

Western Colorado Chapter NARPM
2008 Board of Directors and Committee Chairs

President	Ricki Gavell
President-Elect	To be determined
Treasurer	Angela Allen
Secretary	Tracey Heritage

Educational Coordinator	Monica Whittaker
Membership Coordinator	Chris Broadstreet
Legislative Coordinator	Dena Watson
Affiliate Program Coordinator	Todd Simpson
Marketing Coordinator	Cindy Hoppe

National Association of Residential Property Managers
Western Colorado Chapter

April 11, 2007 Board of Directors Meeting

In Attendance: Ricki Gavell, President
Monica Whittaker, Educational Coordinator
Todd Simpson, Affiliate Program Coordinator
Tracey Heritage, Secretary

The meeting was called to order at 3:00 pm at the Bray Property Management Office.

As this was the first BOD Meeting, there were no prior reports to be presented.

Old Business:

Confirmed the June 27th General Membership NARPM Meeting at 12:00 Noon.
A 15 minute presentation by an affiliate (vendor) member to begin the meeting,
and then Tony Drost, MPM will give an approximate one hour presentation.
The Board will meet immediately following the General Meeting.

New Business:

Completion of Chapter Requirements.

Sample Bylaws (those used by NARPM) were presented and accepted by the Board to be adopted as our own. Rikki volunteered to complete the forms.

Susan Melton and Chuck Warren from the NARPM office in Denver have volunteered to assist us with filing our Articles of Non-Profit Corporation organization. We are eligible for a grant of \$500.00 to help with the start-up expenses, and Rikki will work with Chuck to receive this. Rikki will apply for the organization's Federal ID Number.

Angela Allen, Treasurer, has checks and will finalize the bank account after the incorporation is completed and we have secured our Federal ID Number.

Tracey Heritage, Secretary, will maintain a Book of Minutes for the organization.

Todd Simpson, Affiliate Program Coordinator, will set up the Affiliate Program.

Affiliate Member Program

Much discussion ensued about the Affiliate Program. It was decided that vendors would need to be referred by a NARPM Member and would need to complete an application. Todd will contact NARPM for a sample application form. It was determined at this time that we will not restrict vendors by service offered (ie; restricting the number of carpet cleaners, for example). It may need to be reviewed at a later time if not offering exclusivity is detrimental for recruitment efforts. Rather than have the annual dues for affiliates come due all through the year, it was decided to run the affiliate membership from May 1, 2007 to April 30, 2008. Pro-rated dues will be collected after May 30. The dues were determined to be 150.00 per year for Affiliate Members, to include advertising in the newsletter and invitations to make presentations at NARPM Meetings through the year. It was stressed that the presentations should be informative (ie; how to do something) rather than just a presentation of available services. Affiliates are welcome to attend NARPM General Meetings and pass out business cards and information. Monica Whittaker volunteered to put together a website for our NARPM

Chapter. It was decided that if an Affiliate Member wanted to place an advertising link on the website, the membership dues would be \$250 per year with the additional advertising availabilities. Members will be encourage to obtain applications from Todd and then send referred candidates with the completed applications to Todd's office at Property Services.

Newsletter and Advertising

The first Newsletter of the local NARPM chapter is scheduled to be sent out May 25, 2007. Deadlines for information and advertisers will be May 22, 2007. New Affiliate Members or Members who wish to include information need to get that to Rikki by the 22nd. All Affiliate Members will be represented by company name and contact information. The Newsletter will also advertise the upcoming meeting and some information about the National NARPM Convention to be held in Scottsdale, AZ on September 25, 2007.

Monica Whittaker has offered to put together a website for our chapter.

Meeting Schedules

An agenda item for every NARPM meeting will be to brainstorm ideas and gather requests from Members as to what issues they would like to see our Chapter address.

The Colorado Meeting for NARPM will be held in Denver April 19 and 20, 2007.

The local Board will meet again on Thursday, June 7 at 2:00. The Meeting will be held at the Property Services office. The Agenda includes finalizing the Chapter Organization Requirements.

Quarterly General Membership meetings are planned for the third Thursday of the month (June, September, December, etc.). The exception for June was because Tony Drost had been previously scheduled. Meeting dates will be confirmed via the Newsletter and website.

The meeting was adjourned at 4:20 pm

National Association of Residential Property Managers
Western Colorado Chapter

June 1, 2007 Board of Directors Meeting

In Attendance: Ricki Gavell, President
Deb Giorno, Vice President
Tracey Heritage, Secretary
Angela Allen, Treasurer
Monica Whittaker, Educational Coordinator
Chris Broadstreet, Membership Coordinator
Lisa Palardy, Marketing/Publications
Dena Watson, Legislative Coordinator

The meeting was called to order at 3:00 pm at the Bray Property Management Office.

Secretary's Report: The minutes from the April 11, 2007 were reviewed and approved with the change of affiliate dues have been changed to \$160.00 annually instead of \$150.00 or \$250.00.

Treasurer's Report: The ByLaws adopted by our chapter were sent to Chuck Warren, Susan Melton and Gail Phillips for approval. Upon approval, Angela will obtain a federal ID number and will open the checking account.

We are receiving a grant from the National NARPM for \$500.00 to help offset start-up expenses.

Our chapter is sending the President to the convention. Due to timing, Ricki will make reservations and be reimbursed after the account is opened.

Old Business:

Confirmed the June 27th General Membership NARPM Meeting at 12:00 Noon.

A flyer will be produced by the Bray office. The Cost has been changed to \$15.00 for members and \$20.00 for non-members. Rob Massey at Rentals.Com will be providing lunch. The flyer will instruct registrations be sent to Monica at Monument. Invitations will be mailed to all Managers and affiliate members.

Tenative Agenda for the meeting: 15 minute presentations by both Rob Massey and Jon of Trinity Carpet Cleaning. "Bios" of guest speakers will be requested.

Hold the 50/50 Raffle (members encouraged to solicit raffle-type prizes from vendors). Half of the money to the chapter and the other half to the grand prize for the raffle. Eventually the chapter hopes to be involved with charity events with raffle proceeds; and involvement with Relay for Life, sponser a family for Christmas, etc.

Tony Drost to give a one hour presentation.

The Board will meet immediately following the General Meeting until 4:30. Board Members are invited to consider dinner or a social outing after the meeting.

This meeting replaces the meeting scheduled for June 7 as the Board felt more planning time was necessary for the General Membership Meeting.

New Business:

Committee Reports

- A. Affiliate Chair
Todd Simpson was unable to attend the meeting, but the Affiliate Application form was reviewed.
- B. Marketing Chair
Lisa Palardy to assist in the distribution of flyers and members are encouraged to e-mail her at palardy@sopris.net with distribution requests

Some free advertising was suggested by featuring individual NARPM Board Members in the Business Briefcase and Real Estate News. Members to e-mail photographs and bios to Lisa. The Free Press has a good reputation of providing free news articles about clubs and organizations that might be utilized. MLS advertising was discussed.

