

MAZZEI

REALTY SERVICES, INC.

QUALIFICATION SUMMARY

Gina Mazzei Anderhub

Current Designations: Real Estate Sales Associate (2002), actively preparing for Real Estate Broker Certification (2022), Florida Condominium Association Manager (CAM) (2007), Florida Notary (2001)

REAL ESTATE AND PROPERTY MANAGEMENT EXPERIENCE:

Mazzei Realty Services, Inc 1991-Present

Director of Operations (Commercial Real Estate & Property Management Firm)

Experienced in all aspects of management and leasing (Landlord and Tenant Representation), including market research, negotiating, and preparing lease documents; Property Management (Office Building, Healthcare Facilities, Industrial/Warehouse, Fraternity House, Retail and Condominium Management), Financial management and budget projections, forecast capital improvements and operating expense recoveries. Involved in Real Property Purchases and Sales for Clients (Buyer and Seller Representation).

Vendor contract negotiations for managed properties, monitored vendor compliance with license requirements as required by each municipality or governmental agency, monthly reporting of sales tax. Annually coordinate with property owners CPA's to prepare required reports for IRS reporting.

Experienced in researching topics of interest relating to property management, leasing, real estate and related businesses (Property Ownership, Business and Corporation Information, Real Property Tax, Public Records Search, Property for Sale or Lease, Lien Search, Code Enforcement) Recently facilitated a \$3.4M PACE Loan for a Healthcare Facility on a \$9M renovation project, ensured reporting compliance and facilitated supporting documentation for loan draws.

I have been active in the Florida commercial real estate market since 2002, under the mentorship of my father; Edmund J. Mazzei, Sr., a successful real estate broker and accomplished property manager. This is our 34th year in business managing properties in Miami-Dade County and over the past 25 years in Coral Gables. I have been directly involved as an asset and property manager, facilities manager, and condominium manager; a hands-on approach that attracts property owners desiring boutique management. My broad-based business experience, unique management style, negotiating skills, creative ideas, closing ability, attention to detail, tenant relation skills, commitment to client satisfaction and track record makes me invaluable to those I have and will continue to serve.

I have served on a Condominium Board for my investment properties for the past 20 years, I regularly speak at Miami Dade Community Council meetings or local municipality hearing on behalf of owners or associations as needed for items effecting the surrounding area of the community. I monitor the City of Coral Gables commission meetings and review their agendas for projects or issues surrounding the community.

Graduate of Florida International University attended BOMA educational and regulatory seminars. I am a detail-oriented researcher, regularly participate in educational programs and family research including traveling to countries to learn about migration and family heraldry. I served on the Board of the Genealogical Society of Greater Miami and a Council Member of the New England Historical Genealogical Society.