

December, 2020

OUR MISSION IS SIMPLE: TO CONSISTENTLY MEET AND EXCEED THE EXPECTATIONS OF OUR CLIENTS BY LEVERAGING OUR UNIQUE COMBINATION OF **TALENT**, TECHNOLOGY, AND CONNECTEDNESS.

## Divaris Lease Administration is a Rising Star When it Comes to TEAMWORK

The Divaris Lease Administration Team manages and monitors 163 assets comprised of over 1,200 tenant leases. The team performs lease review and abstracting, annual expense reconciliations, budgeting income projections, monthly billings, lease audits and occupancy cost analysis. Lease Administration is also responsible for overseeing all significant rights to include critical dates, options, and lease requirements.

Highlighting this message is Beth Buchert, Director of Lease Administration in the Virginia Beach Office, who has some great things to say about her team:



## HIGHLIGHTED COMPANY *Shout-Out!*

"The Lease Administration team is comprised of several dynamic players that really stepped up recently when their fearless leader was unexpectedly out of the office for an extended period of time. This amazing team pulled together and successfully met all deadlines and daily challenges. Everyone rose to the occasion, assisting others, working additional hours, and encouraging and supporting each other in order to meet the departments objectives. The true definition of a **TEAM** and we are proud of their accomplishments and very grateful for their dedicated service.



**Sarah James:** No matter what the day may bring, Sarah rises to the occasion. She solves problems and assists the Team in a way that makes them feel valued. All with her wonderful sense of humor!

**Thea Ipock:** Thea worked closely with Sarah to ensure that deadlines were met while providing the support and encouragement Sarah needed to "run the show" in Beth's absence. Thea's experience and knowledge were invaluable during this time.

**Lauren Jackson:** Lauren is always willing to do whatever is needed to help and does so with a positive attitude. With very little notice and during deadline week, she prepared and sent out estoppels for a property that was closing. She did this all while auditing and inputting lease clauses in Yardi for a large new management project.

**Terri Matteucci:** Terri helped out the team by taking on additional work and assisting with budget reviews. Without her help, we wouldn't have met our budget deadlines. Woo Hoo!

**Sandi Duvall:** Sandi is very dedicated and always eager to help others. She reached a milestone this year with completion of 37 budgets in a short period of time. What an accomplishment Sandi!

**Patti Reid:** Patti is very committed to managing numerous Armada Hoffer assets along with Jackson Downs and two property associations. She brings a cheerful approach to her work along with countless years of CRE experience.

**Marie Edwards:** Our newest team member, stepped up in every way possible. She guided our temporary support, assisted Sarah with a portfolio, helped with Beth's properties, all the while learning new tasks.

We are incredibly lucky to have such a phenomenal group of people who are professional, funny, kind, and talented!"

- Beth Buchert | Director Lease Admin, Virginia Beach

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## COMPANY Shout-Outs!

Continued :

### VIRGINIA BEACH

#### SHOUT-OUT TO JOANN GASKINS!

Not only does Joann maintain an active role in IREM, but this November she graduated from a citizens police academy, something she's been volunteering her time including classes and even a ride along with the police! She said it helped her build valuable relationships with the police whom she partners with to reduce crime at her properties. In addition, it gave her a much better understanding of their perspective and all that goes into being a police officer.

- Beverly Betcher

### VIRGINIA BEACH

#### SHOUT-OUT TO THE LEASE ADMIN TEAM!

I would like to recognize the entire Lease Admin Team. Since starting in August, I have received great consistent training and support from each and every one of the Administrative Team members. They have guided me and remained patient while I am still learning my role even with limited staff and budget deadlines. Beth and Sarah lead by example by always checking in and supporting me in any way. I'm certain the success of Divaris could not continue without this great Administrative Team.

- Marie Edwards

### VIRGINIA BEACH

#### SHOUT-OUT TO JOE RAPISARDI!

I wanted to send a shout-out to Joe Rapisardi! He is the BEST! Town Center has some special project needs like our building guide, and directories that need updates often. He is always johnny-on-the-spot and even created a new leasing poster for our vacant suites that fits perfectly with our Town Center marketing plan.

We appreciate him helping us, knowing he has a busy schedule!

- Lara Hammje

**\* CALLING ALL DIVARIS OFFICES: WE NEED YOUR SHOUT-OUTS!**

#### DO YOU KNOW SOMEONE WHO HAS GONE ABOVE AND BEYOND IN THE WORKPLACE?

We are proud and privileged to have such great, talented and enthusiastic team members working in our offices. Please take a moment to recognize someone in your office who has gone the extra mile or has done a great job on a project, and send those Shout-Outs to Amy Campbell.

### VIRGINIA BEACH IS GETTING FESTIVE!



**Virginia Beach Office Official Tree Decorators:**  
*Susan Storms, Kelsey Preble, Amy Campbell, Bea Crumpton*

The Divaris office in Virginia Beach wanted to get a head start on putting up some holiday cheer, and brought out all the stops with lights, snowflakes and lots of sparkle!

Has your office started to "Deck the Halls" as well? Please send us your photos and fun stories from your office for our Newsletter. Send all photos and stories to Amy Campbell.

### DATES TO REMEMBER IN DECEMBER

**Thursday, December 24th** - CHRISTMAS EVE/  
OFFICES CLOSED

**Friday, December 25th** - CHRISTMAS DAY/  
OFFICES CLOSED



Please Email your Shout-Outs and Holiday Office Photos to Amy Campbell: [amy.campbell@divaris.com](mailto:amy.campbell@divaris.com)