINES 'CARE EFFORTS' ACROSS MULTIPLE TASKS (BLOWING/CLEANING/GUTTERS/DRYER-VENTS) - SAVING \$2K/YR (WITH A BROKEN-TILE WARRANTY).
- **SAVINGS.** MULTIPLE BIDS ARE NECESSARY BUT NOT SUFFICIENT. FOR TRULY DRAMATIC SAVINGS, BOARDS BEST BE 'OUTSIDE-THE-BOX & BID-CHALLENGING' THINKERS. FOR EXAMPLE, JUST BETWEEN THE 'PAINTING & ROADS' PROJECTS, \$92,729.52 SAVED (COMPARED TO 2014-RESERVE STUDY) ... \$891/UNIT.
- **STORM DAMAGE (2017).** LIMITED. PRIMARILY DUE TO RELIGIOUSLY-FOLLOWED ANNUAL/PROPERTY-WIDE/ARBORIST-DIRECTED 'TREE CARE' PROGRAM.
- **TREES (2019).** MASSIVE PROJECT: INSURANCE-MANDATED LIMB-REDUCTION OVER ROOFS/17 REMOVALS-STUMP GRINDING/PROPERTY-WIDE PRUNING.
- **2020 HIGHLIGHTS:** ROAD SEALING • POOL REMODELING • McMULLEN-BOOTH/MLK NEW GARDENS • MANY PLANTING & LAVA ROCK UPGRADES • NEW POOLED RESERVES STRUCTURE WITH ATTORNEY & ACCOUNTANT APPROVALS • NEW 2-BINDER GOVERNANCE DOCUMENTS PUBLISHED.
- **2021 HIGHLIGHTS:** BOD DEVISES A COST-SAVING REROOFING PLAN BY REUSING TILES • MANY PLANTING PROJECTS THROUGHOUT THE PROPERTY, ETC.
- **2022 HIGHLIGHTS:** SEAMLESSLY ADDRESSED MANY EMERGENCIES (METER BANKS, B12 POWER FAILURE, B3 FALLEN TREE) • ESTABLISHMENT OF WORKGROUPS (COMMUNICATIONS, PET, & SECURITY) FOR INCREASED OWNER INPUT, ETC.

**TO EVALUATE LOS PRADOS: PLACE ITS ATTRIBUTES IN THE ORDER MOST IMPORTANT TO YOU & COMPARE THEM WITH OTHER ASSOCIATIONS:**

- **AESTHETICS** □ **AMENITIES** □ **FINANCIAL STRENGTH:** FULLY-FUNDED RESERVES/LOW DELINQUENCY RATE/LOW MONTHLY FEES (BANG VS. BUCK)
- **GEOGRAPHIC LOCATION** □ **GROWTH PLAN** □ **MANAGEMENT STRENGTH** □ **PARKING** □ **PROPERTY CONDITION** □ **SECURITY** □ **STAFF**

### PROFESSIONAL EXPERIENCE

- **2 NYU DEGREES:** MATHEMATICS & CIVIL ENGINEERING. MINORS IN DESIGN/HISTORY OF ART & ARCHITECTURE • 2 PATENTS: PROCESS MANAGEMENT
- **COMPUTER CAREER:** PROGRAMMING & SOFTWARE DESIGN FOR CROSS-INDUSTRY APPLICATIONS → MULTI-DECADE COMPUTER SERVICE BUREAU OWNERSHIPS
- **PUBLISHED BOOKS:** SCRIBD.COM: 'A GUIDE TO BETTER COMMUNITY MANAGEMENT' • 'A GUIDE TO MULTIPLYING YOUR LIVING SPACE'
- **BOARD EXPERIENCE:** 24-YEARS OF PROACTIVE/REVITALIZATION BOD SERVICE. 7: WESTHAMPTON NY 2: GULFPORT FL 15: LOS PRADOS, SAFETY HARBOR FL

