



FAA MEETINGS LOCATION:

Hard Rock Hotel-Daytona Beach
900 North Atlantic Avenue
Daytona Beach, FL 32118

Tuesday, May 8, 2018

- | | |
|------------------------|---|
| 11:00 a.m. – 4:00 p.m. | Leadership Lyceum: Governance (Module II)
<i>Avalon Ballroom I</i> |
| 1:00 – 5:00 p.m. | Product/Service Council Educational Seminars
<i>Avalon Ballroom II</i> |
| 6:00 – 7:30 p.m. | FAA BOD/AAGO BOD/Lyceum Students/PSC Reception
<i>Wave Terrace</i> |

Wednesday, May 9, 2018

- | | |
|-------------------------|---|
| 8:00 – 9:50 a.m. | Executive Committee Meeting
<i>Roxy II</i> |
| 10:00 – 10:40 a.m. | APAC Board of Directors Meeting
<i>Avalon Ballroom I</i> |
| 10:45 – 11:30 a.m. | Legislative Committee Meeting
<i>Avalon Ballroom I</i> |
| 11:45 a.m. – 12:45 p.m. | Lunch Provided by FAA
<i>Avalon Ballroom Terrace II</i> |
| 11:30 a.m. – 1 p.m. | AE Council Meeting
<i>Roxy II</i> |
| 1:00 – 4:00 p.m. | Board of Directors Meeting
<i>Avalon Ballroom I</i> |



2018 FAA Calendar

May 8	FAA Leadership Lyceum Governance Module – Hard Rock Hotel, Daytona Beach
May 8	FAA PSC Annual Education Program and Reception – Hard Rock Hotel, Daytona Beach
May 9	FAA Board of Directors Meeting – Hard Rock Hotel, Daytona Beach
June 13-16	NAA Apartmentalize (Annual Education Conference) – San Diego, CA
August 23	FAA Media Training for Affiliate Presidents and AEs – AAGO headquarters, Orlando
August 24	FAA Nominating Committee Candidate Interviews – FAA headquarters, Orlando
August 24	FAA Leadership Lyceum Advocacy Module – AAGO headquarters, Orlando
October 3	FAA Board of Directors Meeting – Boca Raton Resort & Club, Boca Raton
October 3	FAA Legislative Platform Meeting – Boca Raton Resort & Club, Boca Raton
October 3-5	FAA Annual Conference & Trade Show – Boca Raton Resort & Club, Boca Raton
November 14-17	NAA Assembly of Delegates – Arizona Biltmore, Phoenix, AZ
November 29	FAA Finance Committee FY19 Budget Planning Session – FAA headquarters, Orlando

2019 FAA Calendar

February 4	FAA Leadership Lyceum Professional Development Module – Hotel Duval, Tallahassee
February 5	FAA Board of Directors Meeting – Hotel Duval, Tallahassee
February 5-6	FAA Legislative Conference – Hotel Duval, Tallahassee
March 12-15	NAA Spring Governance Meeting & Advocate (Capitol Conference) – Grand Hyatt, Washington, DC
May 22-23	FAA Leadership Lyceum/Board of Directors Meeting – Hilton Melbourne Beach Oceanfront
June 26-29	NAA Apartmentalize (Annual Education Conference) – Denver, CO
August TBD	FAA Long Range Planning Session - TBD

Future FAA Annual Conference & Trade Show Dates and Locations

October 2-4, 2019	Hilton Orlando Bonnet Creek, Orlando
October 1-3, 2020	The Dipolmat Beach Resort, Hollywood



Florida Apartment Association
Executive Committee Meeting
Wednesday, May 9, 2018
Hard Rock Hotel-Daytona Beach
900 North Atlantic Avenue
Daytona Beach, FL 32118
8:00 a.m. – 9:50 a.m.

AGENDA

- I. CALL TO ORDER – Lori Trainer
- II. RATIFICATION ITEMS – Lori Trainer
- III. EXECUTIVE VICE PRESIDENT’S REPORT – Josh Gold
- IV. AFFILIATE ASSISTANCE FUND REQUESTS – Chip Tatum/Katie Wrenn
- V. REVIEW OF AGENDA/BOARD OF DIRECTORS MEETING – Lori Trainer
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT



1
2
3 **Florida Apartment Association**
4 **Executive Committee Meeting**
5 **Tuesday, January 30, 2018**
6

7 **Hotel Duval**
8 **Tallahassee, Florida**
9

10 **I. Call to Order**

11 President Lori Trainer called the meeting to order at 8:07 a.m.
12

13 **PRESENT:**

14 Lori Trainer, President
15 Bonnie Smetzer, Vice President
16 Katie Wrenn, Treasurer
17 Kimberly Maggard, Secretary
18 Chip Tatum, AE Council Chairman
19 Diana Gierschner, Associates' Vice President
20 Josh Gold, Executive Vice President
21

22 **ABSENT:**

23 Shawn Wingate, Immediate Past President
24

25 **II. Approval of Minutes**

26 A motion was made and seconded to approve the minutes of the May 2017 Executive
27 Committee meeting. Approved.
28

29 **III. Ratification Items**

30 There were no items to ratify.
31

32 **IV. Executive Vice President's Report**

- 33
- 34 • Josh Gold shared updates regarding the 2017 year-end financials.
 - 35 • He reported that the Product/Service Council selected two speakers for the
36 education event May 8. He added that the PSC is sponsoring that event along
37 with a networking reception that will include board members from Apartment
38 Association of Greater Orlando as well as FAA.
 - Josh noted that the Leadership Lyceum class had gone well.

- 39 • He reported that media training, which had been discussed at the EC Retreat,
40 has been scheduled for August 23 at AAGO headquarters and will be led by Jess
41 Todtfeld, founder and President of Success in Media.
42

43 **IV. Affiliate Assistance Fund Requests**

44 Chip Tatum reported that Affiliate Assistance Fund requests totaling \$44,269 were
45 received.

- 46 • AAGO submitted two requests totaling \$10,000, which the Association
47 Executives Council recommended to approve. (Chip stated that he recused
48 himself from considering these requests.)
- 49 ○ \$5,000 for Maintenance Training Center capital improvements. AAGO is
50 investing \$10,000 in the project.
 - 51 ○ Up to \$5,000 to produce a video to be used for safety training. FAA would
52 receive credit, and other affiliates will be able to use it.
- 53 • BAAA requested a total of \$5,100, which the AEC recommended to approve.
- 54 ○ \$2,110.02 to cover outstanding TCAA dues to NAA.
 - 55 ○ \$3,000 for Gina DaSilva's Leadership Lyceum expenses.
- 56 • BCMHA requested \$6,619 for expenses of two Leadership Lyceum students,
57 which the AEC recommended to approve.
- 58 • ECAA requested \$1,450 for a laptop computer and square chip reader, which the
59 AEC recommended to approve.
- 60 • FCAA requested \$2,100 for transitioning to the Novi AMS platform, which the
61 AEC recommended to approve.
- 62 • NCFEA submitted five requests totaling \$7,500.
- 63 ○ \$2,500 to pay for a national speaker. The AEC recommended not to
64 approve.
 - 65 ○ \$750 for a "Train the Trainer" course. The AEC recommended not to
66 approve.
 - 67 ○ \$1,200 for Robert Carroll to attend NAA Assembly of Delegates. The AEC
68 recommended to approve.
 - 69 ○ \$800 for a salary survey. The AEC recommended not to approve.
 - 70 ○ \$1,750 to pay for a speaker for executives. The AEC recommended not to
71 approve.
- 72 • SEFAA submitted two requests.
- 73 ○ \$3,000 for transitioning to Novi AMS, which the AEC recommended to
74 approve.
 - 75 ○ \$9,000 for a marketing and rebranding campaign, including software. The
76 AEC recommended to approve \$1,800 for the software.