- C. Education Chair
Monica Whittaker introduced the new website and set-up. Affiliates links are set-up. The address is www.narpm.org Monica requested content ideas and thought a Mission Statement would be good to post. Chris Broadstreet volunteered to draft a proposed Mission Statement. Monica Suggested the site hold a bulletin board for information to be shared by members.
- D. Membership Chair
Chris Broadstreet had opportunity to introduce our new chapter at the housing luncheon in June.
- E. Legislative Chair
Dena Watson offered to invite Josh Penry to attend a future meeting to discuss legislation.

There being no other business, the meeting was adjourned at 4:15 pm.

Respectfully submitted,

Tracey Heritage, Secretary

National Association of Residential Property Managers
Western Colorado Chapter

June 27, 2007 Board of Directors Meeting

In Attendance: Ricki Gavell, President
Deb Giorno, Vice President
Tracey Heritage, Secretary
Angela Allen, Treasurer
Todd Simpson, Affiliate Program Coordinator
Monica Whittaker, Educational Coordinator
Chris Broadstreet, Membership Coordinator

The meeting was called to order at 3:35 pm at the GJ Area Board of Realtors Office.

Secretary's Report: The minutes from the June 01, 2007 Board of Directors Meeting were reviewed and approved with no changes.

Treasurer's Report: The Bank Account was opened, Ricki and Angela are the *signatories on the account*. Angela provided an *income and expense report* through 06/27/07. The NARPM Western Colorado Chapter has \$1,020.00 in the bank as of today.

Old Business:

The national NARPM Meeting is scheduled for September 27, 2007 in Scottsdale, AZ. Ricki advised that you could sign up on-line and encouraged attendance. More information is available on the NARPM website.

Monica reported that our Chapter's website is progressing. She is working with a tech at NARPM. There is some problem with loading forms that they are working on. Monica would like to post our Mission Statement, and Chris is still working on that for us.

New Business:

Committee Reports

- A. Affiliate Chair
Todd would like us to put together a good estimate of what each property management company represented in our group spends annually on the different types of vendor services. The dollars would be used to encourage vendors to join as an affiliate member.
Todd will prepare a recruitment letter that we could all use to solicit our preferred vendors to join.
- B. Marketing Chair
Deb reported that Lisa Palardy has resigned her position of Marketing Chair. Angela suggested that the Board share the duties of this Chair.

- C. Education Chair
The September 20th general meeting was discussed. Ideas for guest speakers included Josh Penry, Curt Moreno and Velvet (from the courthouse). It was suggested that a heating/cooling specialist might be a good choice for a vendor presentation.
- D. Membership Chair
No report.
- E. Legislative Chair
No report.

There being no other business, the meeting was adjourned at approximately 4:15 pm.

Respectfully submitted,

Tracey Heritage, Secretary

NARPM
Western Colorado Chapter
Board of Director's Meeting -- August 9, 2007
Minutes

1. **Call to Order** – Meeting was called to order at 9:50am at the First American Title Company in Rifle. In attendance were Ricki Gavell, Debbie Giorno, Todd Simpson and Monica Whitaker.
2. **Secretary's Report – approval of minutes from June 27, 2007 meeting** – Approved as written.
3. **Treasurer's Report** – Approved as written
4. **Old Business**
 - A. **National Convention – Scottsdale, Arizona**
September 26, 2007 – 50/50 Raffle Monica, Todd and Ricki are all planning on attending the National Convention in September. The Chapter will donate three baskets of "Colorado Goodies" for the 50/50 raffle. Ricki has three books on Grand Junction to contribute. Discussion ensued on other items that might be good for the baskets – wine, Enstrom's Chocolates, honey, dried fruit, etc. Donations need to be given to Ricki no later than the September 20 meeting.
 - B. **June 27 meeting – article by Rob Massey** - Meeting was reviewed. The consensus of those present was that speakers need to be given guidelines as to time constraints and the content of their presentations – no "infomercials" allowed! Need to make sure membership applications are available at each meeting and that new affiliates are introduced. Might want to set up an "Affiliates Corner" for them to display business cards and brochures.
5. **Committee Reports**
 - A. **Affiliate Chair – Todd Simpson** – Todd has sent letters of invitation to about 45 possible Affiliate members and has signed up several new members in the past week. He encouraged every regular member to invite his or her favorite vendors to become and Affiliate Member.
 - B. **Education Chair – Monica Whittaker** – Monica explained how the continuing education credit is approved. She will make certificates for the next meeting.

- C. Membership Chair – Chris Broadstreet** – no report – it was suggested that we have Chris make a presentation about NARPM at the next SHAG meeting
- D. Legislative Chair – Dena Watson** – no report
- E. Marketing – bring your ideas!** – Cindy Hoppe has volunteered to take over the position as Marketing Chair

6. New Business

- A. September 20 meeting** – The September 20 meeting will focus on legal issues, therefore it was decided that the title of the meeting would be “Soar With the Legal Eagles” (or something similar). The meeting will offer 2 CEUs and the agenda for the meeting will be:
 - 12:30 – Business meeting (members can bring a brown bag lunch_ brown bag lunch) Discussion on Ethics Article 2 – Discrimination
 - 1:00 – Affiliate Presentation – Kristine Novinskie (Pre-Paid Legal) – Identity Theft
 - 2:00 – Velvet – Evictions, Garnishments etc.
 - 2:30 – Josh Penry – Legislative News pertaining to Property Management
 - 3:30 – Meeting Adjourned
- B. Social get – together** – Tentatively planned as the theme for our December meeting to give members a chance to mingle and get to know each other. One of the Affiliate members has expressed an interest in sponsoring the event (Todd will follow up on this) – Further planning will be done later.
- C. RentClicks.com special pricing** – Karen Unzueta contacted Ricki regarding special pricing for our NARPM chapter. Our chapter pricing will be \$19.00 for Standard ads and \$39.00 for Network of sites ad. She will be sending brochures and more information in the mail.

7. Other Business

Letterhead – Todd presented a draft of letterhead for our chapter – he is waiting for pricing – all those present approved the draft.

Newletter – Monica offered to put together the next newsletter. This needs to go out before the end of September, so **please submit anything you want in the newsletter to Monica before the end of next week – August 17.**

Meeting was adjourned at 11:10 am

Respectfully submitted-
Ricki M. Gavell

National Association of Residential Property Managers
Western Colorado Chapter

October 29, 2007 Board of Directors Meeting

In Attendance: Ricki Gavell, President
Deb Giorno, Vice President
Tracey Heritage, Secretary
Angela Allen, Treasurer
Chris Broadstreet, Membership Coordinator
Cindy Hoppe, Marketing

The meeting was called to order at 1:00 pm at the Bray Educational Office.

