

## **CURRICULUM VITAE of JUDY COOK**

P.O. Box 50673, Sparks NV 89435  
775-750-9654

**WEB:** <http://judycook.BIZ>  
<http://TruckeeMeadowsPropertyManagement.com>  
**EMAIL:** [judy@judycook.BIZ](mailto:judy@judycook.BIZ)  
[TruckeeMeadowsPM@gmail.com](mailto:TruckeeMeadowsPM@gmail.com)

**Expert** in standards and practice of **Property Management** activity in Nevada 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** Cook & Company, Ltd. (dba: **Truckee Meadows Property Management**)  
**Broker-Owner, Property Manager**

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

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

Consulting and educational services to the property management industry in both northern and southern Nevada. 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 throughout the state 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 prelicensing 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**

Lucini & Associates, Realty 500

Reno, NV

**Property Manager**

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.

**Additional Qualifications**

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

**2001, 2003, 2005, 2007, 2011**      **Nevada Legislature**

Providing expert opinion and testimony from an industry perspective on bills at committee level having impact on the property management industry. Such bills included those proposing to amend NRS 116, NRS 645, NRS 118A, NRS 118, NRS 40.

**Affiliations**

- C-CREC® Designee (Consumer-Certified Real Estate Consultant); member IAREC® (International Association of Real Estate Consultants).
- 2011 Recipient – Silver State Fair Housing Council’s “HEART Award” (Housing Equality Advocacy Recognition Tribute) for promoting fair housing opportunities in Nevada.
- Member, National Association of Residential Property Managers (NARPM®) – current.
- TMCC Workforce Development Education Contractor – facilitating quarterly Property Management prelicensing course (3-day workshop) – current.
- Greater Las Vegas Association of REALTORS® Education Contractor for continuing education courses – current.
- Silver State Fair Housing Council – Treasurer | Executive Board Member – 2011.
- Reno/Sparks Association of REALTORS® multi-year Joint Venture Education Contractor for continuing education courses.
- Silver State Fair Housing Council - Instructor under 2009-11 FHIP grant.
- Northern Nevada Chapter of the National Association of Residential Property Managers (NARPM®) – Founding member, past President.
- Reno/Sparks Association of REALTORS®, Former Chair, Education Committee
- Nevada (Sagebrush) Chapter of the Real Estate Educators Association (REEA®), Charter member and past President.
- ITI® and REEA® trained professional speaker.

## **Recent Selected Writings and Appearances**

### **“Property Management – 30 Years in 24 Hours”**

24-hour workshop approved by Nevada Real Estate Commission as pre-licensing course for Nevada Property Managers. Workshop facilitated on a quarterly basis for Truckee Meadows Community College; most recent offering September, 2011.

### **“Abandoned Property – Residential and Commercial Tenancies”**

3-hour continuing education class approved by Nevada Real Estate Commission for real estate licensees and property managers. Most recent offering November, 2011.

### **“ABCs of Fair Housing”**

3-hour continuing education class approved by Nevada Real Estate Commission and Nevada Commission for Common-Interest Communities and Condominium Hotels for real estate licensees and common-interest community managers. Co-instructor with Silver State Fair Housing Council via 2009-11 FHIP Grant; most recent offering June, 2011.

### **“Accommodations and Modifications for Residents with Disabilities”**

3-hour continuing education class approved by Nevada Real Estate Commission and by Nevada Commission for Common-Interest Communities and Condominium Hotels for real estate licensees and common-interest community managers. Most recent offering August, 2011.

### **“Broker Management – Trust Accounting and Compliance”**

New course approved by Nevada Real Estate Commission on for 3 hours’ Broker Management continuing education credit for real estate Brokers in Nevada

### **“Rental Agreements and Addenda”**

3-hour continuing education class approved by Nevada Real Estate Commission for real estate licensees and property managers. Most recent offering May, 2010 for Reno/Sparks Association of REALTORS® 3-day EdExpo event.

### **“Renters’ Rights and Responsibilities”**

This is a public-service program offered to small groups, focusing on the specific concerns of those entering the rental housing market for the first time, or re-entering the market after suffering financial or medical hardship. Offered at no charge to community groups and civic organizations.

### **“Judy’s Journal” (<http://judycook.biz>)**

Bi-weekly blog on issues related to property management, fair housing, landlord/tenant matters, disclosures, broker responsibility, agency, and management office profitability.