

CITY OF PEMBROKE PINES
ADVISORY BOARD AND COMMITTEE APPLICATION FORM

*Please return the **signed and completed application form and a recent resume*** to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

***NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Karen Trent

Race* white National Origin* Brazilian/American

Occupation Property Manager

Street Address 7536 Southwest 28th Street

Subdivision Davie

Home Telephone 954-232-9532 Business Telephone 954-965-6240

E-mail Address ktrent@ppines.com

Length of Residence in Pembroke Pines
(if applicable) _____ Years _____ Months

Length of Time as Business Person in
Pembroke Pines (if applicable) _____ Years _____ Months

Are you a registered voter? yes Commission District No. _____ Precinct No. _____

Do you have a criminal record? no If yes, please explain. _____

Have you ever been convicted of a felony? no If yes, please explain. _____

Do you have any criminal charges pending? no If yes, please explain. _____

Do you have any relatives employed by the City? yes If yes, please state name(s):
Bob Aguirra (Husband) Hunter Prendes (Daughter in Law)

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? no If yes, please explain. _____

Does your business, or your employer have any contractual relationship with, or do any business with the City? Yes If yes, please explain.
Currently employed with the City.

Do you have monies owed to the City that are delinquent? _____ If yes, please explain.
no

Do you have any pending code violations relating to property owned by you in the City? _____
If yes, please explain. _____
no

Do you have any violations relating to other City codes? _____ If yes, please list: _____
no

*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.

_____ Arts & Culture Advisory Board	<u>1</u> _____ Affordable Housing ¹
_____ Board of Adjustment	_____ Charter High School Advisory Board ²
_____ Economic Development Board	_____ Education Advisory Board
_____ Environmental Advisory Board	_____ Citizens Committee/Hurricane Prep (Ad Hoc)
_____ Planning & Zoning Board	_____ Police and Fire Pension Fund Board
_____ Diversity and Heritage Advisory Board	_____ Social Media Committee (Ad Hoc)
_____ Charter Review Board	_____ Public Art Committee (PAC) New
_____ Citizen's Budget Advisory Board	_____ Charter Review Board ³

¹You must complete the "Supplement to Application for Affordable Housing Committee."

²Representative of Educational or Business sector of the Community

³This Board is convened once every five years.

Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.

I would like to serve on the board because I enjoy being involved with the community and helping make a

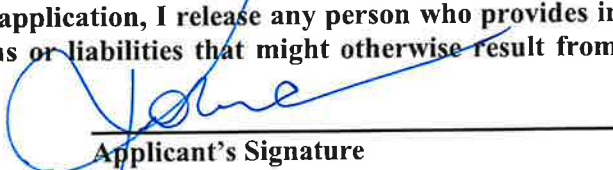
difference. In my job as a property manager, I work with people everyday, solve problems and help keep things

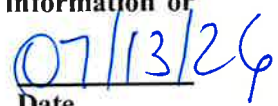
running smoothly. I believe my experience and willingness to listen and work with others would make me a

valuable member on the board.

I would appreciate the opportunity to give back and to continue helping others.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.


Applicant's Signature


Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SSG:DNT:dnt

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SUPPLEMENT TO APPLICATION FOR "AFFORDABLE HOUSING COMMITTEE"

PLEASE CHECK ALL POSITIONS FOR WHICH YOU ARE QUALIFIED

- ☐ Actively engaged in the residential home building industry in connection with affordable housing.
- ☐ Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- ☐ Representative of those areas of labor actively engaged in home building in connection with affordable housing.
- ☒ Actively engaged as an advocate for low-income persons in connection with affordable housing.
- ☐ Actively engaged as a for-profit provider of affordable housing.
- ☒ Actively engaged as a not-for-profit provider of affordable housing.
- ☐ Actively engaged as a real estate professional in connection with affordable housing.
- ☐ Actively serves on the local planning agency pursuant to Section 163.3174, Florida Statutes.
- ☐ Resides within the municipal boundaries of the City of Pembroke Pines.
- ☐ Represents employers with the City of Pembroke Pines.
- ☒ Represents essential services personnel, as defined in the City's Local Housing Assistance Plan.

KAREN TRENT

PROFESSIONAL SUMMARY

Experienced Property Manager with over 20 years of expertise in housing administration, financial operations, contract management, and customer service. Proven ability to oversee multiple properties, supervise staff, manage budgets, ensure regulatory compliance, and build positive relationships with residents, vendors, and City departments. Highly organized, bilingual professional recognized for strong leadership, problem-solving, and operational management.