Secretary's Report: The minutes from the Sept 20, 2007 General Membership Meeting were reviewed and approved with no changes.

Treasurer's Report: Angela provided the Cash Flow through 10/23/07 and the account balance is \$ 3,003.79.

Old Business:

The NARPM Meeting of September 27, 2007 in Scottsdale, AZ was discussed. Ricki congratulated our Chapter for being named *New Chapter of the Year* by the National office. The Colorado gift baskets were successful.

New Business:

Committee Reports

- A. Affiliate Chair
Todd was absent.
- B. Marketing Chair
Press releases were made and Cindy recommended we capitalize on the New Chapter of the Year designation in all advertising. A new member drive could be held November and December...no membership fee for 2007. The November Newsletter should be out by the 16th of November.
- C. Education Chair
The March general meeting was discussed. Ideas for guest speakers included Betty or Susan from NARPM and Michael Russell from Hoskin, Farina and Kampf. Ricki will check availability of the NARPM speakers. Tracey will contact Russell for his availability to speak on HOA matters as they apply to rental units.
- D. Membership Chair
It was discussed that some meetings might be held in the Rifle or Glenwood areas to encourage new members. Angela volunteered to write a policy expressly for payment of dues. It

was generally agreed that paying a full year's dues up front and pro-rating the second year would be the best way to charge for dues.

If you refer someone who becomes a member, you should have them make reference to the referral as there are "Ambassador" points to be earned.

A social get-together was discussed. The admission prices of meetings and speakers were discussed. It was generally agreed that some of the presentations should be exclusive to NARPM members to encourage joining. A morning "open invite" meeting and an afternoon "NARPM Only" presentation was discussed.

E. Legislative Chair
No report.

There being no other business, the meeting was adjourned at approximately 2:30 pm.

Respectfully submitted,

Tracey Heritage, Secretary

Cash Flow - YTD

1/1/2007 through 11/15/2007

11/15/2007

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Category Description	1/1/2007- 11/15/2007
INFLOWS	
Affiliate Member Dues	1,750.00
Meeting Dues	2,195.00
Other Inc	500.00
Raffle Ticket	140.00
TOTAL INFLOWS	4,585.00
OUTFLOWS	
Advertising	53.83
Copies	45.00
Education	500.00
Gifts Given	136.30
Meeting	
Refreshments	29.16
TOTAL Meeting	29.16
Office Supplies	301.37
Postage	
Post Office Box	53.65
Postage Stamps	36.90
TOTAL Postage	90.55
Professional Services	
Attorney	425.00
TOTAL Professional Services	425.00
TOTAL OUTFLOWS	1,581.21
OVERALL TOTAL	3,003.79

Western Colorado Chapter NARPM
2008 Monthly Plan

January	BOD Meeting
February	First Quarter newsletter mailing
March	Quarterly business meeting and educational Program (Fair Housing and Affiliate Presentation)
April	BOD Meeting – Colorado State Conference
May	Second Quarter Newsletter Mailing
June	Quarterly business meeting and educational Program (Policies and Procedures and Affiliate Presentation)
July	BOD Meeting
August	Third Quarter Newsletter mailing
September	Quarterly business meeting and educational Program – (Time Management and Affiliate Presentation) National Convention
October	BOD Meeting
November	Fourth Quarter Newsletter mailing
December	Quarterly Business meeting and educational Program – (Tony Drost-hopefully! and Affiliate presentation) NARPM Social

Western Colorado Chapter NARPM

2008 Budget

Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Affiliate Member Dues	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$1,500.00
Class Fees	\$0.00	\$0.00	\$815.00	\$0.00	\$0.00	\$815.00	\$0.00	\$0.00	\$815.00	\$0.00	\$0.00	\$815.00	\$3,260.00
Raffle	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$300.00
TOTAL INCOME	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$5,060.00

Expenses	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Copies	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$45.00	\$180.00
Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Scholarship	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Speaker Fund	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$2,000.00
Gifts	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00	\$80.00
Refreshments	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$400.00
Supplies	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$200.00
PO Box	\$0.00	\$0.00	\$0.00	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.00
Postage	\$0.00	\$30.00	\$30.00	\$0.00	\$30.00	\$30.00	\$0.00	\$30.00	\$30.00	\$0.00	\$30.00	\$30.00	\$240.00
Accountant	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Total Expenses	\$0.00	\$230.00	\$745.00	\$500.00	\$84.00	\$745.00	\$0.00	\$0.00	\$1,245.00	\$0.00	\$30.00	\$745.00	\$4,324.00

Total Income	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,265.00	\$5,060.00
Total Expenses	\$0.00	\$230.00	\$745.00	\$500.00	\$84.00	\$745.00	\$0.00	\$0.00	\$1,245.00	\$0.00	\$30.00	\$745.00	\$4,324.00
Total	\$0.00	-\$230.00	\$520.00	-\$500.00	-\$84.00	\$520.00	\$0.00	\$0.00	\$20.00	\$0.00	-\$30.00	\$520.00	\$736.00



National Association of Residential Property Managers Western Colorado Chapter

INSIDE THIS ISSUE:

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Local Affiliate Members

These are "our friendly, neighborhood vendors!" We rely on their expertise to answer questions and their services to allow us get the many other tasks at hand completed. Their participation in our organization is invaluable and very much appreciated. For more information about inviting your favorite vendor to join our NARPM Chapter, please contact Todd Simpson at (970) 245-1178.

Elder & Phillips

Attorney

Contact: Erick Hoheneggar
562 White Avenue
Grand Junction, CO 81501
Phone: (970) 243-0946

Peterson Plumbing

Plumbing

Contact: John Burwell, Jr.
570 S. Westgate Drive
Grand Junction, CO 81505
Phone: 970-241-1103
Fax: 970-255-8430
john@petersonphc.com
<http://www.petersonplumbing.net/>

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"Soar with the Legal Eagles" on September 20th

The September 20th meeting, at the Board of Realtors, starting at 12:30pm (bring a lunch) is one you won't want to miss, it will focus on legal issues that are relevant to Property Management and will be worth the time away from the office to attend.

Senator Josh Penry has agreed to be a guest speaker and to address many of the issues regarding upcoming changes in Legislation and current Legislative News

pertaining to Property Management.

"At age 31, he is the youngest member of the Colorado Senate,...."

"For Penry the best part of the job is "helping citizens cut through the red tape of government." <http://coloradosenate.com/content/view/16>

Velvet Johnson, County Court Civil Assistant will be discussing evictions and garnishments and the role of the property manager. She will

be making available the most current forms and the process to complete these forms. As well as answering questions on procedures.

