



# CONSENT TO SERVE AS AN OFFICER/DIRECTOR

RETURN TO: Address: Qualifications Committee, Orlando Regional REALTOR<sup>®</sup> Association  
1330 Lee Road  
Orlando, FL 32810  
Fax: 407-293-6380  
E-mail: caroleb@orlandorealtors.org

PLEASE NOTE: This form must reach ORRA by 5:00 p.m., July 1, 2015 Additional remarks may be attached.

1. Name Manuel H. Garcia  
Volunteer service selection – please check only one ORRA Board of Director position:

2.  a. I WISH TO BE CONSIDERED FOR THE POSITION OF OFFICER:  
 President-elect  Treasurer  Secretary

For President-elect: I understand and have met the qualifications of this office as set forth in the bylaws:

(check all that apply):

- I am a REALTOR<sup>®</sup> member of the association in good standing.
- I am an active Florida REALTOR<sup>®</sup> director.
- I have no FREC violations on my record within the preceding five years.
- I have served on the ORRA Budget and Finance Committee.
- I have served on the ORRA Strategic Planning Committee.
- I have served at least three years of the previous five years as an ORRA director.
- I do not hold directorship or office in another association of the Florida REALTORS<sup>®</sup>.

For Treasurer or Secretary: I understand and have met the qualifications of this office as set forth in the bylaws:

(check all that apply):

- I am a REALTOR<sup>®</sup> member of the association in good standing.
- I am an active Florida REALTOR<sup>®</sup> director.
- I have no FREC violations on my record within the preceding five years.
- I have served on the ORRA Budget and Finance Committee.
- I have served on the ORRA Strategic Planning Committee.
- I have served at least two consecutive years as an ORRA director.
- I do not hold directorship or office in another association of the Florida REALTORS<sup>®</sup>.

- b. I WISH TO BE CONSIDERED FOR THE POSITION OF DIRECTOR:  
I understand and have met the qualifications of this office as set forth in the bylaws:

(check all that apply):

- I am a REALTOR<sup>®</sup> member of the association in good standing.
- I have completed a leadership training course offered by the association (or its equivalent).
- I am a member of the ORRA Honor Society (or will be by the end of next year).
- I have served on an ORRA Committee, Task Force, or Forum for a cumulative amount of time of not less than two (2) years.
- I do not hold directorship or office in another association of the Florida REALTORS<sup>®</sup>.

3. Firm Name Watson Realty Corp  
 Address 8235 Championsgate Boulevard, Davenport, Florida 33896  
 Phone No. (407) 589-1685
4. Position held - owner, broker, manager, salesman, other, etc. (please explain):  
Office Manager - Property Management
5. Current profile of real estate activities (please explain):  
Office Manager - Property Management Watson Realty Championsgate Office
6. Member of any other real estate or professional association(s)?  Yes  No
7. Indicate other education/degrees/designations:  
BS Political Science - American University, Washington D.C.
8. List ORRA awards or other recognition:  
 \_\_\_\_\_
9. Have you contributed to RPAC?  Yes  No Are you a registered voter?  Yes  No
10. Interviews will be held on July 28, 2015. You will be advised of a specific Interview time. Please indicate if you will be available, or if not, please indicate why:  
 Yes  No Reason: \_\_\_\_\_
11. QUALIFICATIONS: (Positions held, year, and principal services rendered in the past five years – you may attach a resume or additional information):  
Property Management Council - ORRA

LOCAL ASSOCIATION SERVICE:

Northern Virginia Association of Realtors - Member Board of Directors,  
 Regional Realtors Information Service, Inc. - President, Treasurer, Appointment member by NVAR  
 Task Force on Revenues and Expenditure - Fairfax County - Realtor apointee by NVAR  
 MRIS Compliance Committee

FLORIDA REALTORS® AND NATIONAL ASSOCIATION OF REALTORS® SERVICE:

Vice President for the Southeast for RPR

TRADE ORGANIZATIONS IN ALLIED FIELDS AND CIVIC SERVICE ORGANIZATIONS:

Vice Chairman Orange County Arts and Cultural Affairs Commission

BUSINESS ACCOMPLISHMENTS (awards, leadership, and management positions):