CORE QUALIFICATIONS

- Property Management
 - Budget Administration
 - Lease Administration
 - Rent Collection & ACH Processing
 - HUD, Fair Housing & ADA Compliance
 - Staff Supervision & Training
 - Vendor & Contract Management
 - Procurement & Purchasing
 - Payroll & Timekeeping – (Paycom)
 - Accounts Payable & Accounts Receivable
 - Work Order Management
 - Capital Improvement Projects
 - Inventory Control
 - Customer Service & Resident Relations
 - Financial Reconciliation
 - Emergency Management
 - Microsoft Office Suite
 - Tyler EERP (Munis)
 - RentManager
 - QuickBooks
 - SmartPines
-

PROFESSIONAL EXPERIENCE

City of Pembroke Pines – Senior Housing (FCS)

Property Manager | January 2018 – Present

Manage the daily operations of multiple City-owned properties, including Pines Place, R&R Village, and Health Park.

Key Responsibilities

- Direct all day-to-day property operations, including leasing, renewals, terminations, rent collection, ACH processing, inspections, and security deposit administration.
 - Ensure compliance with HUD, Fair Housing, ADA, and City regulations.
 - Supervise and train leasing, maintenance, and administrative staff.
 - Prepare and monitor annual operating budgets and departmental expenditures.
 - Coordinate vendor contracts for maintenance, landscaping, pest control, security, and capital improvement projects.
 - Manage procurement activities and oversee the Procure-to-Pay process.
 - Prepare payroll and employee timekeeping records.
 - Manage work order systems and preventive maintenance schedules.
 - Maintain accurate lease files, financial records, inspections, and resident documentation.
 - Resolve resident concerns professionally while maintaining excellent customer service.
 - Collaborate with the City Attorney's Office on legal matters involving leases and property operations.
 - Coordinate community events and resident programs with local organizations and service providers.
-

City of Pembroke Pines – Senior Housing (FCS)

Clerical II | March 2016 – January 2018

- Managed rent records and tenant accounts.
 - Processed rent payments, security deposits, application fees, and daily deposits.
 - Prepared late notices and handled returned checks.
 - Reconciled bank statements and security deposit accounts.
 - Processed purchase orders (POs), CPRs, and month-end reports.
 - Managed work orders and administrative records.
-

Brazilian Taste Grill

Manager | June 2011 – February 2016

- Manage daily administrative and financial operations.
- Process payroll, accounts payable, and accounts receivable.
- Reconcile bank statements and prepare daily deposits.
- Maintain inventory and purchasing activities.
- Coordinate employee scheduling.

- Assist with event planning and operational management.
 - Prepare business correspondence, reports, invoices, and purchase orders.
-

City of Pembroke Pines (The Haskell Company) – Senior Housing

Administrative Assistant | February 2006 – May 2011

- Provided administrative support for senior housing operations.
 - Processed payroll, purchase orders, payments, and vendor records.
 - Maintained tenant records, rent accounts, and security deposits.
 - Conducted apartment tours and move-in inspections.
 - Prepared reports, correspondence, contracts, and financial documents.
 - Processed workers' compensation claims.
 - Served as a bilingual liaison for residents and contractors.
 - Reconciled bank statements and prepared monthly financial reports.
-

City of Pembroke Pines (The Haskell Company) – Public Services

Clerical II | June 2003 – February 2006

- Processed payroll, purchase orders, requisitions, and payments.
 - Prepared reports, correspondence, permits, bids, invoices, and contracts.
 - Maintained vendor records and financial documentation.
 - Processed CPRs and purchase orders.
-

VASP Brazilian Airlines – Miami, Florida

Internal Auditor | May 1997 – June 2003

- Performed daily revenue analysis and financial reconciliations.
 - Reconciled credit card transactions and bank accounts.
 - Assisted in implementing operational procedures and internal controls.
 - Conducted employee training on accounting procedures.
 - Utilized SITA, ARC, and ARACS systems for airline accounting operations.
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EDUCATION

Seminole Community College – Orlando, Florida

Business Administration Coursework

1993–1995

TECHNICAL SKILLS

- Microsoft Office (Excel, Word, Outlook)
 - Tyler Munis
 - RentManager
 - SmartStream
 - SmartPines
 - QuickBooks
 - Artificial Intelligence (ChatGPT)
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LANGUAGES

- English (Fluent)
- Portuguese (Fluent)
- Spanish (Fluent)