



CITY OF BOYNTON BEACH

ADVISORY BOARD APPOINTMENT APPLICATION

Thank you for your interest in serving on a City advisory board and for taking the time to fill out this form. **Please print or type all answers clearly.** If instructions are not followed or the application is not filled out in its entirety, the form will be returned for clarification.

Name MARK KARAGEORGIS Phone: 561.877-9030
Address 240 A MAIN BLVD. B3 FL Zip Code 33425
E-mail Address: MARK.KARAGEORGIS@COMCAST.NET Alternate Phone: _____

Current occupation or, if retired, prior occupation PROPERTY MANAGER

Education B.S. BUSINESS ADMIN. M.S. SPORTS MGMT. FORUMS

Gender: ☐ Female ☒ Male

SEE
ATTACHED

Are you a registered voter? ☒ Yes ☐ No
Do you reside within the Boynton Beach City limits? ☒ Yes ☐ No
Do you own/manage a business within the City limits: ☐ Yes ☒ No

If "yes", name of business _____

Are you currently serving on a City board? ☐ Yes ☒ No
Have you served on a City board in the past? ☒ Yes ☐ No

If so, which board(s) and when?

CRS COMPLIANCE, 2007-2011, CRA - 2011-2014
BE/2011-2016, 2017

Have you ever been convicted of a crime? NO

If so, when _____ Where _____

Please indicate which advisory board you are seeking appointment. A board list, requirements, responsibilities and meeting times and dates is attached.

Arts Commission: _____	Police Officers' Retirement Trust Fund: _____
Building Board of Adjustment & Appeals: _____	Recreation & Parks Board: _____
Community Redevelopment Agency Advisory Board: <input checked="" type="checkbox"/>	Senior Advisory Board: _____
Education and Youth Advisory Board: _____	Veterans Advisory Commission: _____
Employees' Pension Board: _____	
Firefighters' Pension Trust Fund: _____	
Golf Course Advisory Committee: _____	
Library Board: _____	
Planning & Development Board: _____	

What personal qualifications do you possess (i.e., profession, previous experience, branch of military service or organization) which you feel would make you a good candidate for this board? Please be specific.

SEE ATTACHED LETTER AND RESUME.

4/6/16

Dear Mayor & Commissioners and staff,

Attached is my application for the open CRA Advisory Board position. I have also attached my resume as well. I feel qualified for the position having been involved with the CRA for over 9 years as a volunteer, and as a former board member of the CRA.

Additionally, my service to the city as a former code compliance board member for over 3 years and as the chairman of the 20/20 Vision, American Assemblies subcommittee for Neighborhood Revitalization, Affordable Housing and Business Development and Retention, illustrate that I understand the subject matter before this board. By the way this was the only subcommittee to have its entire plan implemented by the City and CRA. (It took 7 years).

As a Certified Real Estate Development graduate from the University of South Florida, as well as both a certified apartment manager, and licensed community association manager. My knowledge would be an asset to this board. As an industry professional with over 15 years experience in property management who has worked at all levels of housing as well as special use facilities, commercial and mix use, I will be able to have a minimum of a learning curve.

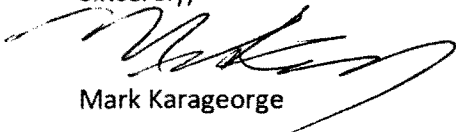
My Bachelor of Science degree from Robert Morris University is in Business Administration and my masters of Science degree is in Sports Management from the U.S. Sports Academy.

As a board member of Pathways to Prosperity, and a volunteer for other non profits such as Habitat for Humanity, I feel that I understand the city and CRA district.

Please select me for the vacant CRA board seat.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Karageorge', with a stylized flourish extending from the end.

Mark Karageorge

MARK KARAGEORGE
240 A MAIN BLVD.
BOYNTON BEACH, FL 33435
561- 877 - 9030
markkarageorge@comcast.net

SUMMARY:

A licensed community association manager, certified apartment manager and certified real estate development professional with over fifteen years experience of proven management skills that generates exceptional customer service, increased revenue, increased occupancy, reduced expenses, customer retention and loyalty, as well as increased profits.