77 The recommendations were discussed, and the committee agree to support the
78 recommendations.

79 **V. Review of Agenda/Board of Directors Meeting**

80 Josh reviewed the items on the board of directors agenda, including:

- 81 • Ratification of the EC's decision to pay off a pledged contribution to NAAEI.
82 • Ratification of the BAAA expansion to include the TCAA region.

83

84 **VI. Unfinished Business**

85 There was no unfinished business.

86

87 **VII. New Business**

88 The next board meeting will be May 9 in Daytona Beach.

89

90 **VIII. Adjournment**

91 Lori adjourned the meeting at 8:55 a.m.



The Florida Apartment Association Political Committee (APAC) is committed to preserving and advancing its members' interests through political advocacy at the state and local government levels.

Florida Apartment Association
APAC Board of Directors Meeting

Wednesday, May 9, 2018
Hard Rock Hotel-Daytona Beach
900 North Atlantic Avenue
Daytona Beach, FL 32118
10:00 a.m. – 10:40 a.m.

- I. Welcome and Roll Call – Kristi Novak, APAC Vice Chair
- II. Approval of January 2018 Minutes – Kristi Novak, APAC Chair
- III. Treasurer's Report – Jimmy Chestnut, APAC Treasurer
 - 2018 financials to date (funds and disbursements)
 - 2018 affiliate goals and progress
 - All Hands on Deck ticket sales update
 - Silent Auction item donations needed
 - 100% Participation Challenge
- IV. 2018 Election Update – Kelly Mallette, FAA Lobbyist
 - House and Senate Candidate overview
- V. APAC Staff Report – Courtney Barnard, GAD
 - Reminder: APAC training and local PAC chairs by request
 - Local funding request policy
- VI. New Business – Group Discussion
 - APAC Bylaws taskforce
- VII. Adjourn – Next Meeting – Platform Meeting, October 3, 2018, Boca Raton Resort



1
2 *The Florida Apartment Association Political Committee (APAC) is committed to*
3 *preserving and advancing its members' interests through political advocacy at the state*
4 *and local government levels.*

5
6 **Florida Apartment Association**
7 **APAC Board of Directors Meeting**
8 **Tuesday, January 30, 2018**

9 **Hotel Duval**
10 **Tallahassee, Florida**

11
12 **I. Call to Order**

13 Angi Pusateri, APAC Chair, called the meeting to order at 9:36 a.m.

14
15 **PRESENT:**

16 Angi Pusateri, Chair
17 Kristi Novak, Vice Chair
18 Jimmy Chestnut, Secretary/Treasurer
19 Bobbie Bailey
20 Kara Bonzheim
21 Jerron Kelley
22 Paul Licata
23 Mary Linneken
24 Kimberly Maggard
25 Kelli Meyers
26 Jordan Petras
27 Bonnie Smetzer
28 Lori Trainer
29 Mark Wilkie
30 Katie Wrenn

31
32 **STAFF**

33 Josh Gold, Executive Vice President
34 Courtney Barnard, Government Affairs Director

35 Laureen Crowley, Director of Communications
36 Chip Tatum, AAGO CEO

37

38 **ABSENT:**

39 Courtney Gavin

40 Diana Gierschner

41 Markus Gierschner

42 Lauren Hendry

43 Kelly Mallette

44 Margaret Rushing

45 Betsy Smith

46 Shawn Wingate

47

48 **II. Approval of Minutes**

49 Angi called for a motion to approve the minutes of the May 2017 meeting. Motion made
50 and seconded. Approved.

51

52 **III. Treasurer's Report**

53 Kristi Novak, APAC vice chair, reported that APAC exceeded the \$159,280 fundraising
54 goal for 2017, with a year-end total of \$172,446. She noted that every affiliate met its
55 fundraising goal. APAC has a budget of \$175,000 to fund candidates for 2018, and has
56 already begun that funding. A total of \$17,450 has been raised so far for 2018, including
57 several major investors. Josh explained that affiliate goals are based on \$25 per
58 community and \$25 per supplier member. Generally the 2018 goals are about the same
59 as 2017 goals, except for the Bay Area Apartment Association, which now includes
60 communities that previously belonged to Tri-City Apartment Association. Josh noted
61 that the Executive Committee has asked FAA staff to find three more major investors,
62 which could include owners and key players of management companies and supplier
63 companies. A motion was made and seconded to approve the budget. Approved.

64

65 **IV. Chair's Update**

66 Angi challenged all members of the APAC board to give to APAC, and to share with their
67 peers what APAC does and why they should give. She stated that the goal is 100 percent
68 giving from the APAC board as well as from members of committees.

69

70 Angi reminded board members that APAC frequently asked questions are on the FAA
71 website. Josh noted that one of the most important questions is "I already give to
72 NAAPAC; why should I give to APAC?" Josh stated that the issues that affect
73 communities and companies in Florida are most likely APAC issues. He also pointed out
74 that there is a giving roster on the website that members can check if they are unsure
75 how much they have given to APAC. He added that tickets to fundraising events are not
76 included on the giving roster because there are expenses associated with those events.

77

78 Angi shared details of the APAC All Hands on Deck Yacht Party to be held in conjunction
79 with the 2018 FAA Annual Conference & Trade Show in Boca Raton. The party will

80 include a silent auction.

81

82 Jordan Petras suggested using a mobile app for bidding on the silent auction. There was
83 discussion on how that would work, and staff will follow up.

84

85 **IV. Staff Report**

86 Courtney Barnard, FAA government affairs director, reminded everyone of legal
87 requirements that when local events are held to raise money for APAC, it is important to
88 note that APAC contributions are voluntary and not tax deductible. Courtney noted that
89 she is available to do APAC training for affiliates in person or via conference call.

90

91 **V. Next Meeting**

92 The next meeting will be in conjunction with the Legislative Platform Meeting on May 9,
93 2018, at the Hard Rock Hotel Daytona Beach.

94

95 **VI. Adjournment**

96 Angi adjourned the meeting at 10:12 a.m.

APAC Board of Directors Report

The APAC treasurer has reviewed and approved the APAC financials. APAC has contributed to the following candidates:

Senate Victory 2018 \$2,500
Vance Aloupis Campaign \$1,000
Nick Duran Campaign \$1,000
Daphne Campbell Campaign \$1,000
The Conservative (Tom Lee PAC) \$2,500
Conservative and Principled Leadership for Florida \$2,500
Sen. Dennis Baxley, (R-12) \$1,000
Sen. Doug Broxson, (R-1) \$1,000
Sen. George Gainer, (R-2) \$1,000
Sen. Debbie Mayfield, (R-17) \$1,000
Sen. Kathleen Passidomo, (R-28) \$1,000
Sen. Keith Perry, (R-8) \$1,000
Sen. Dana Young, (R-18) \$1,000
Rep. Manny Diaz (Running for Senate District 36, Hialeah) \$1,000

APAC has a remaining balance of \$156,500 to contribute to candidates.

330 APAC All hands of deck tickets have been sold (as of April 20).

Please note that the APAC BOD will be hosting a silent auction during the APAC All Hands on Deck Event. Please donate an item or funds to support the auction. Contact Courtney Barnard at Courtney@faahq.org for details.

Kelly Mallette, FAA lobbyist, presented to the APAC BOD regarding several key races.

The APAC BOD will be forming a taskforce to review the APAC bylaws to create a set of up-to-date, legal bylaws.

