



## Michael Bolton

Property Manager of Hermitage Center  
NAI TALCOR - Tallahassee, FL

+1 850 385 9668

[mbolton@talcor.com](mailto:mbolton@talcor.com)

## 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