BUSINESS QUALIFICATIONS (non real-estate related background and experience):

Vice President for Development for Dillion International,  
 Special Assiatnt to the Assistant Secretary HUD,  
 Assistant Governor of Puerto Rico

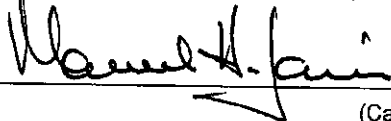
12. What community issues should the association be addressing?  
Anything and everything related to Realtors well being, safety and professionalism.
13. In your opinion, what are the greatest challenges facing the industry today that ORRA should address?  
Concern with the misunderstanding of Realtor roles when dealing with the public and dealing with one another.
14. What is your position on the issues of property taxes, insurance, and private property rights?  
Property rights is what makes this country unique and provides the bedrock foundation for society to grow and flourish.
15. If elected, what would you like to have accomplished by the end of your term?  
Make systems and process available for Realtors to be able to accomplish more and earn more.
16. You will be expected and/or required to attend the following meetings and functions listed below. Will you make this commitment?

Yes  No (If no, explain) \_\_\_\_\_

- a. Monthly ORRA Board of Directors meetings – one per month, plus preparation and reading time.
- b. Special board meetings - Although rare, can occur on short notice and can run two to three hours.
- c. Grievance/ethics/arbitration appeal panels – two to four occurrences, each running about one hour.
- d. Membership meetings and events – multiple Membership luncheons and events, one inaugural event, Great American REALTOR® Days visit to Tallahassee, one awards event, RPAC Auction
- e. State association meetings – one three-day meeting in January and one three-day meeting in August. These meetings are especially important if you are appointed a state director.
- f. Various meetings – committees, task forces, work groups, etc.
- g. Planning and training sessions (required) – one annual leadership training session and one strategic planning retreat (if held).
- h. Community commitment (the Chamber's Hob Nob, zoning meetings, etc.)

To my knowledge, the above information is true, correct, and complete.

Signed: \_\_\_\_\_



(Candidate)

Date: July 1, 2015

Note: This completed consent-to-serve form will be posted on the ORRA website.

# Manuel Garcia

Office Manager at Watson Property Management  
Orlando, Florida Area

## Summary

Senior executive management, policy-implementing position utilizing development, marketing and analytical skills in marketing/sales with a major company seeking to increase market shares and profits.

Over 20 years' experience in real estate involving marketing, sales, business development, grants, strategic planning and management in corporate and government settings.

Experienced with Federal, State and local governments and legislative bodies on behalf of the real estate industry, the Commonwealth of Puerto Rico and Virginia political campaigns.

Skilled in selecting, training, motivating and supervising marketing, technical, program and sales staffs.

## Experience

### **Office Manager**

**Watson Realty Corp. Property Management**

October 2013 – Present (1 year 10 months) Davenport, Florida

Have the honor of leading the Best Team, the Most Accomplished Team and the Most Honored Team of Property Managers in the Company, in the area, in Florida and most likely in the Nation. We work as a great team and we have the needs of the owners in mind when safeguarding their property and maximizing their profits, and providing the best service to our tenants. We are able to be forward thinking and be able to anticipate problems and seek solutions to identify and correct situations before they become greater predicaments. We maintain clear lines of communications with owners and tenants to anticipate their concerns.

### **VICE PRESIDENT FOR THE SOUTH EAST**

**REALTORS PROPERTY RESOURCE, NATIONAL ASSOCIATION OF REALTORS**

2009 – 2010 (1 year)

- Created mechanism to contact the 75 largest MLS providers in the Southeast to identify their needs and their objections to providing the RPR service
- Made presentations throughout the territory to large Associations and MLS's to provide necessary information regarding the RPR project
- Was able to reach in a very short order 55 of the 75 to develop property working knowledge of their needs and objections

- Traveled over 75% of the time to meet and work with Associations and MLS's in the region

### **Candidate for office**

Candidate, Supervisor of Elections, Orange County

June 2008 – November 2008 (6 months)