Apartment Political Action Committee

Balance Sheet

As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
BB & T	353,874.51
Total Checking/Savings	<u>353,874.51</u>
Accounts Receivable	
Accounts Receivable	779.41
Total Accounts Receivable	<u>779.41</u>
Total Current Assets	<u>354,653.92</u>
TOTAL ASSETS	<u>354,653.92</u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	321,841.30
Net Income	32,812.62
Total Equity	<u>354,653.92</u>
TOTAL LIABILITIES & EQUITY	<u>354,653.92</u>

Apartment Political Action Committee
Profit & Loss Budget vs. Actual - Modified Accrual
January through March 2018

	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - March 17</u>	<u>Year End 2017</u>
Income						
Affiliate Fundraising						
Affiliate Income (Dues/Events)	24,634.14	98,250.00	-73,615.86	25.07%	16,780.00	101,144.00
Total Affiliate Fundraising	24,634.14	98,250.00	-73,615.86	25.07%	16,780.00	101,144.00
FAA Fundraising						
FAA Annual Contribution	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00
FAA Conference Fundraising	0.00	38,951.00	-38,951.00	0.0%	0.00	34,830.49
FAA Direct Solicitation	32,504.71	30,000.00	2,504.71	108.35%	7,082.00	26,471.87
Total FAA Fundraising	32,504.71	78,951.00	-46,446.29	41.17%	7,082.00	71,302.36
Total Income	57,138.85	177,201.00	-120,062.15	32.25%	23,862.00	172,446.36
Gross Profit	57,138.85	177,201.00	-120,062.15	32.25%	23,862.00	172,446.36
Expense						
CAMPAIGN CONTRIBUTIONS						
Campaign Contributions	23,500.00	175,000.00	-151,500.00	13.43%	15,000.00	70,500.00
Total CAMPAIGN CONTRIBUTIONS	23,500.00	175,000.00	-151,500.00	13.43%	15,000.00	70,500.00
OPERATING EXPENSES						
Bank Fees	143.45	100.00	43.45	143.45%	64.36	171.23
Miscellaneous Expense	0.00	100.00	-100.00	0.0%	0.00	500.00
Office Supplies	0.00	200.00	-200.00	0.0%	0.00	0.00
Postage/Delivery	86.19	1,000.00	-913.81	8.62%	87.38	328.64
Printing	596.59	4,000.00	-3,403.41	14.92%	149.10	149.10
Tax Preparation	0.00	500.00	-500.00	0.0%	0.00	500.00
Total OPERATING EXPENSES	826.23	5,900.00	-5,073.77	14.0%	300.84	1,648.97
Total Expense	24,326.23	180,900.00	-156,573.77	13.45%	15,300.84	72,148.97
Net Income	32,812.62	-3,699.00	36,511.62	-887.07%	8,561.16	100,297.39

Affiliate	2018 Total Raised	2018 Goal	Major Investor Actual	2018 % to Goal	2017 Goal	2017 Total Raised	2017 % to Goal	2018 Communities	2017 Communities	2018 Supplier Members	2017 Supplier Members	Affiliate Fundraising -\$25 Dues per community & Supplier	Supplier Dues \$25/each	Major Investor Goal*	Major Investor Goal Amount
AAGO	\$21,440.00	\$30,750.00	4	69.72%	\$27,025.00	\$27,750.00	102.68%	661	595	289	286	\$23,750.00	\$7,225.00	7	\$7,000.00
BAAA	\$10,715.00	\$34,500.00	6	31.06%	\$27,150.00	\$27,158.00	100.03%	762	606	298	240	\$26,500.00	\$7,450.00	8	\$8,000.00
BCMHA	\$2,615.00	\$2,250.00	3	116.22%	\$2,050.00	\$2,260.00	110.24%	26	25	24	17	\$1,250.00	\$600.00	1	\$1,000.00
CCAA	\$1,300.00	\$2,850.00	1	45.61%	\$3,050.00	\$3,050.00	100.00%	53	52	21	30	\$1,850.00	\$525.00	1	\$1,000.00
ECAA	\$3,204.00	\$3,875.00	1	82.68%	\$3,975.00	\$4,455.00	112.08%	93	93	22	26	\$2,875.00	\$550.00	1	\$1,000.00
FCAA	\$3,920.00	\$14,675.00	3	26.71%	\$15,100.00	\$15,525.00	102.81%	305	316	162	168	\$11,675.00	\$4,050.00	3	\$3,000.00
NCFAA	\$2,025.00	\$5,325.00	2	73.62%	\$4,925.00	\$5,026.00	102.05%	107	101	66	56	\$4,325.00	\$1,650.00	1	\$1,000.00
SCAA	\$4,868.14	\$4,425.00	2	110.01%	\$4,250.00	\$5,200.00	122.35%	91	87	46	43	\$3,425.00	\$1,150.00	1	\$1,000.00
SEFAA	\$8,369.00	\$24,400.00	1	34.30%	\$23,875.00	\$23,975.00	100.42%	583	583	153	172	\$18,400.00	\$3,825.00	6	\$6,000.00
SWFAA	\$5,625.00	\$5,200.00	2	108.17%	\$4,875.00	\$5,000.00	102.56%	104	97	64	58	\$4,200.00	\$1,600.00	1	\$1,000.00
FAA/ Cash	\$1,220.00	\$0.00	1		\$0.00	\$8,166.00									
Total	\$65,301.14	\$128,250.00	26	50.92%	\$119,275.00	\$127,615.00	106.99%	2785				\$98,250.00	\$28,625.00	30	\$30,000.00

* Major Investor denotes a person or company which gives \$1,000 or more. The goal is one major investor per 100 communities or members.

Updated 5/1/18

last updated entry: Patrick Kennedy 4/30, /SEFAA \$3902

** MAA contribution spread across all affiliates \$10,000

APAC Giving Roster 2018

\$10,000 Diamond Contributors

MAA

\$5,000 Sapphire Contributors

RentPath

House of Floors

Shaw Industries

\$2,500 Ruby Contributors

Camden

\$1,000 Emerald Contributors

Ronald L. Book PA

Nathan Collier, Collier Companies

Mark Ogier, ContraVest

Doug Cullaro, Capstone Credit Solutions

Epoch Management

Lincoln Property Company

Peak Living

Perimeter Realty

Preston Giuliano Capitol Partners

Angi Pusateri, RentDebt Automated

Margaret Rushing, Advanced Plumbing Commerical & Residential Services Inc.

Bonnie Smetzer, JMG Realty

Robbins Electra Managment

Kerri Toth, Royal American Management

Valet Living

\$500 Gold Contributors

Commercial Water and Energy

Josh Gold, Florida Apartment Association

Horizon Realty

Jennifer Kennedy, Preston Giuliano Capitol Partners

Chip Tatum, Apartment Association of Greater Orlando

\$250 Silver Contributors

Nava Adler, Switch Electric

Apartment Lease Up Experts

Emily Badger, Leland Enterprises

Barfield McCain PA

Kenneth Bolsch, Green Earth

Shannon Gregory, WRH Realty

Diana Gierschner, The Liberty Group

Cynthia Haines, WRH Realty

Chad Harrell, Camp Construction

Dustin Hawley, RentPath

Integrity Property Services

Matt Lewis, The Lake Doctors

Tara McBride, Pinnacle

Jordan Petras, Carroll Managment

Brenda Sweeting, Absolutely Amazing Refinishing

Pete Zimek, ILS Network

\$99 Club

Ricardo Alicea, The Bainbridge Companies

Donna Ameller, JMG Realty

Bobbie Bailey, Premier Management Group

Courtney Barnard, Florida Apartment Association

Brian Bazinet, Line 1 Communications

Kara Bonzheim, Dogwood Building Supply

Michelle Chamo, ARD Distributors

Jimmy Chestnut, Carroll Management

John Febrega, Line 1 Communications

Ken Furtaw, WRH Realty

Danny Fusinatto, House of Floors

Courtney Gavin, Well Kept

Kelley Grant PA

Michael Hodges, RentalsinJax

Laura Hulsey, RentPath

Patrick Kennedy, Entrata

Lisa LaVinge, Real Floors

Paul Licata, Interstate Restoration

Melissa Lohmeyer, Apartments.com

Amanda Lynch, Real Floors

Kim Maggard, Royal American

Ryan McCain, Barfield McCain PA

Lindsey McClain, FCAA

Marilyn Nix, JMG Realty

Kristi Novak, Altman Company

Brenda Pritchard, Horizon Realty Company

Monica Ramsey, Apartment Association of Greater Orlando

Jessica Romero, CORT

Jeremy Scholl, Greystar

Jodi Sink, D. Sink Inc.

