

15 Top Timesaving Tips

By Maria Gracia

1. Multi-task. Do two or more things at once. Exercise in front of the TV, while you're catching up on the news, or watching a favorite program. Sew a missing button on a blouse, while you're waiting for a pot to boil.

2. Say No. You don't have to say yes to every single request for your help. Schedule a set amount of time each week for random requests. Once that time slot is filled, don't take any more requests for your time that week.

3. Stop running up and down. Tired of running up and down the stairs while you're cleaning? Stock a set of cleaning supplies on each level of your home.

4. Set up a bill paying area. Keep a set of bill paying supplies--your bill paying organ-

izer, a calculator, pens, pencils, your checkbook, stamps, envelopes and address labels--in one defined place. Next time you want to pay



bills, you'll be done in a jiffy.

5. Use shears. Stop fumbling with knives. You'll be amazed at the time you can save by simply using kitchen scissors to open bags, chop herbs or cut up fish or poultry.

6. Book while you're there.

Whenever you visit your doctor, dentist or hairdresser, bring your datebook and book the next appointment before you leave the office.

7. Call before you go. Hate driving all the way to the video store or library and discovering that the video or book you wanted is already checked out? Next time, call before you leave home and ask if that video or book is available. If it is, great! If not, you've saved yourself an unnecessary trip.

8. Stop waiting in line. Make your purchases from the Internet. For the small amount you'll pay in shipping and handling, you will have saved time driving to the store, time waiting in line, and money in fuel costs.

9. Open mail over the recycling container. Don't carry your mail over to your desk or table where it's bound to pile up and take hours to go through later. Open it right over the recycling container, and get rid of all unnecessary mail immediately.

10. Stop checking every 5 minutes. E-mail is great, but if you're checking for new mail every five minutes, you can easily get distracted and time is going to quickly slip away. Check for e-mail only once or twice per day.

11. Make lists. Stop trying to remember everything you have

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NAA Member Benefits

Government Advocacy: NAA, through a joint legislative alliance with the National Multi Housing



Council (NMHC), protects your interests and speaks for you in both regulator and legislative bodies at the federal government level. We make sure you stay informed on legislative issues and regulatory requirements that may affect you, including taxes, environmental issues and building codes. In addition, NAA monitors legislation and regulations in all fifty states to ensure that the apartment industry is protected across the country. NAA provides resources and statistics that help local affiliates and their members in the process of interacting with government officials.

Continuing Education: NAA offers six nationally recognized professional designation programs, which are widely respected for their rigorous and comprehensive approach to career development in the multi family housing industry. These courses are offered throughout the country by local NAA Affiliates. With some study and hard work, you

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WA3 Calendar Briefs:

- January 17 - Manager's Only at Spicetree Apartments
- January 23 - General Membership Breakfast with Mel Muskovitz - Topic: Employment Law



Published By:

Washtenaw Area Apartment Association
2008 S. State Street, Suite C,
Ann Arbor, MI 48104
734/663-1200; FAX 734/821-0497
Email: info@wa3hq.org

CHECK US OUT ON THE WEB:

www.wa3hq.org

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15th of the month for next month's publication.
Submit all materials to
Alice Ehn, Executive Officer

2006 Directors:

Executive Officers:

- Jamie Schmunk, *President*
Wilson White Company, 734-995-0600
- Tom Clark, *Treasurer and VP*
Clark Properties; 734-996-2836
- Melissa Seitz, *Secretary*
Pinnacle

Directors:

- Kelly O'Donnell, *Program Chair*
Edward Surovell Realtors; 734-994-4400
- June Kretzschmer, *Education Chair*
Spicetree Apts; 734-434-0400
- Frances Clark, *Madison Property Management*; 734-761-0000
- Matt Derrenberger,
Product and Service Council Co-Chair;
Ann Arbor Insurance Assoc;
734-327-9222
- Mel Zimmerman, *Marketing-Past Pres.*
McKinley, 734-769-8520 x419
- Bonnie Bisson,
Product and Service Council Co-Chair;
Instant Furniture Rental; 734-327-4500

PMAM REPRESENTATIVES:

- Melissa Seitz, Pinnacle
- George Markley, McKinley

Property Mgmt. Assoc. of Michigan

Association Executive: Kathy Vallie
2757 44th St., Suite 306, Wyoming, MI
49509
616/531-6141, FAX 616/257-0398

National Apartment Association

201 N. Union Street, Suite 200, Alexandria,
VA 22314
703/518-6141, FAX 703/518-6191
www.naahq.org

President's Message:

By Jamie Schmunk

Believe it or not 2006 is drawing to a close. I would like to thank the association for affording me the opportunity to serve as President. I would also like to express my deepest appreciation to the board of Directors (Tom Clark, Kelly O'Donnell, Bonnie Bisson, Matt Derrenberger, Melissa Seitz, Melanie Zimmerman, June Kretzschmer and Jenny Morrison) along with all committee members and chairs for their dedication and commitment to our organization. And of course to Alice Ehn whom celebrates 10 years as Executive Officer. Her tireless efforts and drive have shaped our association into what it is today.

