

CURRICULUM VITAE of JUDITH E. (JUDY) COOK

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Expert in standards and practice of **Property Management** activity, 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 Truckee Meadows Property Management Reno/Sparks, NV
Broker-Owner, Property Manager

Residential property management firm serving Reno-Sparks market, specializing in leasing and management of single-family rental homes. Company opened September 1, 2011.

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

Consulting and educational services to the property management industry, throughout the United States. Education courses include both pre-licensing and continuing education programs for real estate licensees and property managers. Consulting services provided for attorneys and numerous property management and real estate companies 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

1992 – 2000 Bradford Properties Reno, NV
Owner/Broker, Property Manager

1987 – 1990 First Columbia Management, Inc. Reno, NV
Director – Single Family Management Division

1985 – 1987 Lucini & Associates, Realty 500 Reno, NV
Property Manager

Licenses

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

Affiliations

- Member, National Association of Residential Property Managers (NARPM®)
- Member, Real Estate Educators Association (REEA®)
- TMCC Workforce Development Education Contractor – facilitating quarterly Property Management pre-licensing course (3-day workshop)
- Past President, Executive Board, Silver State Fair Housing Council of Nevada
- 2012-2014 State of Nevada – Education Contractor for Nevada's ERRF-funded course on Trust Accounting for Property Managers and Real Estate Brokers
- 2011 Recipient – Silver State Fair Housing Council's "HEART Award" (Housing Equality Advocacy Recognition Tribute) for advocating for fair housing opportunities in Nevada
- Silver State Fair Housing Council – Approved Instructor under HUD FHIP grant.
- Reno/Sparks Association of REALTORS®, Past Chair, Education Committee
- ITI® and REEA® trained professional speaker