Jonathan Smith, Arbor Carpet

Erin Toung, ET&T

Lori Trainer, Pinnacle

Katie Wrenn, Finley Management

\$25 Fair Share Contributors

Heather Alzate, PRG Real Estate

William Arborgast, Greater Quality Pool Service

Sean Bailey, Cares By Apartment Life

Nancy Baier, Valet Living

Rick Bierman, Redi-Carpet

Gabrielle Castenada, Costar

Natalie Cavaliere, Cambridge Management

Annika Cline, Edgewater Crossing

The Courtney at Universal

Sandra Crowe, Caroll Managment

Brian Cutting, RentPath

Cutting Edge Carpet

Lisa Dailey, Balfour Beatty Communities

Gina DaSilva, Mezzo of Tampa Palms

Mark Decker, Horizon Realty Company

Brigitte Desko, ContraVest

Sabrina D'ali-Mendoza, CORT

Mandy Doucet, Pinnacle

Tiffany Erickson, City Recycling Group

First Capital Partners

Ashlee Frost, Affinity Waste Solutions

Rena Gates, Reef Club Apartments

Jamison Gavin, Well Kept

Curt Graulich, Redi Carpet

Chelsea Greene, Preserve at Longleaf

Christina Haskin, ContraVest

Lauren Hendry

Trish Hess, Churchill Forge

Rosa Houston, Three Waters Green

April Hudson, Milestone

Rachelle Hundley, Royal American Managment

Magdalena Ilia, Apartment Lease Up Experts

Teresa Jeffries, Cutting Edge Carpet

Kristen Johnson, Arium Gulfshore

Debby Jordan, AGP

Jerron Kelley, Kelley Grant P.A.

Chris Koback, Som Living

Carol Lehnert, Matrix Residential

Mary Linneken, Lincoln Property Company

Lisa Matta, Greystar

Lisa McLemore, PMA

Kelli Meyers, Churchill Forge

Wendy Milenkevich, Windtree

Linda Norris, Providence Painting

OnePointe

Traci Pearce, Carlyle at Bartram Park

Heather Powell, Palms at Altamonte Springs

Angi Pusateri, RentDebt Automated Collections

Liz Recca, Space Coast Apartment Association

Lee Rogers, WRH Realty

Alex Mauro Ross, Info Tycoon

Cynthia Riggan, RAM Partners

Lindsay Sargeant, Preserve at Longleaf

Greg Seidule, Magic Business Forms

Kelsey Shaner, Park Ave Apartments

Tara Simmons, House of Floors

Betsy Smith, NRP Group

Lance Smith, Cutting Edge Carpet

Mary Beth Suarez, Valet Living

Denisa Snyder, Emmer Management Group

Sunbrite Outdoor Furniture

Tami Swanson, Massey Services

Shalonda Taylor, DEI Communities

Paula Trent, Massey Services

Shawn Wingate, Richman Management

UPDATED 5/1/2018

APAC Local Campaign Contributions Policy

Regional Affiliate Annual APAC Goals

The APAC Board requests that regional affiliates' contribute a recommended monetary amount per affiliate to the state PAC. This money can be raised through affiliate-sponsored fundraising events and/or via member contributions requested on the regional affiliate dues billings. The annual APAC goal will be based on the regional affiliate community member and associate member counts, as reported in November of each year.

Local Campaign Contributions

Funds raised by a regional affiliate for APAC will be allocated to both state and local campaigns, as follows:

- Up to thirty percent (30%) of funds raised may be allocated to local campaigns and distributed according to the Regional Affiliate Campaign Allocation Policy.

Regional Affiliate Campaign Allocation Policy

Any regional affiliate wishing to participate in local distribution of APAC funds shall inform the APAC Board of Directors of its intent and provide a copy of its Campaign Allocation Policy to the FAA Government Affairs Director. The policy shall include, at a minimum, the following information:

1. Who is authorized to make a check request to APAC
2. Who is responsible for accounting to APAC
3. How the campaign distributions are determined
4. The policy shall contain the following statements:
"All campaign contributions will be made in compliance with current state campaign laws" and "All campaign contributions will be made to local campaigns within the regional affiliate name] chartered area."
5. The policy shall be signed by the regional affiliate President and the Association Executive.

Regional Affiliate Contribution Requests

The regional affiliate must submit a local funding request to the FAA Government Affairs Director. All funding requests are subject to the approval of the APAC Board via electronic, telephone, or in-person voting. The APAC Board may stipulate additional requirements, in addition to those noted below, on an as-needed basis by majority vote of the APAC Board.

To receive funds the regional affiliate must:

- Host a APAC fundraiser event in the calendar year.
- In the case of an open seat, where no previous political relationships has been established with the candidates (i.e. no candidate has previously worked with the regional affiliate on a issue directly affecting the multifamily industry while serving in another elected seat and/or no candidate has been supported by APAC while serving in another elected seat), the regional affiliate must conduct a screening, personal meeting, meet-and-greet, or forum with the qualified candidates

participating in the race. All qualified candidates must be notified of the screening/meeting via email or in writing. The screening or meeting must be conducted after the local election qualifying period. All candidates do not need to participate in the screening/meeting. Candidate screening/meeting procedure and voting is left to the discretion of the regional affiliate.

- In the case of a local affiliate seeking to support an incumbent, the regional affiliate may request funding for the incumbent without screening all candidates if a prior positive political relationship has been established, or if the candidate has been involved in an issue directly affecting the multifamily industry.

APAC Share

If the regional affiliate uses all shared funds, they will no longer be eligible to receive APAC contributions for local campaigns. The regional affiliate then has the option of either raising additional funds for APAC to be distributed per this policy or, in special circumstances or hardships, a regional affiliate can make a formal written request to the APAC Board for a distribution of funds.

APAC Board of Directors Approved - 09/16/2015

COME ABOARD AND BE A PART OF APAC'S BIGGEST NIGHT!



Enjoy Dinner, Drinks, and
a Cruise Around the Intracoastal Waterway

Celebration Begins at 7 p.m.

Sponsored in part by



Purchase your tickets with your full conference registration or separately for \$200



Florida Apartment Association
Legislative Committee Meeting

Wednesday, May 9, 2018
Hard Rock Hotel-Daytona Beach
900 North Atlantic Avenue
Daytona Beach, FL 32118
10:40 a.m. – 11:30 a.m.

- I. Welcome and Roll Call – Bonnie Smetzer, Legislative Committee Chair
- II. Chair's Update – Bonnie Smetzer, Legislative Committee Chair
 - a. Legislative Session Update
 - b. Legislative action request form reminder
- III. Legislative Staff Report – Courtney Barnard, GAD
 - a. APAC raffle and auction reminder, tickets now available for APAC All Hands on Deck Yacht Party
 - b. Update from Kelly Mallette, FAA Lobbyist
- IV. New Business – Sadowski Affiliate Letter Taskforce
- V. Adjourn- Next Meeting, Platform Meeting, October 3, 2018, Roca Raton Resort.



1
2
3 **Florida Apartment Association**
4 **Legislative Committee Meeting**
5 **January 30, 2018**
6

7 **Hotel Duval**
8 **Tallahassee, Florida**
9

10 **I. Welcome**

11 Courtney Barnard, FAA government affairs director, opened the meeting at 10:24 a.m.
12 on behalf of Bonnie Smetzer, Chair.
13

14 **PRESENT:**

15 Bonnie Smetzer, Chair; members Darren Ayoub, Kara Bonzheim, Sabrina D'Ali-
16 Mendoza, Markus Gierschner, Curt Graulich, Santiago Illia, Jerron Kelley, Patrick
17 Kennedy, Paul Licata, Mary Linneken, Kimberly Maggard, Ryan McCain, Kelli Meyers,
18 Brenda Sweeting, Shalonda Taylor, Erin Toug, Mark Wilkie, Courtney Barnard,
19 Government Affairs Director; Josh Gold, Executive Vice President; Laureen Crowley,
20 Director of Communications
21

22 **ABSENT:**

23 Ken Furtaw, Renae Gates, Shannon Gregory, Christina Inglus, Lee Rogers, Betsy Smith
24

25 **II. Chair's Update**

26 Courtney reported that Sabrina D'Ali-Mendoza is the committee's liaison to the
27 Product/Service Council, and that \$3,000 in APAC contributions had been raised at the
28 PSC meeting.

