

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