

TAMMY BLEIER

PO Box 72, Fraser, Co 80442
970-509-0298 bleiert@yahoo.com

A career opportunity where I can effectively utilize my expertise in community management, maintenance, and construction management as well as my skills as a customer service oriented professional with strong analytical and problem-solving skills.

EXPERIENCE

NOVEMBER 9, 2019-JUNE 1, 2021

**PROPERTY MANAGER, CONDOMINIUM MANAGEMENT COMPANY, PO BOX 3095,
WINTER PARK, COLORADO 80482**

Responsibilities include: Interviewing, hiring and training new employees. Coordinate daily work tasks and assign according to abilities of staff. Inspect work done by staff and assist where needed. Create and send scopes of work along with RFPs to contractors. Coordinate meetings with contractors for HOA projects and answer any questions about the project and review the scope of work. Project management of HOA projects. Update facilities maps and document each property's utilities including manholes and curb stops.

Daily verbal and electronic communications with owners, and various other entities. Meet with and correspond with owners of condominiums and townhomes and organize tasks at their request and/or inspect for leaks or other events that occur. Timeshare inspections with detailed notes of deficiencies and repairs. Property inspections including the roof snow loads and ice buildup, heat trace operating correctly, grounds, siding, fascia, soffit, entry doors and windows, walkways, steps, decks, railings, paint condition, crawlspace conditions, boiler and water heater inspections with accompanying reports for the HOA and Board meetings. Attend HOA, Board and company meetings.

Upkeep and inspections of the company vehicles, lawn equipment, plowing equipment, sand truck, skid steer and tractor.

Monitor work order systems, follow up with staff on completed/non-completed tasks and assist with details to close out work orders for billing. Work with Maintenance Assistant to provide support with internal quotes for HOA repairs and tasks. Keep budgets inline with expected costs.

Test and balance pool and hot tub chemicals daily. Order supplies as needed.

JULY 5, 2019-NOVEMBER 5, 2019

**CASHIER/CLERK, STOP AND SAVE-FEATHER PETROLEUM
WINTER PARK, COLORADO 80482**

Responsibilities include: Counting drawer for cash accuracy from previous user, close out end of day with money count and receipt collection. Assist customers with their final purchases. Stock

inventory that was running low. Replenish and restock all hot food products. Daily cleaning duties, refilling receipt rolls in gas pumps, cleaning out trash cans and removal of trash. Keep entry and floors in presentable condition, sweep and mop. Hourly cleaning of bathrooms. Assist with inventory ordering.

MARCH 21, 2017 – JULY 10, 2019

COMMUNITY ASSOCIATION MANAGER, HAMMERSMITH MANAGEMENT, INC. IRON HORSE CONDOMINIUMS ASSOCIATION, WINTER PARK, COLORADO 80482

Responsibilities include: Preparing for, attending, and taking minutes for all Board and Annual Owner Meetings. Create annual budget and prepare bulk coupon mailing to ownership. Processing and preparation of Accounts Payable and Accounts Receivable. Reconcile ACH and debit card purchases. Review and approval of payment Aging reports. Oversight of the Maintenance Department. Interview, hire staff, and process payroll. Bi-weekly property inspections, noting deficiencies and creating work orders for maintenance to repair. Invoicing owners who require maintenance services. Invoicing for shared road expenses of two other entities. Assist Board with creation of Capital Project lists, pricing and processing Special Assessments for the Ownership. Arrange for annual elevator, boiler, and fire systems inspections.

Review Architectural Remodel Requests from owners prior to sending to the Committee. Send out RFP's and Scope of Work to contractors and review bids prior to recommending to the Board. Assist with contract signing by contractor and Board. Coordinate project dates and staging of contractors and equipment. Progress inspections and updates to the Board. Email blasts to membership on announcements and property updates.

Train new owners in using the KABA key system. Explain the HOA Rules and Regulations, Parking Policy and access systems to set up assessment payments. Help maintenance enforce the parking policy. Assist guests with check-in procedures.

NOVEMBER 9, 2015 – MARCH 21, 2017

ASSISTANT COMMUNITY ASSOCIATION MANAGER, HAMMERSMITH MANAGEMENT, INC - ZEPHYR MOUNTAIN LODGE, WINTER PARK COLORADO 80482

Responsibilities included: Preparing for, attending, and taking minutes for all Board and Annual Owner Meetings. Processing and preparation of Accounts Payable and Accounts Receivable. Reconcile ACH and debit card purchases. Monthly invoicing and tracking of payments made by the Village Company. Manage parking software, updates and parking requests and credentials of owners. Staff training on the system and components. Update new owner information into Jenark and create RUN requests for late fee waivers. Assist Community Association Manager with daily operations. Daily verbal and electronic communications with owners, guests and various other entities.

Creation and implementation of Standard Operating Procedures. ONITY key managements and system updates. Lock programming and updates. Assist maintenance with ordering products and parts. Create RFP's and Scopes of Work for maintenance when required. Seek out bids and vet contractors, when required. Oversight of capital improvement projects. Management and oversight of the Building Porters.

April 2, 2012 – July 16, 2015

INDIAN PEAKS RESORT/HIGH POINT HOSPITALITY, FRASER, COLORADO 80442

Responsibilities included" Hiring housekeeping crews and oversight of cleaning and set up in the condos. Maintain each individual condominium with maintenance needs to include preventative maintenance of each. All faucets and toilets rebuilt or replaced. Shower stems, seats and diverters all replaced. Fireplaces all cleaned and serviced. Blowers replaced as needed. Created RFP's and Scopes of work as needed. Oversight of contractors. Arrange for deep cleaning and carpet cleaning bi-annually. Prepare for and attend Annual Owner meeting.

Communicate with owners who owed monies and performed trace skips on those who could not be found. Payment plans set up for those needing such. Check and credit card processing. Answer or return phone calls, check emails and respond. Coordinate with RCI and other timeshare entities on arriving guests for the week. Assist with sales of timeshares and update owner information as needed.

EDUCATION

- Middle Park High school – Granby, Colorado, Grand County
- In-home study course – Locksmith/Locksmith classes and seminars in Colorado
- Certified Manager of Community Association's
- Licensed (CAM) Community Association Manager - Colorado
- Colorado Real Estate Associate Broker License (2016-2019)

Honors: Middle Park High School

- Honor Role
- Lettered in basketball and made Varsity during my freshman year
Allegiant Management
- Employee of the year 2002-2003-2004

SKILLS

- Project Management
- Proficient in building maintenance
- Microsoft programs
- MAS 90
- Timeshareware
- Jenark
- RUN
- Vantaca
- FRS computer program
- MHelp
- Track

REFERENCES

Jessica Garrison 817-583-2829
Tom Cummins 303-898-5660