29 Courtney explained that the legislative briefing to be held from 4 to 6 p.m., will have a
30 new format with fewer speakers. It will be followed by a reception and silent auction.
31 Courtney outlined the legislative priorities, to be further explained at the afternoon
32 briefing.
33

34 **III. Legislative Staff Report**

35 Courtney shared the legislative action request form, to notify staff of local issues or
36 issues that are affecting a specific company.

37 Courtney reported that the briefing will include a question-and-answer session with
38 FAA's lobbyist. Discussion followed about possible questions.

39 Courtney stated that a mid-session update call will take place on February 8 at 11 a.m.
40 The call will be recorded and posted online.
41 Courtney noted that the briefing will be followed by a silent auction and cocktail
42 reception. Tickets are available for a drawing for an Apple watch.
43 Courtney reported that the APAC fundraiser will be All Hands on Deck Yacht Party in
44 conjunction with the annual conference.
45 Courtney reported that NAA's Advocate conference will take place in Washington, D.C.,
46 March 13-16 and will include a dinner for Florida management and supplier attendees.
47

48 **IV. Next Meeting**

49 The next meeting will be May 9 at the Hard Rock Hotel Daytona Beach.

50 **VI. Adjournment**

51 The meeting was adjourned at 11:03 a.m.

Legislative Committee Chair Report

Sunday, March 11, marked the end of Florida's legislative session. FAA had a successful session and passed two out of three legislative priorities. The renter's insurance bill supported by FAA did not reach a vote in either the house or senate.

HB 529 (Doorstep Trash Collection): FAA priority legislation House Bill 529, sponsored by Rep. Manny Diaz (R-103), was voted on by the House on January 31 (113 yea, 0 nay) and was sent to the Senate to replace Senate Bill 746 sponsored by Sen. Aaron Bean (R- 4). The bill was voted on by the Senate on Friday, March 9 and passed (37 yea, 1 nay). The bill was signed into law by Gov. Scott on April 6.

This legislation will protect 1,200 jobs across Florida by allowing valet-style trash collection services to continue. This key legislative victory means the doorstep waste collection industry can continue to generate an economic impact of more than \$68 million annually in Florida. Halting doorstep trash collection services would eliminate jobs and disrupt a valuable apartment service. Doorstep trash collection service is allowed across the United States, and clarity in the Florida Fire Prevention Code will allow the industry to continue to do business.

Sadowski Affordable Housing Trust Fund: The final budget approved by Gov. Scott and, as noted in prior weeks, the House and Senate have adjusted affordable housing allocations in order to fund protection measures for Florida students in the wake of the mass shooting at Marjory Stoneman Douglas High School in Parkland.

Due to budget restriction funds were cut to \$74 Million for affordable housing. 60 percent of these funds are mandated to be spent on apartment-related development and refurbishment. Typically, only 30 percent of funds are allocated to SAIL (apartment funds); this year's increase may be due to increased awareness of apartment rental housing in fighting the affordable housing crisis in Florida.

There are simply not enough apartment homes in Florida. Sadowski funds help to balance the high demand for new affordable units across the state by aiding in the construction and refurbishment of affordable properties. More than 911,000 Floridians spend at least 50 percent of their income on housing. Additionally, the National Apartment Association estimates Florida will need an additional 669,000 apartment homes by 2030 to meet Florida's housing demand.

FAA has joined a Sadowski legislative sub-committee to help shape the future of the coalition and push for more funds to go to housing. Additionally, the FAA legislative committee has formed its own task force to draft a letter to send to key stakeholders regarding the importance of increased funding for affordable apartments.



FAA Legislative Action Request Form

Industry area affected _____

Background _____

Is this issue referenced in FL code or Statute? Please reference here (i.e. FL Statute Ch. 83) _____

Legislative body with issue authority on issue (Who are you meeting with to solve issue? i.e. City of Groveland, or Marathon County Fire Marshall) _____

Please name any outside counsel, advisors or lobbyists assisting with issue _____

Approximate funds to be requested from FAA _____

Has the local affiliate affected by this issue met its most recent annual APAC goal? YES NO NA

Is there a fine associated with this issue? YES NO If so how much? _____

Is there a hearing/action date associated with this issue? YES NO Date of hearing/action _____

Additional comments (plan, does this issue need to be expedited?) _____

Please attach any supporting documents needed. To have this issue considered, please submit to Courtney Barnard, FAA government affairs director at Courtney@faahq.org. You must be present at the next Legislative Committee meeting to discuss the issue.

