

# Morgan Davis

## HOA Property Manager

HOA property manager with five years' experience administering 12 community associations comprising 800 homeowners. Skilled in covenant enforcement, board relations, and vendor management. Reduced delinquencies by 25% through streamlined billing processes.

### EDUCATION

Bachelor's Degree in Public Administration

University of South Florida,  
Tampa, FL  
May 2016

### KEY SKILLS

- Covenant Enforcement
- Budget Management
- Board Relations
- Vendor Oversight
- Collections

### PROFESSIONAL EXPERIENCE

HOA Property Manager | Gulf Coast Community Management, Tampa, FL  
September 2018

- Administer budgets and reserves for 12 associations, totaling \$1.2 M in annual assessments
- Enforce community covenants and architecture guidelines, resolving 95% of violations internally
- Manage vendor contracts for landscaping, pool service, and security

Assistant HOA Manager | Sunshine Homeowners Association, Tampa, FL  
July 2016 – August 2018

- Prepared board meeting agendas and minutes, ensuring compliance with state statutes
- Processed assessment billing and collections, reducing late payments from 30% to 5%
- Maintained homeowner portal and responded to 200+ homeowner inquiries monthly