

Property Management Team

Housing Visions
1201 E. Fayette Street
Syracuse, New York 13210
(315) 472-3820

TEAM PROFILE

- Manages 1,432 units
- Maintains 342 buildings
- Employs 56 staff members
- Manages a \$3 Million budget
- Processes more than 900 applications each year
- Maintains an average occupancy rate of 93% or higher
- Unit turnover rate averages less than 30 days

TYPICAL TRAININGS

- Tax Credit Compliance
- Real Estate Salesperson
- Certified Credit Compliance Professional (C4P)
- Property Maintenance and Risk Management – IREM
- Public Housing Management

QUALIFICATIONS

Our Property Management team brings tremendous leadership in multifamily housing and low-income affordable housing to the table. Shanelle will lead the management of this project, supported by a team of highly experienced leaders with outstanding track records.

SHANELLE MCPHERSON, Director of Property Management

Shanelle has more than 10 years of experience in property management, bringing with her a great balance of leadership and hands-on technical skills and industry knowledge. Shanelle oversees all property management staff, serves as the frontline for all compliance questions, researches legal issues, coordinates marketing and leaseup activities, oversees asset management and prepares low income house tax credit.

ALYSSA LAMBERT, Compliance Manager

Alyssa builds the property management team's capacity through the development and implementation of training programs to ensure team members perform consistently and ensure compliance with Low Income Housing Tax Credit regulations and other affordable housing programs. She identifies occupancy trends to improve leasing and retention to meet company occupancy goals, while engineering policy and process improvements to ensure the team is efficient, effective and innovative.

COURTNEY MOTEYUNAS, Asset Manager

Courtney has more than 7 years of experience in property management and analyzes the financial stability of our portfolio of properties as well as marketing and coordinating initial leaseups. She identifies property trends, working with site staff to develop action plans to address and improve the financial stability of each property. Courtney prepares and communicates financial reports to investors and board directors. She also works directly with state representatives and investors, providing information and required paperwork.

JENNIFER ST. MARK, Property Management Administrator

Jen ensures comprehensive and timely administration of all Property Management related documentation and information. These tasks include: supporting property management team with accurate recordkeeping and paperwork; acting as a liaison between managerial and site staff; reviewing statements from vendors and submit invoices for approval and payment; gathering documentation needed for State/Investor reporting and audits, and more.



HOUSINGVISIONS

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SARAH THOMPSON, Regional Property Manager

Sarah has more than 6 years of experience in property management at Housing Visions. As a Regional Property Manager, Sarah is responsible for the overall success of all of the units/properties in her region. Her day-day tasks include: supervising Property Managers, Assistant Property Managers, Leasing Assistants, Maintenance Supervisors, Assistant Maintenance Supervisors, and Maintenance Technicians in her region. Sarah is also responsible for reviewing and tracking maintenance expenses and turnover sheets, and is involved with the bidding process/contract execution.

TANYA COTTO, Regional Property Manager

Tanya has been with Housing Visions since 2011 and has worked her way up from a Leasing Assistant. As the Regional Property Manager overseeing the Rome and Utica portfolios, Tanya is responsible for the overall success of her region. Some of her tasks include supervising all region site staff, reviewing and tracking maintenance expenses and turnover sheets, and tracking/improving on any delinquencies.



HOUSINGVISIONS