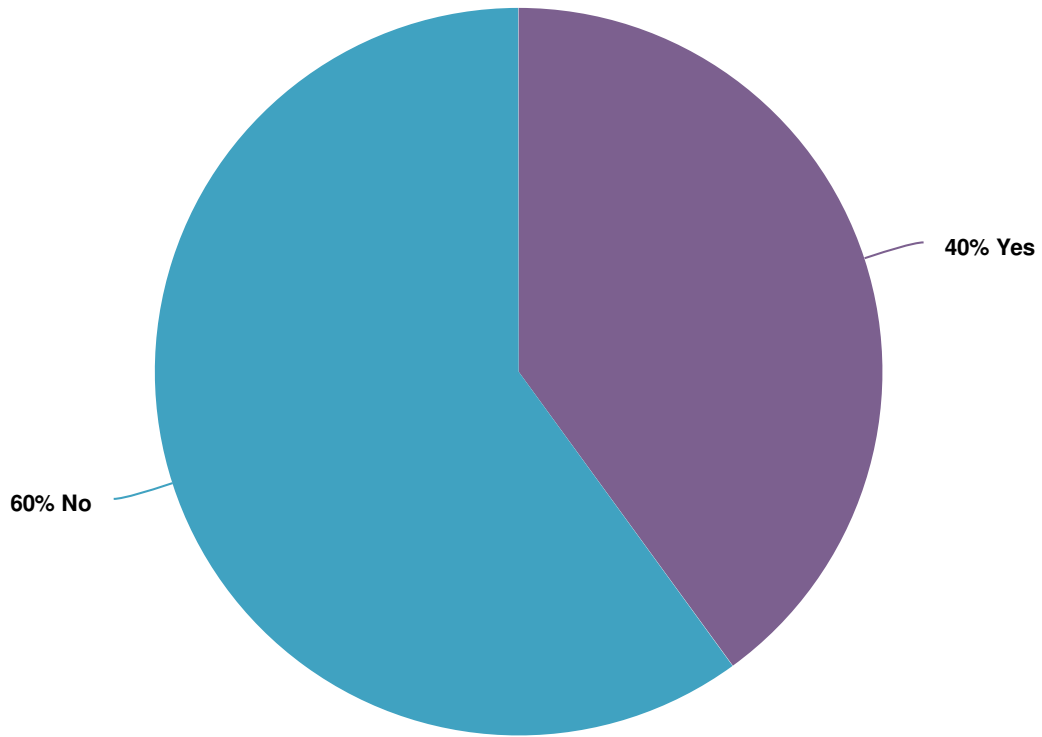
Report for Legislative Conference 2018



Response Counts

Completion Rate:	100%		
	Complete		51

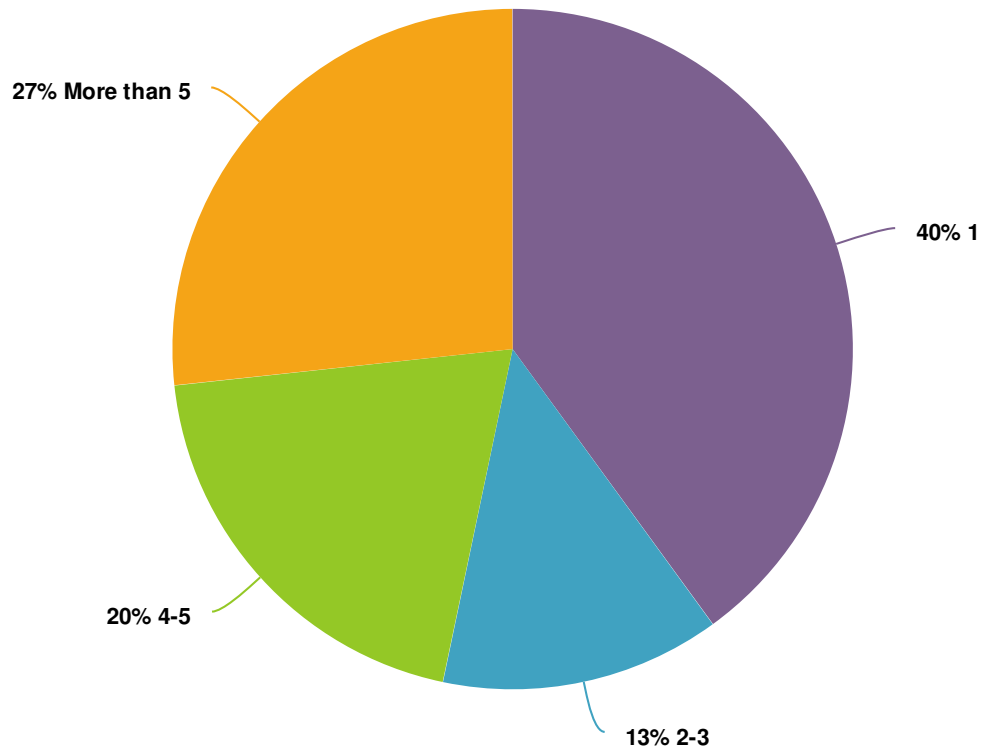
Totals: 51

1. Was this your first time attending FAA's Legislative Conference?



Value		Percent	Responses
Yes		40.0%	20
No		60.0%	30
			Totals: 50

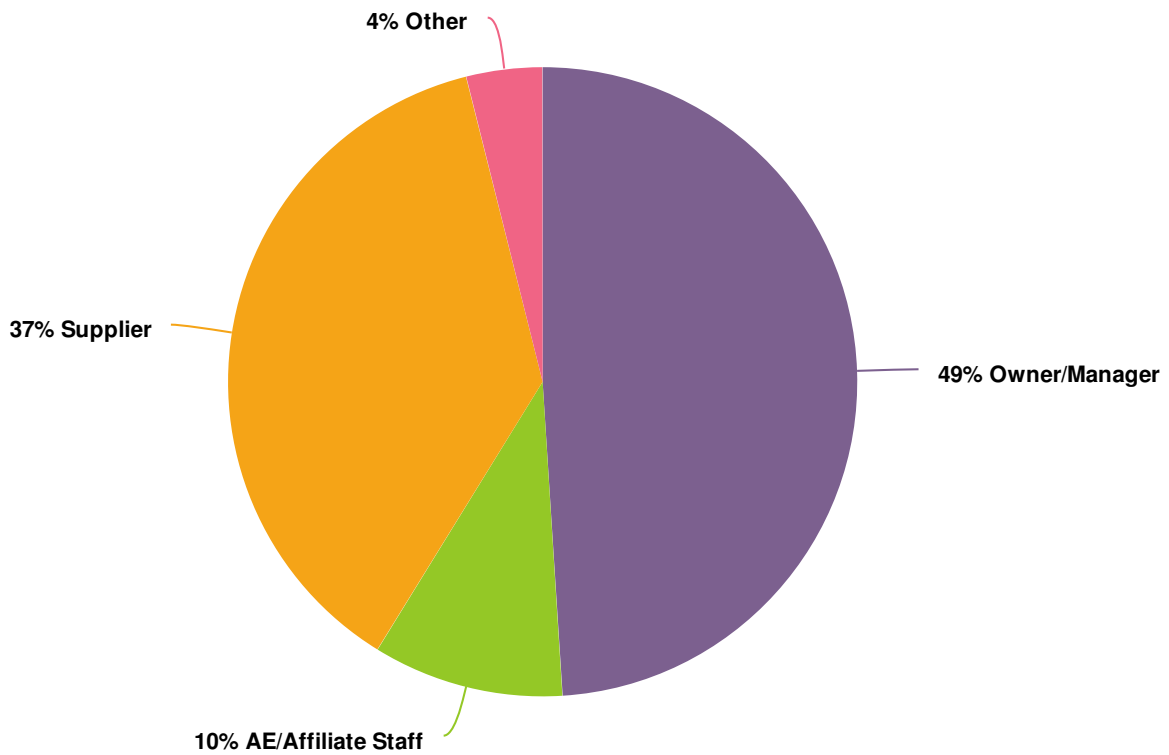
2. How many FAA Legislative Conferences have you previously attended?



Value	Percent	Responses
1	40.0%	12
2-3	13.3%	4
4-5	20.0%	6
More than 5	26.7%	8

Totals: 30

3. What category best describes your role?



Value	Percent	Responses
Owner/Manager	49.0%	25
AE/Affiliate Staff	9.8%	5
Supplier	37.3%	19
Other	3.9%	2

