

# Karen M. Hartman

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## Professional Experience

Karen has over 23 years of experience in financial, audit, accounting, management and consulting for a multitude of small to very large residential communities. She began her career in the government sector and moved into the real estate industry managing large scaled mixed used developments from north Tampa to Southwest Fort Myers. Directly responsible for compliance with bond financing, contracts including: landscape, irrigation, pumps, wetlands, lakes, fountains, clubhouse and amenities, security, gates. Ability to establish sufficient reserves for fixed assets, budget preparation, insurance, cash forecasting and bridge loans to maintain a community well being. Excellent in providing long term outlook for financial solutions to create a sound financial strength and can manage very complex financial issues including foreclosures and bankruptcy. This is the key reason that my disciplines will be an asset for your community.

## Management and Cost Controls

Strong skills in management and codification of records for effective use and references, financial analysis, internal control design, contract management, rate modeling, and profit enhancement. Ultimate goal is to contain costs, increase level of services and increase resident satisfaction.

## Major Disciplines

### Internal Control

- Established written internal controls to strengthen accountability and enhance revenues.
- Reviewed financial records, performed financial analysis and made recommendations for improved performance and increased efficiencies through stricter internal compliance procedures.
- Developed controls for software conversions for mainframes, and trained staff on use of new software through written procedures while tracking for any internal operational flaws.
- Increased revenues by codifying records making ease and accessible for staff on contracts, maintenance, payroll, health insurance, risk management, reserves, and other sensitive personnel records.

### Accounting and Budget

- Managed a \$68 million investment portfolio with no losses incurred during management oversight.
- Managed contracts for compliance which resulted in collecting \$500,000 in additional revenues from one contract.
- Responsible for site selection, acquisition, marketing, lease negotiation, development, permitting, financing and management of commercial development resulting in excess of \$1 billion of new mixed use development.
- Strong budget analysis skills resulting in a recognized shortfall of \$13 million in revenues and immediately implemented spending freezes, capital improvement analysis, and procedures to track more effectively utility consumptions.
- Responsible for a 1,700 acre development through foreclosure and met with bondholders counsel to successfully negotiate using interest proceeds for operational expenses.
- Oversight of tax exempt bond lending for development and compliance with IRS regulations.

### Funding

- Understanding and financed housing for minority and very low income individuals.
- In excess of \$100 million in grant awards for various projects including preservation, contamination, parks, infrastructure, recreational, and employment.
- Successfully used \$3 million of grant funding to assist a commercial developer to construct a 300 acre waterfront project which resulted in excess of \$1 million in additional taxes.

### Management

- Clear and precise leadership skills to make individuals feel important and effective.
- Developed instructional manuals for budget, software conversions, and accounting.
- Ability to simplify the most complicated materials so that all users understand easily creating a more productive and efficient work environment.

## EDUCATION

Master's in Business Administration – 1986 (GPA 3.68)

Bachelor of Arts – 1980 (GPA 3.69)

Inactive Real Estate License

CAM License

**Associations and Accomplishments**

Cancer Society (2008 to Present)  
Sarasota Junior League (2005 to 2007)  
Chairman, Englewood Community Redevelopment Advisory Board (1999 to 2001)  
Assisted with Establishing the Sarasota County Englewood CRA (1997-1998)  
Sarasota Bradenton Airport Advisory Board (2000)  
Award Jury for Tampa Regional Council (1999 and 2000)  
Big Brother and Big Sisters (1993 to 2008)  
President of National Association of Accountants (1991)  
Board Member of National Association of Accountants (1985-1991)  
Economic Development Speaker for the Florida State University (2002)  
Legal Research Assistant, President's Commission on Campus Unrest  
Grant Writing & Financial Consulting

**References**

Pete Williams, Regional Manager	813-933-5571
Keith Booth, Chairman	828-508-0889
Jane Robinson, Director	941-957-4459
Bill Evers, Mayor	941-747-8804
Lewis D Walker, Consultant	703-434-0286
Gary Gee, Consultant	941-544-5213
Susan Dann, Finance Director	727-582-6260
Paul Lane, Investor	941-922-9234

If you need additional references, I will be glad to provide them.