Kristine Novinskie, Pre-Paid Legal, will be discussing Identity Theft, what it is and the different types of ID theft. How to reduce your exposure and what to look for in and Identity Protection Service, as well as the importance of continuous education.

Board of Directors Meeting Highlights

National Convention is Sept 26th in Scottsdale, AZ and Angela, Monica, Todd and Ricki are all planning on attending. The Chapter will donate three baskets of "Colorado Goodies" for the 50/50 raffle. Ricki has 3 books on Grand Junction to contribute. Discussion on other items that might be good for the baskets - Enstrom's Chocolates, honey, dried fruit, etc. Donations need to be given to Ricki no later than the Sept 20th meeting.

It was decided that affiliate speakers are not to give infomercials when presenting but to provide helpful information relevant to their field of expertise. An "Affiliate Corner" for business cards and brochures will be available at the Sept 20th meeting and future meetings.

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Meth Labs and Your Rental Properties

Recent legislation was introduced that would directly effect Meth Lab Cleanup. Representative Mark Cloer R-Colorado Springs and Senator Mark Hillman R-Elbert introduced the legislation. Meth Labs have become a growing problem in the multi-housing industry. To better understand the problems of cleanup let's first look at meth in general.

Methamphetamine, also known as "meth," "speed," "crank," "crystal" and "ice," is a very powerful man-made drug that affects the central nervous system. It is illegally made, often in makeshift laboratories set up in rented property such as apartments or hotel rooms. After the laboratory is shut down, the property is often contaminated with hazardous chemicals. No one

should enter a place that has been used as a meth lab unless they are wearing appropriate personal protection equipment.

Meth can be made using many different chemical processes. Most of these include the use of volatile organic compounds (VOCs), explosives, acids, bases, metals and chemical salts. Many steps are involved in making meth, and other harmful chemicals can be formed during the process. As a result, hundreds of different chemicals can contribute to the contamination of a property.

Some materials in a building such as an apartment can absorb chemicals. Examples include carpeting, wallboard, ceiling tile, wood and
(continued on page 2)

"Exposure to meth residues may cause symptoms similar to those experienced by meth users."

JOB POSTING

MAINTENANCE COORDINATOR WANTED

Full time position available. Must have a minimum of basic computer skills, organizational skills and a knowledge of general household maintenance issues. For more details and requirements, please contact:

PROPERTY SERVICES OF GJ, INC.

Todd Simpson
245-1178
todd@gjrentals.com

METH LABS AND YOUR RENTAL PROPERTIES (CONT.)

fabric. Furniture or draperies also may become contaminated. If residues enter the heating, ventilation and air-conditioning system, other areas in a building can become contaminated. Soil or groundwater may become contaminated if chemicals are disposed of in a septic system or dumped outside

Exposure to meth residues may cause symptoms similar to those experienced by meth users. Exposure to VOCs may cause symptoms such as nose and throat irritation, headaches, dizziness, nausea, vomiting, confusion and breathing difficulties. Benzene is a VOC known to cause cancer. Acids or bases will cause a burning sensation on the skin and in mu-

cous membranes, and can cause severe eye damage. Exposure to metals and salts can cause a wide range of health effects including respiratory irritation, decreased mental function, anemia, kidney damage and birth defects. Lead and mercury are particularly hazardous.

The owner of the property is ultimately responsible for the cleanup. The owner also may be legally responsible if persons get sick after they re-enter a contaminated building.

No clean-up standards exist for many chemicals associated with meth labs. The new legislation would give the Board of Health the directive to set standards for cleanup. As I understand it, once

standards are in place it will protect property owners from law suits if all cleanup procedures are followed.

I hope you find this information useful, if you would like more information please contact the Colorado Apartment Association. Remember that our team is available to you should you have any questions.

Sincerely,

Jeff Malone
Regional Marketing Director
Rental Services Inc.

OUR VALUED LOCAL AFFILIATE MEMBERS AT YOUR SERVICE

Soper Flooring Flooring

Contact: T. Dale Soper
127 North 22nd Court
Grand Junction, CO 81501
Phone: 970-243-0092
Fax: 970-243-8787

Trinity Carpet Care
Carpet Care Provider
Contact: Jon W. Hobbs
PO Box 88
Fruita, CO 81521
Phone: (970) 858-2029
TrinityCarpetCare@yahoo.com

Jerry's Pest Control, Inc.
Pest Control
Contact: Roy or Susan Moore
486 1/2 Melody Lane
Grand Junction, CO 81501
Phone: 970-242-7455
Fax: 970-245-6549
jerryspest@aol.com
<http://jerryspestcontrol.com/>

Ken's Services
Locksmith & Process Server
Contact: Ken Nesslage
1411 Rood Avenue

Grand Junction, CO 81501
Phone: 970-263-0715
Fax: 970-263-0715
kens4svc@gobrainstorm.net

First National Bank of the Rockies
Financial Institution
Contact: Pete Waller
2452 Highway 6 & 50
Grand Junction, CO 81505
Phone: 970-242-2255
Fax: 970-263-7444
www.fnbrockies.com

Monument Garage Door
Garage Door Svc & Installation
Contact: Ryan Reimer
PO Box 3511
Grand Junction, CO 81502
Phone: 970-201-5840
Fax: 970-523-1055
ryanreimer@msn.com

Rocky Mountain Sanitation
Waste Removal & Portable Toilets
Contact: Lisa Mullen
PO Box 4349
Grand Junction, CO 81502

Phone: 970-243-9812
Fax: 970-263-0687
purpletrucks@msn.com
www.rockymountainsanitation.com

Scotts Lawn Care & Handyman
Landscape Service
Contact: Scott Heimberg
3190 Orson Avenue
Grand Junction, CO 81504
Phone: 970-640-3918

SunShine Painting Corporation
Painting
Contact: Michael Day
202 North Avenue #176
Grand Junction, CO 81501
Phone: 970-260-6060
mike@sunshinepainting.net
<http://sunshinepainting.net/>

Carpetime, Inc.
Flooring
Contact: Mark Ledebur
2920 I-70 Business Loop
Grand Junction, CO 81504
Tel: 970-245-4753
Fax: 970-245-1286
mark@carpetimegi.com

Why You Need a Professional Property Manager

The Benefits of Hiring a Professional Property Manager

Saves you time, work, and stress:

- You don't have to hire someone to clean, paint, or make repairs.
- You don't have to advertise, take rental calls, and show the property.
- You don't have to screen applications and be apprehensive about who to pick.
- You don't have to execute a rental agreement, worry about adding addendums, fill out the move-in inspection report, and deposit money.
- You don't have tenants calling at all hours of the day and night.
- You don't have to confront tenants on tough issues like collecting rent or taking better care of the property.
- You don't have to collect NSF checks.
- You don't have to serve legal notices or start an eviction.
- You don't have to schedule and fill out the move-out inspection report.
- You don't have to mail the tenant's accounting report and refund check.