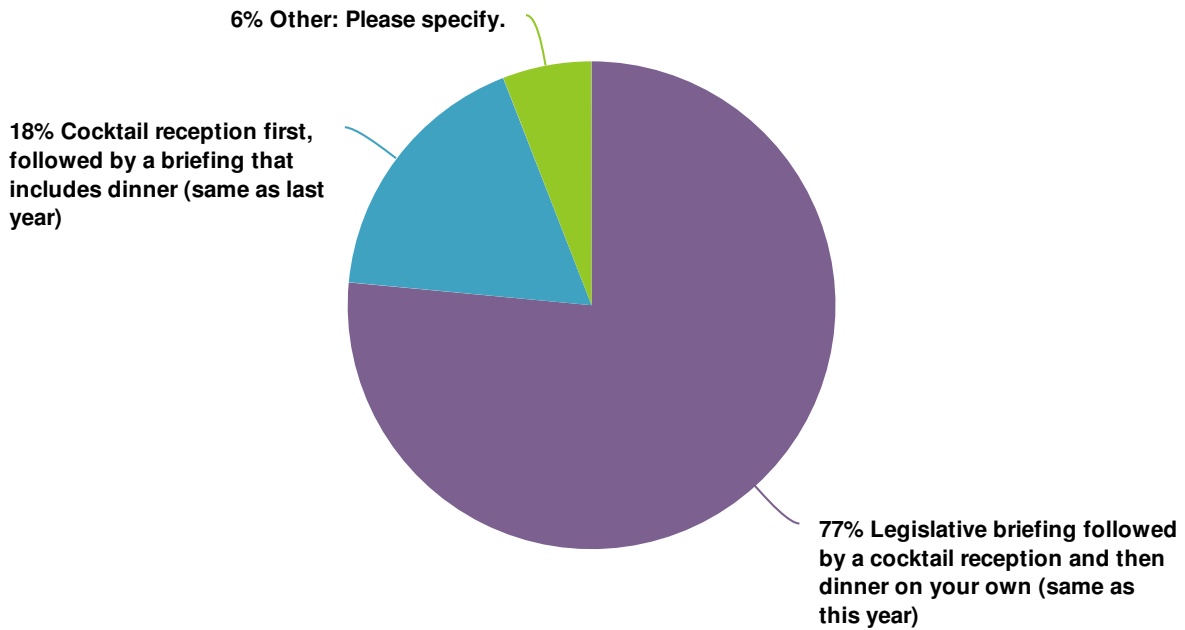
Totals: 51

Other	Count
Landlord-tenant attorney	1
RVP	1
Totals	2

4. How would you rate the following events/speakers:

	Poor	Fair	Good	Very Good	Responses
Legislative Briefing (Tuesday, January 30, 4-6 p.m.) Count Row %	0 0.0%	0 0.0%	15 29.4%	36 70.6%	51
Marian Johnson (Florida Chamber of Commerce) Count Row %	0 0.0%	1 2.0%	11 21.6%	39 76.5%	51
Jeff Johnston (Corcoran and Johnston Public Relations) Count Row %	0 0.0%	6 11.8%	20 39.2%	25 49.0%	51
Ron Book (Ron L. Book, PA, Lobbyist) Count Row %	0 0.0%	3 6.7%	17 37.8%	25 55.6%	45
Courtney Barnard (Florida Apartment Association) Count Row %	0 0.0%	1 2.0%	6 11.8%	44 86.3%	51
Reception and APAC Silent Auction Count Row %	0 0.0%	2 4.0%	18 36.0%	30 60.0%	50
Totals Total Responses					51

5. This year's format included a legislative briefing followed by a cocktail reception and then dinner on your own. In previous years, the cocktail reception took place first, followed by a briefing that included dinner. Which format would you prefer?



Value	Percent	Responses
Legislative briefing followed by a cocktail reception and then dinner on your own (same as this year)	76.5%	39
Cocktail reception first, followed by a briefing that includes dinner (same as last year)	17.6%	9
Other: Please specify.	5.9%	3

Totals: 51

Other: Please specify.

Count

First year

1

group dinner offsite

1

whatever the group likes

1

Totals

3

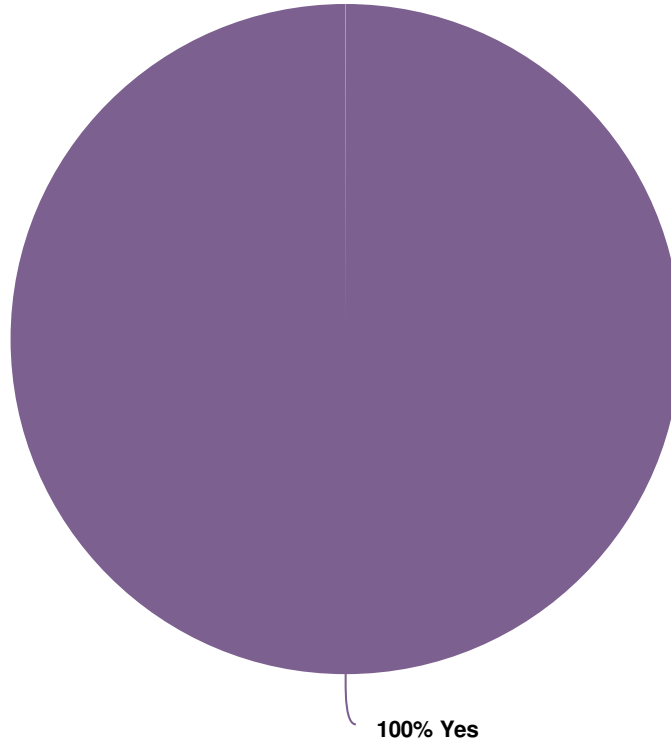
6. Please share any additional thoughts you have about the Tuesday afternoon briefing:




ResponseID	Response
5	Have it a little earlier in the afternoon if the silent auction is going to follow it.
7	I liked it
8	I was very happy with the conference this year. Thank you.
9	It was hard to just sit there for 2 hours without at least a table and a glass of water.
10	Very informative open forum that sent us away feeling confident about speaking on the issues with the representatives.
11	Very cold meeting room
13	I liked the new format, cartoon drawings are a great way to share the message.
14	Time to upgrade hotels, Duval is getting expensive and the rooms are getting old and nasty.

ResponseID	Response
15	Marian was very informative. The event was very prepared. Justin with Affinity had a awesome motivation speech for APAC and suppliers
16	Very informative and really enjoyed the conference. This was my first conference and I look forward to next year.
17	I really enjoyed Marian and Kelly as always! Also Courtney did a wonderful job!
21	I prefer the briefing/Dinner Scenario for a couple of reasons. 1. if you move back to that format, you can add the FAA PSC meeting into to the Schedule, to reduce additional expenses or lost "work" time, and might encourage more people to attend. 3. if you do the dinner, people have more opportunities to network with their peers. 4. Just a thought... the "dinner on your own" might create competing Supplier/OM Dinners/Association which can create an uncomfortable situation for attendees to choose between the three.
25	I was very impressed by the entire presentation! Very well organized and concise, easy to follow considering the various topics and speakers!
28	More precise information on where the bills are at, and will be on the day we walk into the legislators offices.
29	Justin spoke incredibly. I'd really like to see that in the future, people who these issues directly affect are the ones who speak about it. So everyone understands the importance and sees the passion behind what we are doing
30	Thought this was very informative. Excellent speakers
32	The briefing was very informational.
34	I loved the new format. Very good information that keeps your attention. Seemed to flow better.
37	I think in the future we should have people with questions in hand to ask the speakers. Kind of staged with the questions on paper.
38	I thought the Briefing had a TON of great information! I think there was actually so much info that it got a little rushed. I think if Marian Johnson had spoken for slightly less time that would have given a little more time to the rest of the speakers. Everyone had a ton of great information!

7. Did the briefing and the materials provided prepare you to present FAA's legislative priorities to your legislators?



Value		Percent	Responses
Yes		100.0%	51
			Totals: 51

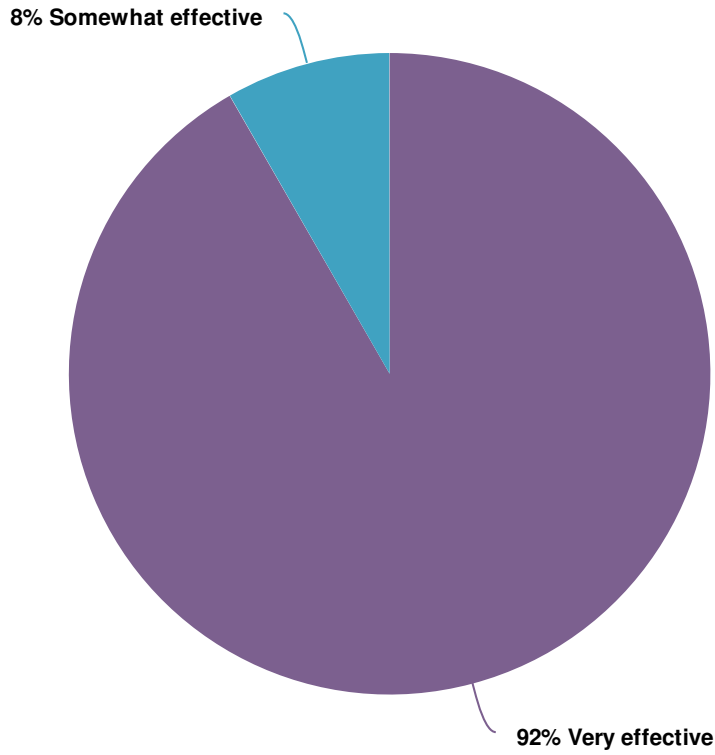
8. In what way could FAA have better prepared you for your legislator appointments?


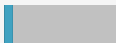
No data: No responses found for this question.

