

MICHAEL S. BOTT

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Riverwood Development Services, LLC - Richmond, Virginia **Principal**

2010 to Current

Established consulting practice to draw upon fifteen years of experience in property development, due diligence, planning, design, engineering, permitting, contracting, and business and project management to help apartment owners better manage their development, renovation and capital reserve projects. Current assignments include apartment site identification and acquisition due diligence throughout the southeast; the \$550K renovation of a 174-unit HUD project in Oakdale, PA; and the \$8M rehabilitation of a 176-unit LIHTC project in Richmond, VA. Responsible for project scopes and team development, budgets, schedules, broker and contractor negotiations, contracts, pay applications and project administration, county entitlements and HUD/housing authority approvals.

Old Homes, Inc. (OHI) - Richmond, Virginia **Vice President - Development**

2008 to 2010

Directed rehabilitation and stabilization efforts at six (6) distressed multi-family assets totaling 1,700 units for regional real estate developer/general contractor. Identified potential acquisitions through network of brokers/bankers, performed pre-purchase property and building evaluations, developed rehabilitation scope and budgets with ROI focus, and executed construction plans within budgets. Managed three (3) superintendents and was responsible for all aspects of design, engineering, permitting, bidding, contracting, scheduling and project administration, including:

- **Cinnamon Ridge Apartments:** 200 unit, market-rate apartment complex in Marietta, GA. Performed pre-acquisition building evaluation and project analysis. Scoped and executed \$600,000 renovation that was completed within three (3) months, resulting in a 40% occupancy increase.
- **Manor Glenn Apartments:** 120 unit, affordable housing apartment complex in College Park, GA. Scoped and executed \$1.2M renovation that was completed within four (4) months - occupancy increased by 50%.
- **Meadow Creek Apartments:** 144 unit, apartment complex in Richmond, VA. Responsible for all scoping, bidding, and contracting for \$5.7M renovation that included complete rehabilitation of eight (8) apartment buildings, a re-engineered site drainage system, all new plumbing and electrical infrastructure and fixtures, tree removal and landscaping enhancements, re-designed parking areas and a remodeled leasing office.

Project Administration

- Managed general contractors, including qualifying bids, prime contracts, scheduling and change order processing for all renovation projects and capital improvements totaling more than \$10 million
- Organized and maintained files as necessary to properly document lender compliance and all construction activity and project related expenses
- Worked with property management teams on maintenance of amenities and enhancements
- Key contact for all property-related insurance claims and settlements

The Tetra Companies - Richmond, Virginia **Development Project Manager**

2006 to 2008

Managed eight "challenged" mixed-use, multi-family, retail, office, and residential subdivision projects valued at over \$75 million for a diversified real estate developer. Created value with market-driven land planning strategies, innovative engineering designs, regulatory experience, and comprehensive marketing. Directed all aspects of design, engineering, permitting, bidding, contracting, scheduling and project administration, including:

- **Brandy Hill Apartments:** 168-unit, HUD-insured, market-rate apartment complex in Mechanicsville, VA. Finalized construction and managed warranty repair items with general contractor, coordinated the bond release process and HUD-compliance inspections, conducted regular property condition assessments and worked with property management on maintenance of amenities and enhancements.

- **Falling Waters Station:** 41-acre mixed use center with 278-unit apartment complex in Berkeley County, WV
Selected civil engineer and directed site design, obtain county 'sketch plat' approval, worked with local sanitation district for public sewer extension to site, provided effected representation at municipal hearings and community meetings.

Project Administration

- Provided cost analysis for all aspects of each phase of development
- Ensured proper documentation for all construction activity and project related expenses
- Prepared monthly and quarterly project status reports for internal management and investors

Timmons Group - Richmond, Virginia
Senior Project Manager

2005 to 2006

Made a significant contribution to the Environmental Compliance Team at a diversified design-consulting firm providing civil engineering design, surveying, planning, construction management, landscape architecture and GIS technology services to public and private clients. Responsible for timely and value added completion of assigned projects and penetration of client accounts, including

Representative Project Management Experience

- Secured liability indemnification under DEQ Brownfield program for developer of multi-family adaptive re-use project in Richmond, VA
- Completed Environmental Impact Review for the 200,000 SF Gateway Residence Center at Virginia State University in Petersburg, VA
- Teamed with utility design group to complete Environmental Impact Report required for the financing of the Town of Alberta's sanitary sewer system rehabilitation through USDA
- Completed NEPA studies for two (2) emergency communication towers for the City of Petersburg, VA

Business Development

- Identified opportunities, and developed and executed plans to secure work from targeted clients
- Directed the preparation of proposals, conducted interviews, developed and delivered presentations and marketed to new clients at industry trade shows and conferences
- Maintained effective relationships with clients, and initiated cross-marketing of relevant corporate services

Dominion Due Diligence Group - Glen Allen, Virginia

1995 to 2004

Vice President - Director of Operations/National Account Manager

Helped grow a start-up company (one of three original team members) into a national, full-service environmental and engineering due diligence firm with 35 employees and \$4.5 million in annual sales specializing in affordable housing (e.g. - HUD, Freddie Mac, Fannie Mae, USDA Rural Development, LIHTCs, etc.). Conducted comprehensive pre-purchase/pre-mortgage evaluations (PCNAs, Capital Needs Assessments, etc.) of proposed and existing multi-family projects to identify potential liabilities, estimate costs of construction or repairs/replacements and escrow reserve requirements, and ensure compliance with applicable lending standards.

Gained a broad range of experience in property evaluation, business operations and account management. Developed and managed relationships with seven major corporate accounts simultaneously. Served as key liaison with commercial, underwriters, developers and owners and developed relationships with loan originators, underwriters, developers, contractors, and service providers

Project Manager, Commonwealth Environmental Associates

1994 to 1995

Midlothian, Virginia

Research Analyst, Computer Sciences Corporation

1993 to 1994

Beltsville, Maryland

Education

Bachelor of Arts, Mary Washington College, Fredericksburg, VA, 1993

Organizational and Strategic Planning, Virginia Strategic Development Group, 2003-2004

60-Hour Principles of Real Estate, Moseley-Flint School of Real Estate, 2005