- You don't have to start the process all over again.
- You don't have to worry about the property or be shocked by its condition when you hire a Professional Property Manager.

Professional Property Managers are dedicated to selecting quality tenants and keeping your investment in good repair with minimal cost. They want your real estate investment to be a success not a failure. One last benefit - your leasing and management fees are usually a tax deduction.

Questions to ask: Are there good reasons for managing your own rental property? Are they worth the risk?

The National Association of Residential Property Managers

NARPM is a professional organization that promotes education, designations, and networking as a resource to empower its members with knowledge and skill.

A NARPM member honors and subscribes to a Code of Ethics and Standards of Professionalism.

The result is quality service for you and the community.

Over 1800 Members Nationwide and Internationally

Local Chapters Offer Educational Programs and Guest Speaker Luncheons

Affiliate Vendor Member Programs

Monthly Educational Newsletters

Midyear and Annual Education Events

Visit the NARPM website at: www.NARPM.org

What Distinguishes a Professional Property Manager from other Landlords?

Do you know all of the landlord/tenant laws for your city, state, and federal government?

Do you know rent values, vacancy factors, and time on the market in your area?

Do you have a rental application and consistent screening policies that meet all of your legal obligations?

Do you take the time to perform thorough move-in/move-out written inspections and routine property inspections?

Do you personally know reputable painters, electricians, roofers, chimney cleaners, carpenters, furnace and appliances repairmen who are licensed, affordable, and reliable?

Do you effectively confront and negotiate with the tenant and enforce the terms of your rental agreement?

Do you have the ability to recover NSF checks, evict tenants, and collect bad debts?

A Professional Property Manager Does

DEFINING WEAR & TEAR

A hole in a plaster wall, a broken window, crayon marks on the ceiling, cabinet doors torn off their hinges—those are obviously above and beyond normal wear and tear. How about a worn place in the carpet, or tiles on the kitchen floor that are cracked or missing? That is where the tenant can claim that he does not owe a dime of the security deposit because that was just "normal wear and tear" and you cannot charge him for that. Less than stellar tenants are experts in "normal wear and tear" because they have caused so much of it. So what really is considered "normal wear and tear?"

A rule of thumb to follow, whenever there is a question about who should pay for damage, the landlord should pay. In this tip, however, I will remove some of the question and possibly enable you to get a better idea of when you should deduct money from the security or cleaning deposits.

The first step in determining wear and tear is good record keeping. You need records, as complete as possible, of

when you purchased items and/or when you installed them. If you do not have a starting point, you certainly will not have an accurate way of knowing how long they should be expected to last.

If the fixtures or appliances were in place when you bought the property, try to find out their history from the seller. Many times the previous owner will have all the warranty and product information, including manuals.

The other vitally important thing to have is the tenant move-in checklist, signed by the tenant. Without it, the tenant can claim that the damage was there when he or she moved in.

When a tenant moves in, make it clear to him or her that you want to be notified of damage as soon as it occurs. What follows is a list of common things you will find around the house that a tenant may use regularly and a range of life expectancy. For vinyl and wall-to-wall

carpets you should have a pretty good idea of the life expectancy when you buy it, but for other items you may not.

Dishwashers

Tenants will often use the dial to run the dishwasher through its cycle. This will strip the timing mechanism. Dishwashers should be allowed to run through their cycles fully, not set to rinse or dry again. A dishwasher should last between five and twelve years, so if the control knob breaks before that, it is above and beyond normal wear and tear.

Water Heaters

Do not wrap them in an insulating blanket, no matter what the environmentalists claim. Doing so voids their warranties and the Underwriter's Laboratory certification. The insulating blanket makes them too hot and can overheat the wiring. If a tenant wraps a water heater, thinking they are saving energy, and the water heater goes out, that is beyond ordinary wear and tear.

Tenants will sometimes drain an electric water heater without turning the

electricity off. That will burn out the elements. Water heaters last from eight to twelve years. Burnt out wiring or elements are beyond ordinary wear and tear.

Ranges

Gas ranges will last indefinitely. About the only thing a tenant can do to damage one is break a knob, and it happens. But accidents happen, and it is probably ordinary wear and tear.

Electric ranges, on the other hand, do not last as long, about 15-20 years. Tenants will remove elements to clean and not put them back in properly, shorting out either the element or the entire wiring on the stove.

Deciding whether damage is beyond ordinary wear and tear often boils down to a landlord basic, deciding if something was used in a way it wasn't designed for. If it wasn't, it is damage which should be paid by the tenant.

Thanks to Don Crawford of Crawford Home Inspection Service for much of the information contained in this tip.

National Association of Residential Property Managers
PO Box 4332
Grand Junction, CO 81502



Educational Meeting for Property Managers

September 20, 2007

12:30 to 3:00PM

at the Grand Junction Board of Realtors

Small Fee/2 CEU

For Reservation Call

245-1133 or 683-2595

For more details

check us out on the Web!

[Http://www.w-co-narpm-chapter.com](http://www.w-co-narpm-chapter.com)

Board of Directors

Meeting Highlights (cont.)

A Social is tentatively planned as the theme for our December meeting to give members a chance to mingle and get to know each other.

RentClicks.com has provided NARPM members special pricing. Karen Unzueta is offering our chapter members pricing of \$19 for Standard ads and \$39 for Network of Sites advertising. For information contact Ricki.

TO contact any one of the Elected officers:

Ricki Gavell, Chapter President
Bray & Company Property Management,
Phone: 970-242-8450, Fax: 970-255-3501
rgavell@brayandco.com

Debbie Giorno, Chapter Vice-President
Prestigious Property Management
Phone: 970-625-4792, Fax: 970-625-4794
ppm@rof.net

Todd Simpson, Chapter Affiliate Chair
Property Services of Grand Junction
Phone: 970-245-1178, Fax: 970-245-5673
todd@giarentals.com

Angela Allen, Chapter Treasurer
Premier Property Management
Phone: 970-245-1133, Fax: 970-245-1176
premierpm@qwest.net

Tracey Heritage, Chapter Secretary
Heritage Property Management

Phone: 970-243-3186, Fax: 970-434-4310
traceyheritage@msn.com

Chris Broadstreet, Membership Coordinator
Bray & Company Property Management
Phone: 970-242-8450, Fax: 970-255-3501
cbroadstreet@brayandco.com

Dena Watson, Legislative Coordinator
Premier Property Management
Phone: 970-245-1133, Fax: 970-245-1176
Dena@premierpropertygl.com

Cindy Hoppe, Marketing/Publications
Bray & Company Property Management
Phone: 970-242-8450, Fax: 970-255-3501
choppe@brayandco.com

Monica Whittaker, Educational Coordinator
MAXIM 4000, LLC
Phone: 970-683-2595, Fax: 970-241-1163
Monica@maxim4000.com



National Association of Residential Property Managers Western Colorado Chapter

INSIDE THIS ISSUE:

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Local Affiliate Members

These are "our friendly, neighborhood vendors!" We rely on their expertise to answer questions and their services to allow us get the many other tasks at hand completed. Their participation in our organization is invaluable and very much appreciated. For more information about inviting your favorite vendor to join our NARPM Chapter, please contact Todd Simpson at (970) 245-1178.