Looking back at some of our initial goals for the year we can identify some of our many accomplishments. One such accomplishment is the very newsletter you are reading today. Since bringing the News Letter "in-house", Alice and the Newsletter Committee have done an incredible job formatting and developing the newsletter into a wonderful publication. The website continues to develop into a great resource and marketing tool for WA3. Our objective was to get as many of the current members as possible on the Apartment Search link and I am pleased to say we have nearly all our members online representing 458 properties and 14,905 units. This should directly help contribute to our membership, which has remained strong throughout the year.

Midigs.com was developed to promote the websites apartment search engine. A marketing team was established to put together a plan to market this valuable tool and direct potential residents to WA3 and Rentlinx. I can speak from personal experience as to the success of the website by the many inquiries and leases I have developed from the website.

Although we were unable to defeat the early lease-signing ordinance in June, we are beginning to now see some of the effects this ordinance has bestowed upon Property Managers and residents alike. As we move into the end of the year and next year we will continue to monitor this ordinance and take action as appropriately.

Tom Clark was elected President in 2007, and I am please to be serving on the board as he takes the reigns. I can assure you the Washtenaw Area Apartment Association is in good hands with Tom at the helm. Tom, along with the Board of Directors, will be committed to moving our association forward.

In closing, I want to again thank everyone a wonderful year as president. It has not only been an honor and a privilege but also tremendously rewarding. To me it has been as much about the people I have been able to meet as it has been about anything else. It's the people of this association that make it successful and fun!

Thanks Again.

Have a Happy Holiday and a Great New Year!

EO Message

By: Alice J. Ehn

This year has been an amazing year. With municipalities getting ever more strained financially they are looking for more and more ways to increase revenue to their coffers without the dreaded tax increase.

Just this past week we became aware of an initiative by Washtenaw County to have the Village of Dexter pass an inspection ordinance that would allow Washtenaw County's Building Department to charge a registration fee and then would require a 2 year inspection cycle at \$50 per unit. After attending the Village Council meeting it appears this is not in response to a increase of bad landlords, It is also not in response to any incident that has indicated rental housing is Dexter is bad. It leave us wondering, why would Washtenaw County do this?

The Ann Arbor Chamber of Commerce is reviewing an initiative by the City of Ann Arbor to develop a business recycling program. As part of this process, the city is looking at the possibility of franchising the commercial trash service. Currently, most commercial businesses choose who they want to pick up their trash. If the city goes with franchising it could result in cheaper, better service or it could be a change you don't want to see.

With all these things happening, 2007 will prove to be an ongoing watch dog process. Remember, you all have a voice through your membership but help is always appreciated when issues arise.

Getting to know your board: Melissa Seitz



Your name? Legally I'm - Melissa Seitz
aka for Business purposes Melissa Graban-Seitz

Your Title? Investment Manager

How long have you been a member of the WA3? 10 years

What is the most rewarding part of your position with the WA3?

Promoting professionalism within the industry.

What was the last book that you read? Wicked - The Life and Times of the Wicked Witch of the West

What has been your most memorable moment with the Wa3? Attending the Beach Party the night before my wedding.

What is your favorite quote or saying? "Can I ask a question?"

What three words best describe your personality? Honest, dedicated and strong.

If you could meet anyone - who would it be and why?

Danny Thomas (the actor) because he founded St. Jude's Children's Charities.

What has been the best piece of advice given to you?

Work hard

What other activities do you like to do for fun? Read, clean, spend time with my family

What keeps you up at night? Vacancies

What is your pet peeve? Leaving the toilet lid/seat up

(Continued from page 1)

to do. You're bound to forget something, and it may result in lost time or a missed appointment. Write it down and let your list remember for you.

12. Set goals and deadlines. Know what you have to do, and attach deadlines to those tasks. Don't waste time constantly having to think about 'what's next.'

13. Screen your calls. Don't answer the phone every time it rings. If you do, you'll find yourself talking to telemarketers or people who would be more convenient to talk to at another time. Screen your calls. Only return those you wish to return. And call back your friends and relatives during a set telephone hour later.

14. Get ready the night before. Stop wasting morning time frantically running around like a mad person trying to get done to get to work on time. Do whatever you can to prepare yourself the night before. Set the breakfast table. Lay out your clothes, and your kids' clothes. Have the coffeepot start automatically by using the timer.

