

Jonathan's Landing POA Staff General Responsibilities

Nancy Peffer **Executive Assistant**
Email: Nancy@jlpoa.com (561) 743-2032

- General Information Requests
- Maintains JL POA's General Database: Member, Property Management & President Information, etc.
- JL POA Conference Room scheduling & set up
- Pier Easement Requests
- Golf Cart Registration, Insurance Verification & Decal Issuance
- Kayak Registration, Insurance Verification & Decal Issuance
- Bocce Ball Court Reservations + Liaison for court maintenance
- Seacrest & JL Realty Accounting Liaison
- JL Cable/Hotwire Liaison



Brenda Bartoletti **HR & Communications Specialist**
Email: Brenda@jlpoa.com (561)743-2032

- Design Control Board
- Marketing & Communications
 - The JL POA Chronicle
 - JL Realty News
- Human Resources
- IT / Network Administrator
- Annual Meeting Liaison
- Supplies / Purchasing



Michael Keyes **Director of Security**
Email: Michael@jlpoa.com (561)743-2032

- Security Operations & Security Team
- Physical & Perimeter Security
- Continuity of Security Operations during Hurricanes, etc.
- Serious Incident Response
- Law Enforcement Liaison



Jim Tippett **Operations Manager**
Email: Jim@jlpoa.com (561)743-2032

- POA Facility, Infrastructure & General Aesthetics Maintenance
- Preventive Maintenance/Inspection Program Administration
- Water Resource Conservation & Oversight



Sandy Matteson **General Manager**
Email: Sandy@jlpoa.com (561)743-2032

- JL's Master Document Execution for the benefit of all members
- JL POA Board of Director's Policy Directives Execution
- Jonathan's Landing's Representative to External Organization

