



Flexible Support. Real Results.

Real-world property knowledge, delivered virtually to the teams who build and manage Florida's communities.

Mini Portfolio: Susan Pace-Greer

*Co-Founder & Virtual Property
Operations Specialist*



Strategic Property Support for Teams That Build Big

Executive-level assistance in development ops, inspections, staffing & association management.

Overview:

Susan Pace-Greer is a **veteran of Florida's real estate and property development industry**, with over **25 years of hands-on leadership** in **high-rise construction, property and project management**, and **HOA governance**. As co-founder of VirtuAll Assistants, she brings **executive-level expertise** to remote operations support — blending **big-picture strategy** with **boots-on-the-ground experience**.

Susan has **managed multi-million-dollar associations and billion-dollar properties**, overseeing everything from **unit turnovers** to **capital renovations** and **team leadership**. Her portfolio includes **dual 33-story high-rises developed from the ground up**, where she led construction oversight, **hiring and managing staff**, **filling vacancies**, handling lease transitions, and ensuring all inspections and compliance benchmarks were met.



Flexible Support. Real Results.

She's a **Florida native with deep industry knowledge** — including **RE licensure, LCAM credentialing**, and trusted relationships with city and state agencies. Whether you need help managing day-to-day tasks or leading complex project transitions, **Susan provides results-focused support backed by experience you can count on.**

◆ **Core Services — Virtual Property & Project Support**

- **Permit & Inspection Scheduling**

Coordinate with city and county officials, schedule walk-throughs, and ensure timelines are met for construction, renovations, and capital projects.

- **HOA & LCAM Administrative Oversight**

Support master and sub-association operations: owner communication, document filing, notices, board meeting prep, and compliance management.

- **High-Rise & Multifamily Project Oversight**

Act as remote project coordinator for remodels, unit turnover, inspection scheduling, and staff task direction.

- **Vendor & Staff Management**

Lead and support staff scheduling, job descriptions, vendor performance tracking, and field-level coordination with onsite crews.

- **Financial & Budget Support**

Assist with CapEx tracking, budget comparison, and vendor estimate collection. Familiar with association and investor reporting cycles.

- **Communication & Relationship Management**

Coordinate directly with tenants, owners, developers, and vendors. Send reminders, resolve issues, and support long-term tenant retention.

- **Document Preparation**

Prepare owner notices, lease memos, meeting minutes, inspection reports, and weekly site updates.

Tools & Platforms Proficient In:

Core Property & Association Tools

Yardi | MLS | Permit Portals | Association Mgmt Systems | Inspection & Punch List Tools

Business Operations & Admin

Google Workspace | Microsoft Office | Excel | Zoom | Email Management | Document Prep

Creative, CRM & Support Tools

QuickBooks | Canva | Slack | Trello | CRM Systems | Zillow

Construction & Real Estate Platforms

Various permitting systems, compliance portals, and project management tools

Industries & Professionals Served:

- Real Estate & Property Management
 - Construction & Trades
 - Custom Home Builders
 - Remodelers & Design-Build Firms
 - Commercial Contractors & Developers
 - Subcontractors & Specialty Trades
 - Condominium & Master Associations (LCAM)
 - High-Rise & Multifamily Developers
 - Building Professionals
 - Property & Building Inspectors
 - Architects, Engineers & Designers
 - Real Estate Brokerages & Investment Groups
 - Legal, HOA & Administrative Boards
-

Whether you need help managing inspections, organizing association documents, or supporting your on-site staff — I'm here to help your property operations run smoother behind the scenes.

My goal is to provide reliable, executive-level support so you can focus on what's ahead — not what's stacked up.

Contact:

 hello@virtuallassistants.com

 (407) 436-9344 • (239) 443-9081

 www.virtuallassistants.com

Let's simplify your operations so you can stay focused on the property, not the paperwork.
(407) 436-9344 | (239) 443-9081 | hello@virtuallassistants.com
virtuallassistants.com