



Michael Bolton

Property Manager of Hermitage Center

NAI TALCOR

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Scope of Responsibilities

- Responsible for 3rd party Property Management of a Class A Office Building – 146,726 sq. ft.
- Prepare Annual Business Plan, which includes capital and operating budgets and supporting documents
- Produce weekly and monthly operational status reports for Asset Manager
- Supervise building staff and vendor support
- Negotiate vendor contracts for both capital improvements and maintenance

Professional Affiliations & Designations

NFPA BOMA