SunShine Painting Corporation Painting

Contact: Michael Day
202 North Avenue #176
Grand Junction, CO 81501
Phone: 970-260-6060
mike@sunshinepainting.net
<http://sunshinepainting.net/>

Peterson Plumbing Plumbing

Contact: John Burwell, Jr.
570 S. Westgate Drive
Grand Junction, CO 81505
Phone: 970-241-1103
Fax: 970-255-8430
john@petersonphc.com
<http://www.petersonplumbing.net/>

(Continued on Page 2)

December NARPM Chapter Meeting

Plan to attend the next NARPM Chapter meeting on Dec. 11th. The topic is Homeowner's Associations and Rentals within HOA's. Mike Russell and Andrew Teske, of Hoskin, Farina & Kampf will be our guest speakers.

Peterson Plumbing will be providing a presentation on winterization, heating & energy conservation.

DATE: Tuesday, Dec. 11th

TIME: 12:30pm to 3:30pm

PLACE: 2743 Crossroad Blvd
GJ Board of Realtors

COST:

\$10 NARPM Members

\$25 Non-Members

One Continuing Ed Credit

Please RSVP: Call Monica or
email: info@maxim4000.com

NEW CHAPTER OF THE YEAR AWARD

This years award is quite an accomplishment and as a group we were recognized, but there are two individuals that I believe deserve a huge thank you: Ricki Gavell, President for taking the initiative to put it together and Todd Simpson, Affiliate Coordinator for the tenacity and diligence in recruiting our affiliate members. Great Job!!

-Monica Whittaker



Holiday Social Sponsor



SunShine Painting has been in business for over 30 years. They specialize in repaints and catering to the property manager. Our large crew, will get your units painted and ready for

rent. We offer consultation to the HOA's to set up an exterior maintenance painting program to help plan their budgets. Call Michael Day @ SunShine Painting Corporation, 260-6060.

Online Education Now Available



Several of the NARPM® education classes are now online, and some are also approved for Continuing Education.

Make plans now to improve your business and discover "Endless Possibilities" for your future.

Go to:

http://www.america-s-best.net/courses.php?state_abbr=CO&industry=prop&industry=prop

and start your classes today.

Become a NARPM Member

Joining a professional organization demonstrates a high level of commitment to your own professional growth and to the field of residential property management. NARPM is the nation's only professional organization specifically for those who manage residential properties. NARPM members are dedicated individuals who have made the decision to augment their knowledge, skills and income by becoming members.

Are there requirements to become a Professional member of NARPM? Members must be engaged in the management of residential properties as an agent for others, licensed in those states that require licensing. *Members agree to abide by the professional and ethical standards of NARPM.*

What does membership in NARPM cost? National professional membership for an individual costs \$245 a year - which works out to be \$20.42 a month. What other organizations do you belong to that are this affordable? A subscription to our newsletter, *Residential Resource*, is included in the cost of your professional membership. You'll start receiving this salient publication as soon as your application is processed. Take a look at the benefits you gain immediately - and over the long term with your NARPM membership!

How difficult is it to join? Its easy. You can apply online, or by mail. The amount of your full year membership dues must be paid initially. The fee will be prorated in the second year of membership to reflect the partial first year and be due on

January 1st. Within five days of receipt of your completed application, copy of your license (if appropriate) and your dues, a new member packet will be mailed to you.

Wait! There's more included with your membership...

NARPM has an exceptional educational program and a way to earn professional designations.

When you join NARPM as a Professional Member, you will automatically receive a \$100 credit towards a RMP® or MPM® certification class of your choice. The \$100 credit applies to any RMP® or MPM® class taken during your first year of membership.

- Access to NARPM's

national database of agents to use for client transfers.

- NARPM Logo Slicks.
- Plaque with your Membership Certificate.
- NARPM Lapel Pin.
- Subscription to the *Residential Resource*, NARPM's monthly magazine.

"I no longer feel as though I am feeling my way through a dark room. I know that I am part of a great support and networking group. This group is one of the most professional organizations I have even been involved in. The people are sincerely interested in me and my company - and in helping to make it successful."

Kellie Tollifson
T-Square R.E. Services, Inc.
Woodinville, WA

ENERGY SAVING TIPS

Winter is approaching us quickly. Despite the statements that Xcel Energy has made about energy costs will being 8%-10% less this year than last it would be wise to implement some energy saving practices in your apartments, homes etc. Below are a couple easy, No-Cost or Low-Cost tips to help you save money provided by the Department of Energy.

" Lower your thermostat(s) at night and whenever the house is unoccupied. If you consistently set your ther-

mostat back at night 10 degrees Fahrenheit, you may reduce your heating bill by 10-20%.

" Lower the thermostat and dress warmer.

" Lower the temperature on your *electric* water heater to 120 (F) degrees. Turn it off when leaving for extended periods of time.

" Set refrigerators temperatures between 37 and 40 degrees (F). Clean the coils. Keep the refrigerator stocked; it takes more energy to cool an empty refrigerator.

" Wash full loads of dishes

and air dry.

" Shut off lights, computers and other electronic appliances when you're not using them.

" Always use the bathroom or kitchen exhaust fans while showering or cooking and baking to avoid potential moisture problems.

" Install a low-flow showerhead. Showers use less water than baths.

" Close your fireplace damper and seal the opening shut when not in use.

" During the heating season, open south-facing window coverings during

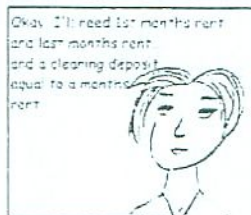
the day. Close all window coverings at night to keep the heat in.

" Examine and adjust, if necessary, weather stripping, door sweeps, and thresholds.

For more information and tips, please view the web links below:

www.energyideas.org/documents/factsheets/hometips.pdf

<http://www1.eere.energy.gov/consumer/tips/>



NEWEST AFFILIATE MEMBER

Pre-Paid Legal Services, Inc
Prevention Benefits Group
 Identity Theft Protection &
 Restoration/Legal Service Plans
 Contact: Kristine Novinskie
 2828 Acrin Court
 Grand Junction, CO 81503
 Phone: (970) 260-2230
knovinskie@msn.com

RECOMMENDED READING

The books listed here have been submitted by NARPM members or have been featured in an issue of the *Residential Resource*. Interested in reading a few? Help raise money for NARPM by buying it through Amazon.com.