**Biography and Platform**

**Edward F. Katalinas**

**I am putting forth my candidacy for the Board of Directors for the Los Prados Condominium Association for the year 2023. I am seeking a seventh term as a Board Director. At present, I am currently serving as the Vice President of the Board. In the past I have served as President, Secretary and Treasurer.**

**Upon my retirement in 1995 I have spent the last 27 years living in Florida namely: Citrus Park, Clearwater Beach-Sand Key and Safety Harbor in the Los Prados Condominium Development.**

**Having been originally from Cleveland, Ohio I wanted to retire to a quiet and safe community. Citrus Park was too much hustle and busy - too much Tampa driven. Clearwater Beach was catering to spring breakers and tourists. Again hustle and busy. I found Los Prados and it met all my expectations and was a quiet bedroom type community.**

**Los Prados is the best kept secret in Pinellas County. It reminds me of Spain, Italy and Greece. The buildings, walkways, trees, shrubs make one feel like we are living in paradise.**

**My platform is simple. Maintain the Los Prados development to its high standards and find ways to make Los Prados even better. Listen and discuss ideas, issues and complaints brought to the attention of the Board Members by an owner or owners.**

**I am a graduate of John Carroll University and Cleveland Marshall Law School. I have a B.S., LLB, and Master of Law degrees. Ohio attorney. Elected and served 10 years in Cleveland, Ohio City Council. Elected and served as a Trial Judge in Cleveland for 24 years. Was the Presiding and Administrative Judge for 10 years. Elected President of the Northeast Ohio Judges Association which numbers over 100 Judges. Served on numerous Organizations, Boards and Committees as a Member, Officer, President or Chairman.**

**Married to Cynthia, with 5 children and an Army Veteran.**

## **Joseph Maroney**

Serving on the current Board of Directors and wishing to serve on the 2023-Board to continue to contribute to Los Prados’s many construction-based needs & projects

Spent the last 44 years in the trade industry HVAC, Plumbing, Electrical and construction. A capable decision-maker with a self-motivated approach to addressing any installation or needed repair. Specializing in all types of heating, air conditioning, plumbing, electrical and general construction, troubleshooting and repairs.

### **Experience**

Currently working remotely as a nationwide support person for R.W. Beckett Corp. – a leading 85 year-old manufacturing company in the HVAC industry.

#### **PRIOR**

- Retired from 30-year Lead Technician/Troubleshooter for Petro Home Services. Installed HVAC equipment and did technical training. Union shop steward: negotiated financial contracts. Liaised between corporate and workforce to find a happy medium for all parties.
- Reliance Fuel-04/1986 to 01/1991: HVAC tech doing installation and service.
- Brookhaven Cable TV (1982 to 1986): Lineman and wiring installer.
- Norberto & Sons Gunite Pools: Construction Div. commercial/municipal pools.

### **Education/Training**

- Patchogue Medford H.S-Regents Diploma
- BOCES Vocational School for HVAC installation and repair
- Farmingdale University for Automatic Heating & A/C

### **Perspectives & Cross-pollination**

The many years of experience in all building trades has given me the skillset to completely remodel 4 owned residences over time - from demolition to finished product.

- Current Residence-1: Leisure Village Condominiums:  
(a 1500-unit golf course community in Long Island NY)
  - Shortly after occupying, instrumental in realizing a large tree removal and re-landscaping project.
- Current Residence-2: Los Prados Condominiums:  
(a 104-unit community in Safety Harbor FL since June 2016).
  - Personally-renovated our Los Prados Condo giving me intimate knowledge of the Building’s “inner-workings”.
  - Instrumental in identifying and proposing the successful solution to what was a fatal skimmer/recirculation problem that had baffled the Pool Company for several months during their 2020 Pool Remodel.
  - Currently working with Board colleagues on a permanent piping solution regarding the Main Line leaking issue that has plagued Los Prados.