

PROPERTY MANAGER

A seasoned, demonstrated leader and experienced property and portfolio general manager with the ability to deliver the Board of Director's objectives quickly and efficiently. A solid 20+ year property management career creating successful associations, reducing and controlling expenses, fostering a culture of teamwork and relationship building. Vast hands-on experience in business operations, property management and real estate; Commercial and Office Multi-Use, Condominium, Homeowner Associations, Luxury, High Rise, Art Deco, Historic, Multi Family, Rentals, Residential Mixed Use, new developments, properties with Marina's and Golf Courses. Experienced in completion of ten and forty-year building certifications, Emergency Life Safety Systems including 558 construction defect litigation and complete major building restoration projects.

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 substantial annual savings.

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, leadership, training, 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.

PROFESSIONAL EXPERIENCE

International Village, Lauderhill, FL
General Manager

Dec. 2020-Apr. 2021

- Provided complete management and oversight of all property management functions of one of the largest condominium properties in Broward County consisting of 832 residential units, 11 residential buildings, a large clubhouse with 8 Cabana units. Amenities include 2 pools, 2 spas, fitness center, interior racquetball courts, billiards room, indoor golf driving range, yoga fitness center, library, community club room, large card rooms, 5 tennis courts, 2 basketball courts, 2 lakes, nature area, on a 55 acre beautifully landscaped property.
- Responsible for managing all day-to-day administrative, financial, maintenance and business operations of a large luxury, resort style condominium.
- Managed numerous major building restoration projects, complete re-paving, roof replacements, in addition to managing all on-site vendors including security, landscaping, hair salon, restaurant and tea shop.
- Performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, pool/spa, and all other building systems for function and safety.
- Managed and negotiated numerous contracts, reduced employee expenses, and increased in-house maintenance tasks which have resulted in over \$150K in savings in FY 2021.

Winston Towers, Sunny Isles, FL

Property Manager

Oct. 2019-Nov. 2020

- Provided complete management and oversight of all property management functions for a 420-unit luxury condominium property. Responsible for managing all day-to-day administrative, financial and operations.
- Managed nine major building restoration projects that includes a Garage, Pool, Bathroom, Roof, Infrastructure, Impact Windows/Doors, Security System, Fire Alarm System, 50 Year certification and ELSS mandate implementation.

- Established daily priorities and supervise in-house maintenance, concierge, valet, janitorial and security staff, manage all daily operational activities, vendors, assess and allocate daily workload and resources, monitor productivity and ensure vendor product quality.
- Implemented a preventive maintenance program and maintenance personnel scheduling for the same.
- Performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, pool/spa, and all other building systems for function and safety.
- Obtained new vendor contracts and reduced discretionary expenses.
- Prepared annual budgets, monitor and process accounts receivables, approve accounts payable and verify accounting reports.
- Created and directly managed operating and special assessment budgets.
- Reduced maintenance line-item expenses by performing additional maintenance tasks in-house.

Towers of Oceanview, Hallandale, FL

General Manager

Sept. 2017-Sept. 2019

- Responsible for and provided complete management and oversight of all property management functions for a large 592-unit luxury resort style condominium property with a Master Association, managing the day-to-day administrative, financial, maintenance and operations requirements.
- Managed a major building restoration project that included 40 Year certification and ELSS mandates.
- Established daily priorities and supervised 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.
- Performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, pool/spa, and all other building systems for function and safety.
- Increased employee productivity and performance, decreased association routine maintenance costs and renegotiated contracts saving \$580K in 10 months. Reduced maintenance line-item expenses by performing additional maintenance tasks in-house.
- Reduced aged delinquencies by 98+% in 10 months.
- Obtained new vendor contracts, increase preventive maintenance, special assessment elimination and reduced maintenance and contract expenses by 51%.
- Prepared 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.

Veranda at Plantation, Plantation, FL

General Manager

Jul. 2015-Sept. 2017

- Responsible for complete management and oversight of all property management functions and managing the day-to-day administrative, financial and operations of a luxury, resort style condominium.
- Managed a building restoration project that included a construct defect (558) lawsuit 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.
- Performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, pool/spa, and all other building systems for function and safety.
- 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 two years in addition to reducing master association fees by renegotiating contracts.

JOHN SIMS
LCAM, CPI

Ft. Lauderdale, FL
954-445-6997
johnsims@bellsouth.net

Florida Homestead Services, Ft. Lauderdale, FL

General Manager

2005 - 2015

- Florida Homestead Services is a statewide provider of full service commercial and residential property management and consulting services to condominium and homeowners' associations, business property owners, law firms and local government entities.
- Directed and managed the complete start-up of the company including daily business, property management operations and all other areas of the business, including business development, initial creation and sales of company products and services.
- Managed commercial retail/office, multi-use, condominium, homeowner associations, residential, and apartment properties.
- Provided and managed a wide range of full spectrum property management and property consulting services to multiple clients, built client relationships, executed property management and contract proposals to prospective clients, developed employee training presentations, drafted company ethics code, and all company rules, policies and procedures.
- Exceeded projected sales goals by 28% in the first year, developed annual budgets, developed and initiated corporate hiring policy and procedures, managed company assets and intellectual property.
- Developed and directed Human Resources functions, directed district and regional property managers, on-site property managers, portfolio managers, agents and real estate agents and leasing/sales personnel. Ensured compliance with all applicable state and local laws and regulations.
- Drafted protocols, trained personnel and performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, pool/spa, and all other building systems for function and safety.

PRIOR RELEVANT EXPERIENCE

- SBC Telecom, Pompano/Doral, FL 1999-2005 - Area Manager; Supervised construction on two of the largest US data centers with 8M customer capacity each. Managed a total of 34 data center colocation properties totaling 1.55MM sq. ft., 125 employees and over 50 contractors and vendors during build, start-up and subsequent operational phases.
- Miami-Dade County, FL 1980-1999 - Supervisor; Top manager responsible for 23 field offices totaling 350K sq. ft., including property maintenance, vendor management and budgets. Held various technical management roles in multiple departments, received numerous special awards from the County Manager and County Commission.

LICENSES, EDUCATION AND CERTIFICATIONS

Florida Licensed Community Association Manager

Florida Licensed Real Estate Sales Associate

Florida Licensed Home Inspector

Certified Property Inspector - Nationwide

Master Telecommunications Engineer

Business Management – Broward College, Davie, FL; Nova University, Ft. Lauderdale, FL

Business Management, Human Resources, Electronics - Miami-Dade College, Miami, FL

Labor Relations, Contract Administration, Human Resources Management - Cornell University

Capital Financing, Labor Relations, Budgeting, Ethics, Law, Growth Management - University of Florida