The Unofficial Guide to Managing Rental Property (Paperback) by Melissa MPM Prandi (Author) "Here's a look at the positives and the negatives of purchasing and managing rental property..."

Property Management for Dummies (Paperback) by Robert S. Griswold (Author) "A great

advantage to building wealth through real estate is the ability to use other people's money - both for the initial purchase of the..."

Every Landlord's Legal Guide (Paperback) by Marcia Stewart (Author), Ralph Warner (Author), Janet Portman (Author) "Choosing tenants is the most important decision any landlord makes, and to do it well you need a reliable system..."

Tough Management: The 7 Winning Ways to Make Tough Decisions Easier, Deliver the Numbers, and Grow the Business in Good Times and Bad (Hardcover) by Chuck Martin (Author)

"Communication is king in business..."

The Next Level Essential Strategies for Achieving Breakthrough Growth (Paperback) by James B. Wood (Author), Larry Rothstein (Author) "FOR THE PAST 20 YEARS, INC. MAGAZINE HAS REPORTED the stories of thousands of successful companies..."

God Is My CEO: Following God's Principles in a Bottom-Line World (Paperback) by Larry S. Julian (Author)

For the complete list go to: <http://www.narpm.org/about/recommended-reading.html>

OUR VALUED LOCAL AFFILIATE MEMBERS AT YOUR SERVICE

Elder & Phillips

Attorney
 Contact: Erick Hoheneggar
 562 White Avenue
 Grand Junction, CO 81501
 Phone: (970) 243-0946

Soper Flooring

Flooring
 Contact: T. Dale Soper
 127 North 22nd Court
 Grand Junction, CO 81501
 Phone: 970-243-0092
 Fax: 970-243-8787

Trinity Carpet Care

Carpet Care Provider
 Contact: Jon W. Hobbs
 PO Box 88
 Fruita, CO 81521
 Phone: (970) 858-2029
TrinityCarpetCare@yahoo.com

Scotts Lawn Care & Handyman

Landscape Service
 Contact: Scott Heimberg
 3190 Orson Avenue
 Grand Junction, CO 81504
 Phone: 970-640-3918

Jerry's Pest Control, Inc.

Pest Control
 Contact: Roy or Susan Moore
 486 1/2 Melody Lane
 Grand Junction, CO 81501
 Phone: 970-242-7455
 Fax: 970-245-6549
jerryspest@aol.com
<http://jerryspestcontrol.com/>

Ken's Services

Locksmith & Process Server
 Contact: Ken Nesslage
 1411 Rood Avenue
 Grand Junction, CO 81501
 Phone: 970-263-0715
 Fax: 970-263-0715
kens4svc@gobrainstorm.net

First National Bank of the Rockies

Financial Institution
 Contact: Pete Waller
 2452 Highway 6 & 50
 Grand Junction, CO 81505
 Phone: 970-242-2255
 Fax: 970-263-7444
www.fnbrockies.com

Monument Garage Door

Garage Door Svc & Installation
 Contact: Ryan Reimer
 PO Box 3511
 Grand Junction, CO 81502
 Phone: 970-201-5840
 Fax: 970-523-1055
ryanreimer@msn.com

Rocky Mountain Sanitation

Waste Removal & Portable Toilets
 Contact: Lisa Mullen
 PO Box 4349
 Grand Junction, CO 81502
 Phone: 970-243-9812
 Fax: 970-263-0687
purpletrucks@msn.com
www.rockymountainsanitation.com

Carpetime, Inc.

Flooring
 Contact: Mark Ledebur
 2920 I-70 Business Loop
 Grand Junction, CO 81504
 Tel: 970-245-4753
 Fax: 970-245-1286
mark@carpetimegi.com

National Association of Residential Property Managers
PO Box 4352
Grand Junction, CO 81502



Dear NARPM Member and NARPM Affiliate Members,

Another year has flown by. The Western Colorado Chapter of NARPM wishes you, your families and families, Happy Holidays!

In March of this year, a group of Property Managers on the Western Slope started this local chapter. In September at the National Convention in Scottsdale, Arizona, NARPM awarded the Western Colorado Chapter, "The Best New Chapter of The Year" in the country.

Without the help and support from our NARPM Members and Affiliate Members we wouldn't have achieved such an award. On behalf of The Western Colorado Chapter and *Sunshine Painting* we would like to invite you to a Holiday Social. Sunshine has offered to help sponsor the event in appreciation of ALL NARPM Members and Affiliate Members.



When: December 13th
Time: 5:30—7PM
Place: Bray and Company
640 Belford Ave
Grand Junction
*In the Education Center

Please RSVP to:
Todd Simpson
todd@qjrentals.com
or Call him at 245-1178

**Western Colorado NARPM
Chapter**

Mailing Address:

PO Box 4352
Grand Junction, CO 81502

Phone: (970) 245-1133
Fax: (970) 241-1163

Website:

<http://www.w-co-narpm-chapter.com>

Feel free to contact any one of the
Elected Officers at right.

Ricki Gavell, Chapter President
Bray & Company Property Management
Phone: 970-242-8450, Fax: 970-255-3501
rgavell@brayandco.com

Debbie Giorno, Chapter Vice-President
Prestigious Property Management
Phone: 970-625-4792, Fax: 970-625-4794
pgm@rof.net

Todd Simpson, Chapter Affiliate Chair
Property Services of Grand Junction
Phone: 970-245-1178, Fax: 970-245-5673
todd@qjrentals.com

Angela Allen, Chapter Treasurer
Premier Property Management
Phone: 970-245-1133, Fax: 970-245-1176
premierpm@qwest.net

Tracey Heritage, Chapter Secretary
Heritage Property Management
Phone: 970-243-3186, Fax: 970-434-4310
tracey@traceyheritage.com

Chris Broadstreet, Membership Coordinator
Bray & Company Property Management
Phone: 970-242-8450, Fax: 970-255-3501
cbroadstreet@brayandco.com

Dena Watson, Legislative Coordinator
Premier Property Management
Phone: 970-245-1133, Fax: 970-245-1176
Dena@premierpropertygl.com

Cindy Hoppe, Marketing/Publications
Bray & Company Property Management
Phone: 970-242-8450, Fax: 970-255-3501
choppe@brayandco.com

Monica Whittaker, Educational Coordinator
MAXIM 4000, LLC
Phone: 970-683-2595, Fax: 970-241-1163
Monica@maxim4000.com

IF YOU ARE NOT ON OUR MAILING LIST AND
WOULD LIKE TO BE RECEIVING A NEWSLETTER
PLEASE EMAIL MONICA@MAXIM4000.COM



National Association of Residential Property Managers

Western Colorado Chapter

November 19, 2007

Dear NARPM Member and NARPM Affiliate Members,

Another year has flown by. The Western Colorado Chapter of NARPM wishes you, your employees and families, **HAPPY HOLIDAYS!**

In March of this year, a group of Property Managers on the Western Slope created this local chapter. In September at the National Convention in Scottsdale, Arizona, NARPM awarded The Western Colorado Chapter, "The Best New Chapter of The Year" in the country.