EXPERIENCE:

Dec 2015 – Present Property Manager, MSP Management, LLC, The Enclave at Delray Beach, Delray Beach, FL 33484

Responsible for overall management of 224 unit resort style apartment home community. Including: rent collection, legal, marketing, vendor contracts, insurance requirements, leasing, retention, capital projects, day to day operations. Use Onesite software package.

Dec. 2012 – Dec. 2015 Property Manager, Neighborhood Renaissance, Inc., West Palm Beach, FL 33407

Responsible for managing all aspects of property management for 78 scattered site rental properties, including rent collection, legal, marketing, leasing, maintenance, vendor contracts, budgets, reserves, tenant retention, and more. Reached 100% occupancy twice.

Jan. 2011 – Dec. 2012 Manager - CubeSmart, U- Store it (United Storage), Boynton Beach, FL 33426

Responsible for leasing, merchandising, sales, maintenance, collections, marketing and retention.

- Increased revenues and occupancy
- A consistent top performer in merchandise sales

June 2010 – Sept 2010 Sales – 1 – 800 – GOT- JUNK? (Company sold to new owners)

- Generated new sales and retained existing clients
- Marketed services throughout Palm Beach County.

Oct. 2006 – May 2010 Community Manager – Greystar Management Services – Village Club Apartments, Palm Springs, FL (314 units), Assistant Community Manager, Mizner Court at Broken Sound Boca Raton, FL (450 units) and LaCosta Boynton Beach, FL (328 units).

- Performed leasing, accounting, collections, marketing, retention, and day - to - day operations.
- Secured sponsorships for resident events at properties.
- Used Yardi software.
- Was 5th best leasing professional in region for company in 2007 Superstar of Leasing award. Had highest collections total for 6-month period of any property in region. Was winner of pillar of excellence award for community pillar for 2009
- Member of due diligence and take over teams.

March 2004 – Oct. 2006 Assistant Property Manager, Olen Properties, Sanctuary Cove, North Palm Beach, FL (420 units).

- Performed all bookkeeping for property
- Assisted in collections for all Palm Beach County Olen properties
- Legal coordination with law office
- * Performed outreach marketing, resident event coordination, and day –to - day operations. Used MRI software.

Nov. 2000 – March 2004 Assistant Property Manager, Trammell Crow Residential Services, Savannah Palms, Ft. Pierce, FL (160 units)(Savannah Palms was a tax credit property), Polo Lakes, Wellington, FL (340 units), St. James Club, Boca Raton, FL (224 units) as well as assisting at other properties from time to time.

- Performed leasing, retention, marketing, accounting, collections and day-to – day operations.
- Used Rent roll and Yardi software.
- Was nominated for awards in region.
- Cross-trained in all positions on property.

EDUCATION:

Community Association Manager (licensed CAM State of Florida) 2015 – current, & 2010 - 2012

Certified Apartment Manager, (CAM) Southeast Florida Apartment Association (SEFAA) 2003 – current

Certificate in Community Real Estate Development (CRED) - University of South Florida 2014

Realtor – license in escrow in PA

M.S. Degree in Sports Management from United States Sports Academy, Daphne, AL

B.S. Degree in Business Administration from Robert Morris University, Coraopolis, PA

COMMUNITY/CIVIC:

Board Member of Boynton Beach Community Redevelopment Agency (CRA) 2011-2014

Secretary of Board for Pathways to Prosperity (501c3) 2010 – 2014 Continued as Board member 2014 - present

Code Compliance Board Member City of Boynton Beach 2007 – 2011

Instructor for South East Florida Apartment Association (SEFAA) CAM classes
certifying managers 2007 - 2009

Co- Chair Ambassador Committee of the Greater Boynton Beach Chamber of
Commerce 2008

Ambassador for Greater Boynton Beach Chamber of Commerce 2006 – 2013

Chair of subcommittee American Assemblies 20/20 Vision – City of Boynton Beach –
Neighborhood Revitalization, Affordable Housing, Business Development & Retention
2006 – 2007.

Volunteer Habitat for Humanity South Palm Beach County 2007 -2012

Volunteer Habitat for Humanity New Orleans, LA 1 week 5 homes – after Katrina.