15. Restrict TV viewing to your favorites. Use your VCR to tape your favorite programs. Then, watch them during a designated time each night, or each week--and zap through the commercials!

Maria Gracia is nationally recognized author, speaker, consultant, and professional organizer. She is founder of Get Organized Now!, specializing in helping people get better organized to live the kind of stress-free life they've always dreamed of and co-founder with husband, Joe, of Give to Get Marketing Newsletter. Want to get organized? Get your FREE Get Organized Now! Idea-Pak, filled with tips and ideas to help you organize your home, your office and your life, www.getorganizednow.com. Want Marketing Strategy Tips? Get complimentary Marketing Idea-Kit, www.givetogetmarketing.com. For information about Marcia's Presentations and Consulting Services, contact the Frog Pond at 800.704.FROG(3764) or email susie@frogpond.com; <http://www.FrogPond.com>



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NAA Benefits for you all the time (con't)

(Continued from page 1)

and/or your employees can achieve professional credentials in multi-site property supervision (CAPS), Apartment management (CAM), leasing (NALP), maintenance (CAMT and CAMTII), or as a certified apartment Supplier (CAS).

Meetings and Expositions: NAA plans and executes three exceptional opportunities for you to network, exchange ideas, and form relationships with other professionals in our industry; the Capital Conference, The Education Conference and Exposition, and the Assembly of Delegates meetings. Each affords you an opportunity to strengthen your connections and make a contribution to our industry by serving on committees and participating in the government process. NAA's Capital Conference is held in the Spring in Washington, DC. It affords attendees an opportunity to learn more about pertinent legislative issues and lobby their own representatives in Congress.

The NAA Education Conference and Exposition is the largest trade show and conference in the multifamily housing industry. Held annually in June, the Conference attracts large numbers of industry suppliers as well as thousands of multifamily housing professionals seeking educational, business and networking opportunities. The Assembly of Delegates is held in the Fall for the purpose of electing officers and to approve a budget for the following year.

Units Magazine and other Resources: Every NAA membership includes a free subscription to Units magazine, the acknowledged leader in providing the very latest news and cutting edge analysis pertaining to the multifamily housing industry. In addition, members are entitled to special discounts on important resources such as the Annual Survey of Income and Expenses, The Washington Update series, the Mold Operations and Maintenance Training Manual for Multifamily Housing Professionals and all titles and videos offered through the NAA Bookstore.

NAA Lease Program: NAA offers its members state-customized leases and forms that are delivered via an easy-to-use software package. This powerful lease software allows the user to save time and money by speeding up the preparation and printing of lease packages and use default settings and terms for each apartment community.

NAA Career Center: The NAA Career Center is your best resource for locating qualified employees within the apartment industry. As the largest association serving the apartment industry, we have designed a career center where job seekers interested in pursuing a career in the industry can connect with the leading employers.

NAA Website: Members Only: The "Member's Only" area of the NAA website provides the fastest access to valuable multifamily housing industry information. Regular updates to the site will include State & Federal government materials, and archive of Units articles, membership resources, education CEC forms, and Affiliate and Designate announcements. This information is only available to NAA Affiliate and Designate members.

National Suppliers Council: (NSC) Recognizing the importance of a close working relationship between owners, managers and industry suppliers, the NSC is committed to enhancing the profitability of the multifamily housing industry. The NSC offers unique opportunities to showcase products and services to NAA members.

NAA Political Action Committee (PAC): NAA PAC is comprised of interested members who raise money and work to affect favorable change in federal legislation. NAA PAC also supports Congressional members who are sensitive to multifamily housing issues and serve on committees with direct jurisdiction over the apartment industry.

Medical, Life and Dental Insurance: NAA now endorses a complete line of competitively priced insurance programs **available only to**

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GLAStar Awards 2006 - And the winners are???