Without the help and support from our NARPM Members and Affiliate Members we wouldn't have achieved such an award. On behalf of The Western Colorado Chapter and Sunshine Painting we would like to invite you to a Holiday Social. Sunshine Painting has offered to help sponsor the event in appreciation of ALL NARPM Members and Affiliate Members.

Please RSVP to:

Todd Simpson

todd@gjrentals.com OR CALL AT 245-1178

WHEN: December 13, 2007

TIME: 5:30 PM - 7:00 PM

WHERE: Bray and Company

637 N. AVE.

GJ, CO (south in Education Center)

Thanks again, looking forward to seeing you all.

Todd Simpson

The National Association of Residential Property Managers (NARPM)

is an association of real estate professionals who know first-hand the unique problems and challenges of managing single-family and small residential properties.

*Join us for an educational opportunity
and set up the Western Colorado NARPM chapter!*

March 14, 2007 from 2-4pm

**Grand Junction Area Realtor Association Board Office
2743 Crossroads Blvd.**

**RSVP by March 9th to Susan Anderson
(970) 242-8450 or (800) 838-2823**

Cost: \$20.00 send check to— Bray Property Management-NARPM
637 North Ave, Grand Junction, CO 81501

Guida's Guide to Lease Enforcement

This former New Yorker (hey, they don't call her Guida for nothing!) has some tips and tricks to get residents to see things your way. From rent payments to lawn watering, from party animals to people who live like barnyard animals, from crusty carpets to parking on lawns, she's got ways to prevent or stop problem tenants. Take a couple of hours and learn how to extract money from those who do damage, pick up some policies, procedures and forms for your business, network with other property managers *and even laugh a bit.*

This class is good for 1.0 Colorado
Continuing Education credit...
and may even prevent this picture
from happening to you!



Plan to join us!



National Association of Residential Property Managers

Get A Life

Presented by
Tony A Drost, MPM®

Tony Drost is a NARPM® member and a past President and a Past Area Director for NARPM. Tony started First Rate Property Management which currently manages over 700 units. In 2006, Tony's real estate production exceeded \$22,000,000. Over the years Tony has applied what he has learned from other NARPM Members and has increased his income by 40% and now only works an average of five hours per week from the office. You too can get a life without sacrificing customer service or personal income.



WHAT YOU WILL LEARN:

A property manager's life is fast paced and often very frustrating. Just growing the business most likely will not increase profit or reduce your workload. Learn nearly 40 ways to increase your company's income. Learn how to delegate, plan, & take time off. Lastly, learn how to remove yourself from the daily grind, yet remain in-touch with the company activities. Is it time for you to get a life?

Wednesday, June 27, 2007

12:00-2:45 pm

(Lunch compliments of Rob Massey of Rentals.com)

Grand Junction Area Realtor Association office

2743 Crossroads Boulevard

Grand Junction, Colorado

Cost: Member \$20.00 Non-Member \$25.00

Class provides one hour of continuing education credit

(Make checks payable to Western Colorado Chapter NARPM)

RSVP by June 25, 2007 – Print, complete, and fax, scan, or mail this form back to:

Monica Whittaker - 603 281/4 Road, Grand Junction, CO 81506

(fax) 970-683-1077 (phone) 970-243-5323 (email) Monica@MonumentCountry.com

This NARPM workshop is only one of many that can improve your business and personal life.

Printed Name: _____ Telephone #: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____ City/Zip: _____



National Association of Residential Property Managers
Western Colorado Chapter

presents

“Soar With the Legal Eagles!”

“Man, I hate doing evictions! The process is so confusing!”
“Hey, I didn’t authorize these charges—someone is using my ID!”
“What is going on with current legislation pertaining to Property Management?”

Join us for the answers to these questions—and more! - at the September 20, 2007 meeting of the NARPM Western Colorado Chapter.

Speakers will include:

Senator Josh Penry, Colorado State Senator—discussing current Legislative News

Velvet Johnson, County Court Civil Assistant—addressing evictions, garnishments and the role of the property Manager.

Kristine Novinskie, Pre-Paid Legal—discussing Identity Theft, what it is and how to protect yourself and your clients.

Thursday, September 20, 2007

12:30-3:30 pm (bring a sack lunch, if you want!)

Grand Junction Area Realtor Association office

2743 Crossroads Boulevard

Grand Junction, Colorado

Cost: Member \$20.00 Non-Member \$25.00

Class provides two hours of continuing education credit

(Make checks payable to Western Colorado Chapter NARPM)

RSVP appreciated, but “walk-ins” welcome, too! – Print, complete, and fax, scan, or mail this form back to:

NARPM Western Colorado Chapter, PO Box 4352, Grand Junction, CO 81502

(fax) 970-241-1163 (phone-Monica) 970-683-2595 (email) Monica@maxim4000.com

Printed Name: _____ Telephone #: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____ City/Zip: _____



National Association of Residential Property Managers
Western Colorado Chapter

presents

"Homeowner's Associations – Oh No!"

"These CC&R's are horrible! That must stand for Crazy, Confusing & Ridiculous!"

"How can I encourage my tenants to comply with the rules?"

"What kind of rules must the HOA's comply with?"

Ever heard these comments? Join us for a discussion regarding these issues at the December 11, 2007 meeting of the NARPM Western Colorado Chapter.

Speakers will include:

Mike Russell and Andrew Teske – (of Hoskin, Farina and Kampf) – discussing Homeowners Associations and the responsibilities of owners, tenants and Property Managers.

Peterson Plumbing – Affiliate Member – discussing winterization, heating and energy conservation

Tuesday December 11, 2007

12:30-3:30 pm (bring a sack lunch, if you want!)

Bray Education Center

640 Belford Avenue (Note location change)

Grand Junction, Colorado

Cost: Member \$10.00 Non-Member \$25.00

Class provides one hour of continuing education credit

(Make checks payable to Western Colorado Chapter NARPM)

RSVP appreciated, but "walk-ins" welcome, too! – Print, complete, and fax, scan, or mail this form back to:

NARPM Western Colorado Chapter, PO Box 4352, Grand Junction, CO 81502

(fax) 970-241-1163 (phone-Monica) 970-683-2595 (email) Monica@maxim4000.com

Printed Name: _____ Telephone #: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____ City/Zip: _____