### **DEPUTY DIRECTOR**

Orlando Business Development

June 2007 – June 2008 (1 year 1 month) Orlando, Florida Area

- Identify funding sources to expand the Center's mission
- Provide the needed resources for effective identification of potential clients
- Create the necessary environment for clients of the incubator program the maximum opportunity for success
- Supervised the expansion of the physical plant
- Developed programs and initiatives to effectively provide the overall services for the community

### **VICE PRESIDENT FOR RESIDENTIAL SALES**

Signature GMAC Real Estate

July 2007 – May 2008 (11 months) Orlando, Florida Area

- Implemented recruiting programs to attract new Sales Partners
- Supervised and held accountable all of the Sales Managers
- Responsible for Profit and Loss for the entire Residential Real Estate Company
- Supervised the Training, Recruiting and New Homes Divisions
- Developed programs and initiatives to maximize profits from the ancillary companies – Mortgage, Title, Insurance, New Homes and Construction

### **VICE PRESIDENT / SALES MANAGER**

Century 21 Sunshine

March 2006 – June 2006 (4 months) Orlando, Florida Area

- Developed new programs for training and development for the Sales Associates
- Recruited on the average 2 sales Associates a month
- Implemented stream line operations for the conservation of capital and for the maximizing of profits
- Implemented Fair Housing guidelines for the Sales Associates and the company to follow.
- Worked closely with the City and the County to assure compliance with Fair Housing Guidelines

### **SALES MANAGER**

CENTURY 21 Professional Group Inc.

June 2005 – March 2006 (10 months)

- Created new avenues for sales resulting in 8 record setting months for sales in 2005. This manifested in being the #1 office in the Company, the #3 in the Region and the Highest Volume and Sales Numbers in the history of the Company.
- Implemented business specific programs to assure greater accountability from the sales staff
- Created, Developed and Implemented Fair Housing syllabus for mandated company wide use in order to assure compliance with State, Local and Federal Regulations and Laws.
- Recruited on average 4 new Sales Associates each month.
- Double Centurion Office and Quality Service Pinnacle thus being awarded the President's Award the highest level award in the Century 21 System

### **VICE PRESIDENT**

#### **Realty Empowerment Systems**

July 2004 – February 2005 (8 months) McLean, Virginia

- Developed and implemented sales concepts to expand territory served by RES.
- Created management programs for greater accountability to the sales staff
- Created modules and specific programs for the incorporation to the products developed by RES.
- Created sales procedures in order to expand the profitability of RES

### **VICE PRESIDENT, REGIONAL MANAGER, NORTHERN VIRGINIA**

#### **Coldwell Banker Realty Pros**

January 2002 – July 2004 (2 years 7 months) Vienna, Virginia

- Responsible for managing operations in real estate offices located in Northern Virginia and for implementing new programs and policies that are geared to the market.
- Responsible for overseeing acquisitions and mergers in Northern Virginia.

### **DIRECTOR, INTERNATIONAL PROGRAM**

#### **Long and Foster Real Estate**

March 2001 – December 2001 (10 months)

- Largest Real Estate Company in the Mid-Atlantic Region
- Developed a new International in-house program that provides comprehensive services for international clients moving to the Washington, DC Metro Area

### **DIRECTOR, PROGRAM DEVELOPMENT**

#### **Long & Foster Companies**

1999 – 2001 (2 years) Fairfax, Virginia

- Created, implemented and managed a new public relations program (Home Advantage) designed to provide clients, real estate agents, staff and managers in 165 Long and Foster offices with a cadre of licensed, insured and bonded contractors, vendors and service providers.
- Managed all facets of the program including the development of legal

agreements/contract materials, website design and promotional materials, presentations, contract negotiations, and development of staffing needs.

### **SALES MANAGER, ASSISTANT MANAGER**

Coldwell Banker Real Estate

May 1988 – January 1999 (10 years 9 months) McLean, Virginia

Served in various management capacities at Coldwell Banker with focus on creating new and innovative development and training programs to support the company's marketing initiatives.

- As Acting Manager at the McLean Office, I managed an office with 72 agents and 6 staff members and advice and assistance to agents negotiating to close difficult transactions.
- Developed comprehensive relocation and recruitment programs and software specifications for new applications in the real estate industry that integrated accounting, farming and searching activities in the Multiple Listing Service (MLS).
- Streamlined the company's commission program and created training and guidance manuals for agents, staff and managers to use on computer applications.
- Awarded the Distinguished Service Award for 1991 for the Baltimore-Washington Company.

