

CURRICULUM VITAE of JUDY COOK

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Expert in standards and practice of **Property Management** activity, including residential, commercial, and common-interest communities.

Specialized knowledge in the areas of:

- Fair Housing
- Licensing and Agency
- Trust Accounting
- Real Property Maintenance
- Environmental Disclosures
- Landlord/Tenant
- Broker Responsibility
- Management Operations
- Risk Management
- Company Profitability Models

Expert **consulting** services and **testimony** on matters within the scope of specialized knowledge, skill, experience, and training.

Related Experience

2011 – Present Truckee Meadows Property Management Reno/Sparks, NV
Broker-Owner, Property Manager

Residential property management firm serving Reno-Sparks market, specializing in flat-fee (menu-based) property management services for single family homes. Company opened September 1, 2011.

2000 – Present Cook & Company, Ltd. Reno/Sparks, NV
Speaker/Trainer, Consultant

Consulting and educational services to the property management industry, throughout the United States. Education courses include both pre-licensing and continuing education programs for real estate licensees, property managers, and common-interest community managers. Consulting services provided for attorneys and numerous property management and real estate companies in the areas of fair housing, landlord/tenant law, office policies and procedures, financial management, compliance with state law and regulation, and company profitability models.

2004 – 2006

Colliers International

Reno, NV

Director of Property Management

Initially engaged by the company as a Senior Real Estate Manager, responsible for management of a portfolio of industrial, office, and retail properties totaling over a million square feet. On the heels of a company-wide reorganization, was then retained as Director of Property Management to re-build the company's third-party management portfolio. Successfully built portfolio of office, industrial, retail management properties of approximately 3M square feet, overseeing a 6-member full-time staff. Department ran on a positive cash flow basis within nine months of accepting the Director assignment. Reported to corporate office in San Jose, CA.

1998 – 2000

All That Jazz Educational Productions

Reno, NV

Managing Member, Course Writer & Facilitator

Offering pre-licensing and continuing education courses for the Nevada property management industry.

1992 – 2000

Bradford Properties

Reno, NV

Owner/Broker, Property Manager

Built and ran a mid-sized property management company in the Reno/Sparks market, specializing in third-party management of both residential and commercial properties. Managed seven common-interest communities, over 100 single-family residences, two small retail centers, and performed consulting services for local managers with a primary focus on Policy and Procedures. Sold the company's management portfolio to focus on consulting and training activities.

1987 – 1990

First Columbia Management, Inc.

Reno, NV

Director – Single Family Management Division

Negotiated a successful transfer of management accounts from Lucini & Associates to First Columbia Management. Built the company's Single Family Management Division to over 300 units. Responsible for supervision of administrative, maintenance, and accounting staff. While at the company, also oversaw management of nine unique common-interest communities, including one involved in complicated construction defect litigation.

1985 – 1987
Property Manager

Lucini & Associates, Realty 500

Reno, NV

Sole responsibility for management of approximately 200 single-family residences under third-party management contracts with the company. Supervised all daily operations and maintenance personnel.

Licenses

- **B.0015980.LLC** **Broker** (actively licensed in Nevada)
- **PM.0115980.BRK** **Property Management Permit Holder** (active in Nevada)

Affiliations

- Current President, Executive Board, Silver State Fair Housing Council of Nevada
- Member, National Association of Residential Property Managers (NARPM®)
- TMCC Workforce Development Education Contractor – facilitating quarterly Property Management pre-licensing course (3-day workshop)
- 2012-2014 State of Nevada – Education Contractor for Nevada’s ERRF-funded course on Trust Accounting for Property Managers and Real Estate Brokers
- 2011 Recipient – Silver State Fair Housing Council’s “HEART Award” (Housing Equality Advocacy Recognition Tribute) for advocating for fair housing opportunities in Nevada
- Silver State Fair Housing Council - Instructor under HUD FHIP grant.
- Reno/Sparks Association of REALTORS®, Former Chair, Education Committee
- ITI® and REEA® trained professional speaker