Best Website of the Year

Winner for Associate Member: MOVE

Best Brochure

301-450 units: Parkplace/Hillcrest Apartments

Best Advertisement for Associate Member

Winner: Instant Furniture Rental

Best Leasing Office

151-300 units: McKinley at Roundtree Apartments

301-450 units: Lake Village of Ann Arbor

Best Decorated Model

1-150 units: Oakhaven Manor

451 units & above: The Lake Shore Apartments

Best One Bedroom Floor Plan

21 years & older Meadowbrook Apartments

Best Curb Appeal

1-150 units: Oakhaven Manor

Customer Service Person of the Year

Winner for Associate: Mike Kovalsky, Apartments.com/

Detroit Newspaper Partnership

Grounds Keeper of the Year

Timothy Irvine, Windemere Park Apartments

Leasing Consultant of the Year

301-450 units: Natalie Walker, Parkplace/ Hillcrest Apartments

451 units & above: Amber Redd, The Lake Shore Apartments

Leasing Team of the Year

301-450 units: Lake Village of Ann Arbor

Maintenance Team of the Year

151-300 units: Spruce Knob Apartments

301-450 units: Schooner Cove Apartments

Marketing Professional of the Year

Victoria Willbond, The Lake Shore Apartments

Assistant Manager of the Year

451 units & above: Ann English, Windemere Park Apartments

Manager of the Year

301-450 units: Margie Bolt, Park Place/Hillcrest Apartments

Chapter Presidents Award

Bonnie Bisson, Instant Furniture Rental

(More Pictures on page 7)



GLAStar Education 2006



Keynote: Toni Blake



Patti Morgan Seagar in Morning session



Presenters: Donna Olson and Patti Morgan-Seagar

Donna Olson with Leah Brewer, Full House Marketing



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Associate Spotlight: Kapnick Insurance

Ice Dams

In past winters, property owners from Baltimore to Boston to Detroit have learned about the damage caused by ice dams. In some cases, that knowledge came in the form of costly repair bills and insurance claims. In addition to gutter damage, water infiltration from ice dams can also damage roof decks, insulation, exterior walls and ceilings. Only three conditions must be present: 1. a heavy snowfall - enough to leave several inches of snow on a roof; 2. continuously cold temperatures and 3. an under-ventilated and poorly insulated attic - factors that create what amounts to a "hot and cold roof". Damages and claims cause not only immediate dollars to owners in the form of deductibles, but also increased future insurance premiums.

Here are Three QUICK TIPS to Prevent Ice Dams:

- Install adequate attic ventilation
- Install adequate attic insulation
- If possible, install waterproofing shingle under-layment (WSU)

For further information on the prevention of ice dams, and for other ways to protect your property that will ultimately decrease your overall insurance costs, please contact Micah Teets, CIC, Vice President of Kapnick Insurance Group at 888.263.4656, x204 or micah.teets@kapnick.com.



(Continued from page 4)

NAA members. Property, Casualty, General and Terrorism Liability Insurance.

Apartment Industry Mobilization Service (AIMS): AIMS provides members with regular updates of legislative developments that may affect the multifamily housing industry. Among AIMS publications are the Washington Update, Tax Update, Environmental Update, Property Management Update and Building Codes Update.

Independent Rental Owners Committee (IROC): Designed specifically for owners of smaller numbers or apartment homes this group arranges seminars and networking opportunities and provides members with hints and tips regarding onsite management, maintenance and more.

National Accessible Apartment Clearinghouse (NAAC): The NAAC is the only national database of more than 50,000 apartment homes with features built for people with disabilities. The Clearinghouse allows property owners and managers to list their accessible apartment homes at no charge and matches people with special needs to these homes.

NAA Bookstore: Makes available a variety of books, publications and videos on the business of multifamily housing with discounted rates for NAA members.

Discounted Services: A number of discounts are available to NAA members including Car rental and overnight shipping.

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www.naahq.org

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NEXT MANAGER'S ONLY MEETING

January 17, 2007

Spicetree Apartment - 8:30 am

Associate

Members:

Weiner & Paul, LLC

Richard Paul
39555 Orchard Hill Place,
Suite 150
Novi, MI 48375
Phone: 248-330-4833
Fax: 248-305-9911

Corporate Clean Inc.

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farmer@scifloorcovering.com


21440 Maroon Ave., Southfield, MI 48075 5831

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Events:




JANUARY:

- 17--Manager's Only, Spicetree Apartments
23 -- 3rd Tuesday, General Membership Meeting, Guest Speaker, Mel Muskovitz. Topic: Employment Law. Weber's Inn, 8:00 am, \$20
 30 and 31 -- NALP, National Apartment Leasing Professional

FEBRUARY:

-  8 -- Education Trade Expo: 10:00 to 2:30, Includes Property Olympics
 13 and 14 -- NALP conclusion;
 15 and 22 -- CAM, Certified Apartment Manager
21 -- Code Inspection Training for Pittsfield Township Properties
27 -- 4th Tuesday, PMAM in Lansing.

MARCH:

-  7 -- Code Inspection Training for Ann Arbor Properties.
 8, 15, and 22; CAM continued
14 -- Code Inspection Training for Ypsilanti Properties
20 -- 3rd Tuesday, General Membership Meeting or Wine Tasting PAC Fundraiser.
21 -- Code Inspection Training for Livingston County Properties. (if Needed)
 27 -- 4th Tuesday, PMAM Board meeting in Lansing. 9 am at Quality Suites off of Saginaw Highway.

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