

Robert Alter
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CAM License # 27105

A dedicated professional with excellent communication and management skills seeking a position in Community Association Management

EXPERIENCE

Property Manager, Beach Club Of Hallandale Tower 2
Oct. 2009 Feb. 2010

A Five Star (51) story high rise on the ocean in Hallandale beach, FL

- Created 4.8 million budget for 2010 with no increase in maintenance and no decrease in services.
- Worked with front desk staff to increase productivity
- Implemented the new registration of all owners and other residents along with new security measures.
- Authored new amendment change decreasing frequency of unit rentals from 12 times a year to 4.
- supervised the sale and installation of new storage lockers for owners.

General Manager Summit Towers Condo Association
Jan.2007-Sept.2009

A 567-unit twin tower condominium comprised of 25 stories in each building that occupies 8 acres of oceanfront property in Hollywood, Florida

- Responsible for administration, maintenance and security of the amenities of this condominium including: 2 fitness centers, 2 Olympic-sized pools, and restaurant
- Successfully created and managed a 4.5 million dollar budget, completed extensive plumbing and landscape upgrading, while achieving a 300,000.00 surplus
- Revamped applications, lease and ARB paperwork to include clauses that offered protection and remedies to the association

Regional Manager, Residential Management Concepts
Apr. 1999- Dec.2006

A Community Association Management company with condominiums and homeowner associations located throughout Broward and Palm Beach counties

- Responsible for 12 Condo, and HOA's approximately 2200 units including high rises subdivision, beachfront. 6 onsite managers with an overall staff of more than 90
- Successfully negotiated insurance settlements for the rebuilds of three communities, after Hurricane Wilma and negotiated loans and lines of credit with banks to initially fund major capitol projects, before special assessments
- Developed training for onsite managers and admin staff
- Researched vendors and entered into contracts for maintenance, and all improvements, negotiating discounts based on multiple communities using same vendors
- Trained associations in creation of budgets and the importance of reserve funding and regular studies
- Standardized paperwork inserting language beneficial to each association
- Assisted with collection process to maintain a delinquency rate of no more then 4%

Prior Experience

Plumbing Qualifier V.P, Grass Roots land Design Inc.
Dec. 1994- Mar. 1999

Owner, Altercorp Irrigation Inc.
June 1977-Oct.1994

EDUCATION

B.S. Wayne State University
Specialty Plumbers License