

Michael A. Shegota, LCAM. AMS.

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Summary

Property Manager with AMS designation and more than 20 years of experience managing Condominiums, Commercial, HOA and Apartment complexes, including maintenance management, contract negotiation and vendor relations.

Professional Experience

- * Lake Emerald Owners Association, Inc. (**Property Manager**) 2007-Present (536-units)
- * Saved the Association well over \$500,000.00 by negotiating painting, concrete restoration, roofing and clubhouse restoration.
- * Reduced annual operation cost 15 percent by negotiating contract with new service provider.
- * The service maintenance of 3 pools and 3 spas has been done in house, under my supervision and under my Pool Operator's license, with significant savings to the Association.

Duties:

- * Managed 10 employees and all facets of operation and administration of the Association comprised of 536 units. Provided hands-on supervision of maintenance and office staff by determining the priorities of office and maintenance functions so as to maximize efficiency and convenience to unit owners.
- * Responsible for oversight of maintenance and upkeep of private and public aspects of the property, including facilities and vendor /supplier relationship.
- * Supervised employees engaged in maintenance and repair of A/C system, electrical, plumbing, carpentry, roofing, irrigation, and concrete work.
- * supervised janitorial staff.
- * Supervised pool and spa maintenance. Inspected pools/spas daily.
- * Assisted Board in contracts negotiations; supervised, inspected and reported on the work of contractors.
- * Performed regular building, equipment and landscape inspections, took corrective actions on noted deficiencies.
- * Assisted Budget committees in preparations of annual Budgets as directed by the Board.
- * Attended all Board and Committees meetings.
- * Royal Palm Aluminum (**Operation Manager**) 2006-2007 Building restoration, windows & gutters
- * Royal Park (**Property Manager**) 2003-2006 (672units)
- * Boca Lago (**Property Manager**) 1998-2003 (1696 units)
- * RMC (**Commercial Property Manager**) 1995-1998 Responsible for (11) Shopping Centers.

Some of the Licenses attesting to my skill and qualifications:

- LCAM with AMS designation
- Real Estate
- Painting Contractor
- Building Repair Contractor
- Swimming Pool Operator
- Notary Public