

John Sims, CMTE, LCAM

Property Manager - LCAM

Fort Lauderdale, FL 33328

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954-445-6997

A demonstrated leader and experienced property and portfolio manager with the ability to deliver the Board of Director's objectives quickly and efficiently. A solid 15+ year business management career creating successful associations, reducing and controlling expenses, fostering a culture of teamwork and relationship building. Fully dedicated to Board and Unit Owner satisfaction, working with multi-technology vendors and businesses in rapidly developing, complex and diverse business environments. Vast hands-on experience in business operations, property management and real estate; Condominium, Community-Homeowner Associations, Luxury, High Rise, Art Deco, Historic, Multi Family, Rental, Residential Mixed Use, new developments, properties with Marina's, Commercial and Office Multi-Use. Experienced in completion of ten and forty year building certifications, Emergency Life Safety Systems, major capital asset projects, including 558 construction defect litigation and building restoration projects.

Authorized to work in the US for any employer

Work Experience

General Manager

Towers of Oceanview - Hallandale Beach, FL

July 2017 to Present

- Provide complete management and oversight of all property management functions for a condominium property. Responsible for managing the day-to-day administrative, financial and operations of a luxury, resort style condominium.
- Currently managing a building restoration project that includes 40 Year certification and ELSS mandates.
- Establish daily priorities and supervise in-house maintenance, janitorial and in-house concierge staff, manage all daily operational activities, vendors, assess and allocate daily workload and resources, monitor productivity and ensure vendor product quality.
- Increased employee productivity and performance, decreased association routine maintenance costs and renegotiated contracts saving \$580K in 9 months. Reduced delinquencies by 97% in 8 months.
- Obtain new vendor contracts, increase preventive maintenance, special assessment elimination and reduced delinquencies to zero.
- Prepare annual budget, monitor accounts receivables, approve accounts payables and verify accounting reports.
- Performed detailed analysis of financial statements, profit & loss, cash flow and all other financial reports.
- Created and directly managed operating and special assessment budgets.
- Reduced maintenance line item expenses by performing additional maintenance tasks in-house.

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The Veranda at Plantation - Plantation, FL

July 2015 to July 2017

Castle Group, Plantation, FL

- Provide management and complete oversight of all property management functions for a 5-Star upscale property. Responsible for managing the day-to-day administrative, financial and operations of a luxury, resort style condominium.
- Managed a building restoration project that includes construction defects (558) from developer turnover.
- Established daily priorities and supervise in-house maintenance, janitorial and in-house concierge staff, manage all daily operational activities, vendors, assess and allocate daily workload and resources, monitor productivity and ensure vendor product quality.
- Increased employee productivity and performance, decreased association routine maintenance costs \$97K in 8 months.
- Renegotiated contracts, increase preventive maintenance, special assessment elimination and reduced delinquencies, and saved the Association over \$400K while maintaining no increase in maintenance fees.
- Prepared annual budgets, monitor accounts receivables, approve accounts payables and verify accounting reports.
- Performed detailed analysis of financial statements, profit & loss, cash flow and all other financial reports.
- Created and directly managed operating and special assessment budgets.
- Assisted in the litigation process against the developer which resulted in a sizeable settlement that allowed the association to perform all of its necessary repairs without the need of a special assessment.
- Reduced maintenance fees for two years in addition to reducing master association fees by renegotiating Master Association vendor contracts.

Property-Portfolio Manager

Royal Management Group - Miami, FL

2013 to 2015

Recruited to take over leadership of multiple commercial, condominium and art deco historic properties with a history of ineffective management, lack of performance, escalating expenses, and excessively high budgets.

- Established priorities and supervised staff, all daily operational activities, vendors, assess and allocate daily workload and resources, monitor productivity and ensure vendor product quality. Increased vendor production and performance, decreased association operating costs 18% by streamlining administrative tasks and renegotiating contracts. Increased maintenance, special assessment and delinquency revenues.
- Prepared annual budgets for all properties, monitor accounts receivables, approve accounts payables and verify accounting reports. Performed detailed analysis of financial statements, profit & loss, cash flow and all other financial reports. Created and directly managed operating and special assessment budgets.
- Supervised and coordinated subcontractors and vendors for all security services, construction projects, capital improvements, historic building renovations and repair items, including ten and forty year certifications, and maintenance/janitorial staff regarding adherence to contract requirements.
- Broad knowledge of principles and practices of property management and of applicable federal, state, and local laws and regulations, high rise systems, HVAC, plumbing and electrical systems, intimate knowledge of code enforcement, local zoning and landlord tenant laws.

- Drafted and implemented Quality Assurance and Total Quality Management programs for all vendors, subsequently reducing overall maintenance costs by 25%.

General Manager

Florida Homestead Services - Fort Lauderdale, FL
2005 to 2013

Florida Homestead Services is a statewide provider of full service commercial and residential property management and consulting services to condominium and homeowners associations, business owners, law firms and local government entities.

- Directed the complete start-up of the company including daily business operations and all other areas of the business, including business development, initial creation and sales of company products and services.

- Provided a wide range of full spectrum property management and consulting services to multiple clients,

built client relationships, delivered presentations and contract proposals to Boards, developed employee

training presentations, drafted company ethics code and all rules, policy and procedures.

- Exceeded projected sales goals by 28% in the first year, developed and achieved annual budget, developed and initiated corporate policy and procedures, managed company assets and intellectual property.

- Developed and directed Human Resources functions, directed district property managers, property managers,

agents and sales personnel. Ensured compliance with all applicable state and local laws and regulations.

Education

Professional in Engineering - Telecom/Radio

Broward College - Davie, FL

Business and Human Resources Management

Nova University - Fort Lauderdale, FL

Ethics & Law

University of Florida

Skills

Budgets over \$70M (10+ years), Building & Infrastructure Maintenance (10+ years), Leadership & Mentoring (10+ years), Property Management (10+ years), Construction (10+ years), Human Resources Management (10+ years), Operations, Team Building, Payroll, Scheduling, Training

Links

<http://www.johnsimsresume.info>

<https://www.linkedin.com/in/johnsims3/>

Military Service

Branch: US Navy

Service Country: United States

Rank: E3

January 1976 to December 1979

Electronics technician

Awards

Cooper City Finance Advisory Board, Chairman

March 2019

Chairman of the City of Cooper City Advisory Board - Appointment by the city commision

Certifications/Licenses

CAM License

September 2016 to Present

DBPR renewal

Real Estate Sales Associate License

September 2017 to Present

DBPR renewal

Additional Information

KEY STRENGTHS

Leadership - Integrated transformational leadership strategies in a way that created a winning outcome and complete organizational understanding committed to the common goal of the Board of Directors thereby optimizing performance.

Cost Reductions - Collaborated with vendors and the Board of Directors to implement a plan for operational cost-reductions and contract renegotiation that generated 35% in savings annually.

New Business Launch - Directed a new property management business that positioned the company as a statewide leader in its offering of consultation, products and management services.

Specialties - Taking a property from disaster to complete organization via admin, compliance, maintenance, receivables, budgets, services, setting up new properties and acquisitions, property restoration, team building and mentoring.

Participative Management - Strengthened the team at the staff and Board levels of the organization by providing an honest assessment and a working strategy regarding management, subsequently developing and implementing that strategy.