

John Sims

Property Manager - LCAM, CPI

Cooper City, FL 33328

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A seasoned leader and experienced property manager with the ability to deliver the Board of Director's objectives quickly and efficiently. A solid property 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. Vast hands-on experience in business operations, property management and real estate; Commercial and Class A Office Multi-Use, Condominiums, Community-Homeowner Associations, Luxury, High Rise, Art Deco, Historic, Multi-Family, Rentals, Residential Mixed Use, new developments, large properties with marina's and golf courses. Highly experienced in property inspections, completion of ten and forty year building certifications, Emergency Life Safety Systems, all construction practices, major capital asset projects including 558 construction defect litigation. Managed numerous major building and structural restoration projects.

Authorized to work in the US for any employer

Work Experience

Chief Inspector

Florida Property Inspections - Fort Lauderdale, FL

May 2021 to Present

- Provide both residential and commercial certified building inspections for commercial, multi-family, and residential buildings such as condominiums, duplexes, apartment buildings, mixed-use, office condos, and more.
- Provide certified property inspections, insurance inspections and associated services including wind mitigation, 4-Point, annual inspections, 11th month warranty, repair verification, new construction, structural, stucco, roof, electrical, plumbing, HVAC, pool/spa, specialized inspections, and more.
- Provide almost any type of inspection on infrastructure and system inspections on commercial and business properties including hi-rise, mid-rise and single story buildings.
- Licensed and certified in all aspects of residential and commercial real property and building inspections.
- Florida Licensed, Insured and NACHI Certified Property and Home Inspector.

General Manager

International Village - Fort Lauderdale, FL

December 2020 to May 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 included 2 pools, 2 spas, a fitness center, interior racquetball courts, billiards room, indoor golf driving range, yoga fitness center, library, community club room, 2 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, parking lot repaving in addition to managing all on-site vendors including security, landscaping, a 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 building systems for function and safety.
- Managed and re-negotiated numerous contracts and increased in-house maintenance which resulted in over \$100K in savings in FY 2021.

Property Manager

Winston Towers 300 Condo Association - Sunny Isles Beach, FL

October 2019 to November 2020

- Provided complete management and oversight of all property management functions for a large hi-rise condominium property. Responsible for managing the day-to-day administrative, financial and operations of a luxury, resort style condominium.
- Managed nine major building restoration projects that includes Parking Garage, Pool, Bathroom, Roof, Infrastructure, Impact Windows, Security System, Fire Alarm System, 40 Year certification and ELSS mandate implementation.
- Established daily priorities and supervise in-house maintenance, concierge, valet, 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.
- Implemented a preventive maintenance program and 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 saving thousands of dollars, reduced discretionary expenses by 20%
- Prepared annual budgets, monitored accounts receivables, approved accounts payables and verified accounting reports.
- Created and directly managed operating and special assessment budgets.
- Reduced maintenance line item expenses drastically by performing additional maintenance tasks in-house.

General Manager

Towers of Oceanview - Hallandale Beach, FL

July 2017 to September 2019

- Provided 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.
- Directly managed a number of major building restoration projects that includes 40 Year certification and ELSS mandate implementation.
- Performed monthly property inspections that consisted of inspecting roofs, HVAC, plumbing, electrical, structural, windows/doors, and all other building systems for function and safety.
- 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 and renegotiated contracts saving \$580K in the first 9 months. Reduced delinquencies by 97% in 8 months.
- Obtained new vendor contracts, increase preventive maintenance, special assessment elimination and reduced discretionary expenses by 30%
- Prepared annual budget, monitor accounts receivables, approve accounts payable 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 drastically by performing additional maintenance tasks in-house.

General Manager - LCAM

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 complete building restoration project that included 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.
- Responsible for performing monthly detailed safety, property, building and infrastructure inspections.
- Reduced maintenance fees for two years in addition to reducing master association fees by renegotiating Master Association vendor contracts.

General Manager

Florida Homestead Services - Fort Lauderdale, FL
2005 to 2015

Florida Homestead Services is a statewide provider of full service commercial and residential Class A property management and management consulting services to condominium and homeowners associations, commercial property 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; Condominiums, Homeowner's Associations, Large Properties with Marina's and Golf Courses, Class A Office/Mixed Use, Commercial and Retail. 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.
- Developed protocols and training methods, responsible for training managers on performing monthly detailed safety, property, building and infrastructure inspections.

Education

Professional in Engineering - Telecom/Radio

Broward College - Davie, FL

Business/Human Resource Management

Nova University - Fort Lauderdale, FL

Ethics & Law

University of Florida

Skills

- Budgets over \$75M (10+ years)
- Building & Infrastructure Maintenance (10+ years)
- Leadership & Mentoring (10+ years)
- Property Management (10+ years)
- Construction (10+ years)
- Human Resources Management (10+ years)
- Property Operations (10+ years)
- Team Building (10+ years)
- Payroll (10+ years)
- Scheduling (10+ years)
- Training (10+ years)
- Property management (10+ years)
- Yardi
- Microsoft Word (10+ years)

- Excel (10+ years)
- Consulting (10+ years)
- Portfolio Management (10+ years)
- Building Restoration (10+ years)
- Office Management (10+ years)
- Financial Report Writing
- Legal Research (10+ years)
- Budgeting (10+ years)
- Property Leasing
- Negotiation (10+ years)
- Conflict Management (10+ years)
- Fair Housing Regulations
- Change Management
- Management Consulting
- Fiscal Management
- Residential Inspector (10+ years)
- Accounts Payable
- Profit & Loss
- Pricing
- Recruiting
- Building/Infrastructure Inspections (10+ years)
- Management
- Analysis skills
- TOPS (10+ years)
- Stucco
- Legal Drafting
- Business Development
- Property management
- Yardi
- Budgeting
- Profit & loss
- Project management
- Construction
- HVAC
- Accounts receivable
- Financial report writing
- Office management
- Accounts payable
- Conflict management
- Plumbing

- Payroll
- Negotiation
- Leadership
- Research
- Operations management
- Mentoring
- Legal research
- Recruiting
- Training & development
- Human resources
- Portfolio management
- Business development
- Accounting
- Fair Housing regulations
- Program Management
- Analysis skills
- Customer service
- Presentation skills
- Program management
- Supervising experience (10+ years)

Links

<http://johnsims.weebly.com/>

Military Service

Branch: US Navy

Service Country: United States

Rank: E3

January 1976 to December 1979

Electronics technician - RADAR

Certifications and Licenses

Community Association Manager License

September 2022 to Present

Florida DBPR renewal

Real Estate Sales Associate License

September 2022 to Present

Florida DBPR renewal

Driver's License

Present

Florida - Safe Driver Endorsement

FCC Radio Telephone Licenses

Present

RADAR Endorsement

Extra Class Amateur Radio Operator

Certified Property Inspector

Present

Nationally Certified Residential and Commercial Property Inspector (NACHI.org)

Property Inspector License

July 2022 to Present

Florida DBPR Renewal

Certified Property Manager

Pilot License

Present

Assessments

Customer service — Proficient

April 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

Business math — Proficient

April 2021

Using basic math to solve problems in a business context

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

April 2022

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Work style: Conscientiousness — Proficient

May 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Teamwork: Interpersonal skills — Proficient

June 2021

Responding to challenging team situations at work
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

KEY STRENGTHS

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

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

Cost Reductions - Collaborate with vendors and the Board of Directors to implement plans for operational cost reductions and contract renegotiations that generate substantial annual savings.

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

Participative Management - Strengthen the team at the staff and Board levels of the organization by providing detailed assessments and working strategies regarding management, subsequently developing and implementing the same.