### **CHIEF OF STAFF**

Republican National Committee, Republican National Hispanic Assembly

April 1985 – March 1988 (3 years) Washington D.C. Metro Area

- Developed, implemented and managed programs and materials designed to attract Hispanic voters to the Republican Party.
- Lobbied State and local organizations to insure that Hispanic voters were represented and integrated into local political organizations and activities.
- Implemented policy and political directives issued by the Republican Party, the White House and Congress that affected Hispanic populations.
- Delivered presentations before numerous National, State and local forums and conferences to promote and disseminate information regarding Hispanic programs and policies.

### **ASSISTANT TO THE GOVERNOR OF PUERTO RICO**

Office of the Governor, Washington, D.C

October 1983 – January 1985 (1 year 4 months) Washington D.C. Metro Area

Worked closely with the Administration in Puerto Rico, Federal Officials (Cabinet and sub-Cabinet levels), and Congress to seek their involvement and support in programs, legislation, and projects beneficial to Puerto Rico.

- Provided advice and assistance to Congressional staffs in drafting legislation relevant to Puerto Rico.
- Worked closely with the White House in order to seek Federal funding for a many programs and projects beneficial to the Island.
- Prepared materials for Congressional testimony that illustrated the need for Federal

funding.

- Prepared press releases on Federal funding awarded to the Island and organized meetings and seminars to disseminate program objectives and activities associated with the funding.

### **VICE PRESIDENT FOR DEVELOPMENT AND MARKETING**

The Dillon Company

January 1981 – October 1983 (2 years 10 months)Akron, Ohio

- Responsible for the development of housing and commercial projects on a national scale with emphasis and specific responsibility for Indian Housing. Successfully marketed over 60,000 housing units with a total development cost in excess of \$3 billion.

### **SPECIAL ASSISTANT TO THE ASSISTANT SECRETARY**

U.S. Department of Housing and Urban Development (HUD)

July 1978 – January 1981 (2 years 7 months)Washington D.C. Metro Area

- Responsible for the day-to-day operations of regulatory functions such as Lead Base Paint, the Real Estate Settlement Procedures Act (RESPA), and the National Environmental Policy Act.
- Worked with Congress, the White House and the Office of Management and Budget to insure that all aspects of the legislative initiatives were being implemented.

Volunteer Experience

### **Candidate**

Candidate for Supervisor of Elections, Orange County, Florida 2008

Organizations

### **Orange County Arts and Cultural Affairs Commission**

Member, Vice Chair

### **Northern Virginia Association of Realtors**

Past Member, Board of Directors

- Largest association of Realtors in the country at the time
- Served on Appeals panel for Arbitration and Professional Standards

### **Realtors Regional Information System, Inc. (RRSI)**

Member, Treasurer and President

- The precursor to the Metropolitan Realtors Information System (MRIS) that is the largest real estate systems in the country encompassing five States and having over 34,000 realtor members.
- As President, was instrumental in accomplishing the changeover from the RRIS to



MRIS system.

- Served on the Compliance Committee overseeing MRIS rules and regulations.

**Fairfax County (Virginia) Task Force on Revenue and Expenditures**

Realtor Representative

- Served on various Boards and Task Forces for the Fairfax County Board of Supervisors, Virginia focusing on issuing ranging from Budget, Health, Revenues, Taxation and Expenses.

**Metropolitan Realtors Information System (MRIS)**

Member Compliance Committee

Metropolitan Realtors Information System (MRIS) Served on the Compliance Committee. Instrumental in implementing rules and regulations bringing over 30 Realtor Boards into one Association

**Evermay Home Owners Association**

Past President, Vice President

**National Association of Residential Property Managers (NARPM)**

NARPMPAC Trustee

Starting July 2014

Languages -**Spanish**

Education

**American University**

Bachelor of Science (B.S.), Political Science

**New Hampton School for Boys**

High School

1966 – 1969

Additional Info

**Personal Details**

Birthday            July 29

Marital Status    Married