

# MICHAEL P. W. GREBENICK

BOARD OF REVIEW MEMBER | CERTIFIED ILLINOIS ASSESSING OFFICER | REAL ESTATE BROKER

## TARGETED OBJECTIVE

To serve as a Lake County Board of Review Alternate by applying Board of Review experience, Certified Illinois Assessing Officer training, real estate valuation knowledge, market analysis experience, and impartial public-service judgment to help ensure fair, uniform, evidence-based, and timely assessment decisions.

## PROFESSIONAL SUMMARY

Experienced Board of Review Member and real estate professional with more than 15 years of combined experience in property assessment review, residential brokerage, new construction sales, portfolio property management, market analysis, and valuation support. Serving on the McHenry County Board of Review since June 2020, with direct experience reviewing assessment appeals, taxpayer evidence, assessor evidence, comparable sales, appraisals, equity arguments, property characteristics, and market value indicators. Certified Illinois Assessing Officer with Board of Review class and examination completion prior to appointment. Known for impartial judgment, strong record keeping, statutory awareness, fair hearing conduct, and evidence-based decision-making.

## CORE QUALIFICATIONS

- Board of Review Experience
- Fair Cash Value Analysis
- Appraisal & Evidence Review
- Public Hearing Conduct
- Real Estate Brokerage
- Property Management
- Assessment Appeal Review
- Equity & Uniformity Review
- Property Record Review
- Written Findings & Reports
- Broker Price Opinions
- Microsoft Office Suite
- Illinois Property Tax Code Familiarity
- Comparable Sales Analysis
- GIS Mapping
- Deadline Compliance
- Competitive Market Analysis
- Yardi | QuickBooks | Builder 1440 | SharePoint

## PROFESSIONAL EXPERIENCE

### Board of Review Member

June 2020 - Present

*McHenry County Board of Review*

- Serve as a member of the McHenry County Board of Review, reviewing real property assessment appeals in accordance with applicable assessment standards and the Illinois Property Tax Code.
- Review taxpayer-submitted evidence, assessor evidence, appraisals, comparable sales, equity analyses, property record cards, photographs, maps, and valuation reports.
- Participate in hearings and deliberations involving residential, commercial, industrial, and special-use property assessment matters.
- Evaluate whether assessments are supported by fair cash value, uniformity, factual accuracy, and credible market evidence.
- Analyze sales data, market trends, property characteristics, location influences, condition, use, and assessment history when considering appeal evidence.
- Maintain impartiality and professionalism when interacting with taxpayers, attorneys, appraisers, township assessors, county staff, and public participants.
- Support timely, consistent, and well-documented assessment decisions while maintaining the integrity of the appeal process.
- Completed the Board of Review class and passed the required Board of Review examination prior to serving in the role; earned the Certified Illinois Assessing Officer (CIAO) designation.

### Real Estate Broker

August 2018 - Present

*Coldwell Banker Realty, LLC*

- Prepare competitive market analyses and broker price opinions by reviewing comparable sales, active listings, property condition, location, market trends, and neighborhood-specific activity.
- Advise property owners and buyers on probable market value, pricing strategy, listing position, and offer strength using relevant local market evidence.
- Review property characteristics, competing inventory, prior sales, buyer demand, and neighborhood trends to support informed valuation opinions.
- Negotiate and manage real estate transactions from initial consultation through offer, inspection, attorney review, financing, and closing.
- Communicate complex real estate information clearly to clients, cooperating brokers, attorneys, lenders, inspectors, and other transaction participants.

- Maintain organized records, transaction documentation, market research, and client communications.

**Leasing Director**

**April 2017 - October 2017**

*RMK Management Corp.*

- Developed relationships with local businesses and prospective residents to support leasing activity and occupancy goals.
- Monitored online marketing channels and promotions while maintaining knowledge of local market conditions and leasing trends.
- Prepared monthly status, budget, and capital improvement reports for senior management.
- Led weekly sales meetings to review traffic, leasing goals, closing strategies, and follow-up activity.

**New Home Sales Manager**

**Oct. 2008 - Apr. 2011; May 2016 - Apr. 2017**

*Plote Homes L.L.C. | River Park Place / Cliffs of Fontana*

- Managed new construction sales activity from buyer consultation through pricing, selections, architectural review, construction coordination, and contract-to-closing communication.
- Served as relationship bridge between buyers, builder, purchasing, construction, and senior management teams.
- Presented floor plans, options, upgrades, pricing, community features, and architectural drawings to prospective buyers.
- Prepared weekly traffic reports to assist senior management with market calibration, buyer demand review, and sales strategy.

**Investment Property Manager**

**July 2011 - April 2015**

*Conversion Specialist Inc.*

- Managed a 132-home private investment portfolio across Schaumburg, Hoffman Estates, Palatine, and Roselle.
- Increased and maintained occupancy from 87% to 100%, strengthening owner revenue and portfolio profitability.
- Oversaw leasing, showings, prospect qualification, lease preparation, resident communications, and documentation.
- Coordinated maintenance, contractors, vendors, and staff based on priority, budget, and property preservation needs.
- Managed rent collection, owner invoicing, tenant fees, notices, delinquency files, and attorney referrals.

**LICENSES & CERTIFICATIONS**

Certified Illinois Assessing Officer (CIAO) | Board of Review Class and Examination - Completed and Passed | Illinois Real Estate Broker License | Illinois Managing Broker Pre-License Education | Illinois Notary Public

**EDUCATION & PUBLIC SERVICE TRAINING**

- Real Estate Broker Pre-License Education, McHenry County College
- Managing Broker Pre-License Education, Inland Real Estate School
- Community Emergency Response Team 1 and 2, Federal Emergency Management Agency (FEMA)
- Citizens Police Academy 1 and 2, Elgin Police Department