ResponseID

Response

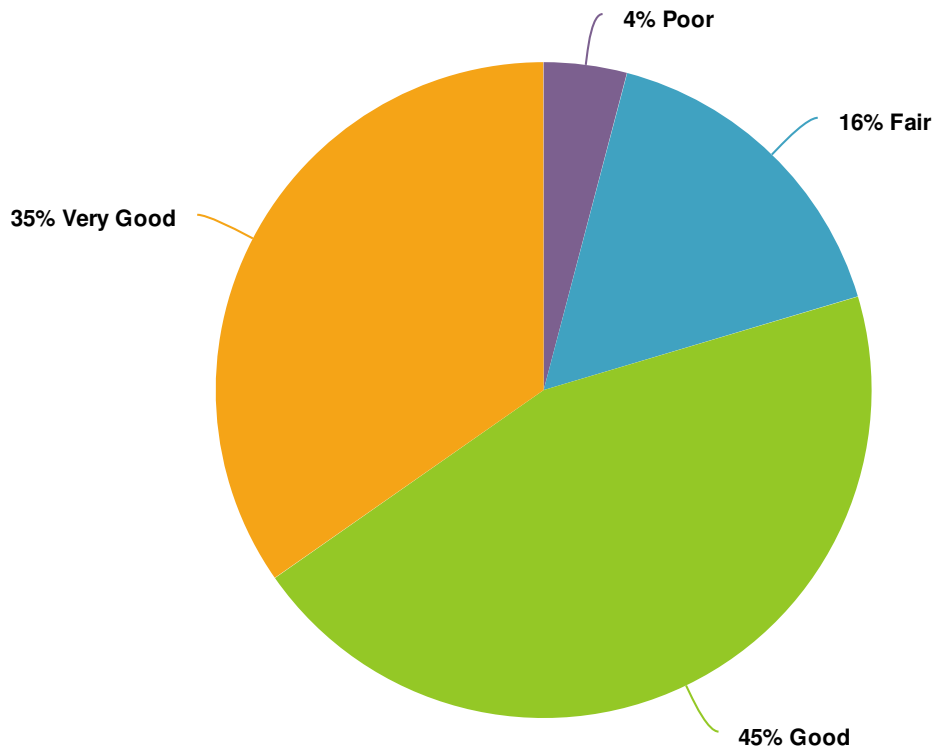
9. How effective were the FAA-produced videos (sent via email) in preparing you for your meetings with legislators?







Value		Percent	Responses
Very effective		91.7%	44
Somewhat effective		8.3%	4

Totals: 48

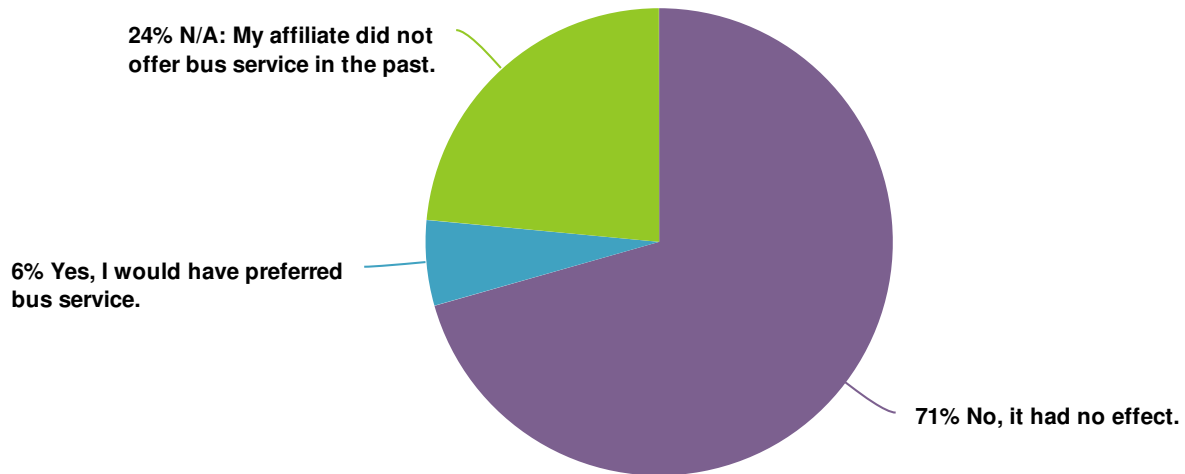
10. How would you rate the host hotel (Hotel Duval)?



Value		Percent	Responses
Poor		4.1%	2
Fair		16.3%	8
Good		44.9%	22
Very Good		34.7%	17

Totals: 49

11. In the past, several of FAA's large affiliates (AAGO, BAAA, SEFAA) offered complimentary bus transportation to and from the Legislative Conference. Did this year's lack of bus service adversely affect your conference experience?



Value	Percent	Responses
No, it had no effect.	70.6%	36
Yes, I would have preferred bus service.	5.9%	3
N/A: My affiliate did not offer bus service in the past.	23.5%	12

Totals: 51

12. Please share any thoughts you have about the 2018 FAA Legislative Conference overall.



ResponseID	Response
5	The hard work put in to the conference shows and it continues to get better every year. Enjoyed it!
6	The leave behind materials for legislators was great
7	Idk if it was FAA or my affiliate, but we only had one meeting with an Aid. And three drop offs. One of the drop offs, the aid was very upset because another FAA team had already come by earlier that morning to drop off info. We also heard that AAGO/SCAA were scheduled for 1pm meeting, but no one had let SCAA know. So communication issues.
9	The elevators are BRUTAL at Hotel Duval. On the bright side, I got a good work out by using the stairs.
10	Wonderful experience and I look forward to future participation with APAC
13	This year was great, high attendance, high energy. Courtney was awesome as always.
14	Love this conference

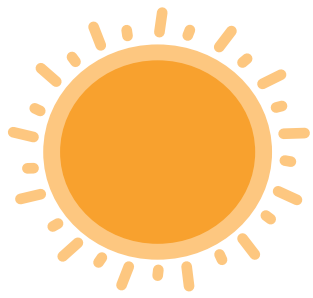
ResponseID Response

17	The conference was great! I think we are starting to max out of the hotel. The meeting spaces are starting to feel small.
18	I enjoyed the experience and meeting leaders in the apartment industry.
19	I had a great time and enjoyed speaking with our Senators and Representatives to make our voice heard for the apartment industry.
21	I thought that the FAA Staff did a great job prepping the attendees for their opportunity to speak to our government officials.
22	I really enjoyed being part of this, but did find out while meeting with our representatives that there were a few details about at least one of the bills that I was not aware of that may have been helpful. I realize we were given the condensed versions of each but next time I will do some more in-depth research to be as effective as possible. Being a first timer I had a lot to learn!
23	We should look for a better host hotel.
25	It was a wonderful experience and I'm glad I was able to attend. The entire conference was very organized and well executed. All of our legislators commented on how well the literature we left behind was formatted!!
28	Thiught is was done well
29	Great material and opportunity to build relationships. Is there a way that we can get in front of the legislatures one the 1st week of session? A representative was blunt and told us that they are in week 4 already, so the lease/renters insurance speech we were giving was pointless. It hadn't moved at all, which means it's dead & coming to them on week 4 was too late.
30	As previously discussed, using a bidding app would help with the auction. Also, I am part of the Legislative Committee and on the APAC Board but no one contacted me about donating something for the silent auction. I think both groups should be asked for donations, increasing the size of the auction.
31	I rode the bus last year, we had minimal participation. FAA did a great job!
32	I wish I understood how the speakers helps our FAA more specifically.

ResponseID Response

33

Our issues seemed to be easy and not very controversial for the legislators we met with. They agreed with them all and saw no reason why Valet trash & insurance were even being contested. They also all agreed about Sadowski. Felt super easy this time!



MARK YOUR CALENDAR FOR THESE VERY IMPORTANT DATES!

Make plans to join your peers and friends from across the state as we team up for our annual journey to the state Capitol in Tallahassee. This visit is extremely important as it helps us establish a rapport with our elected officials and promote our industry's legislative priorities.

2019 LEGISLATIVE CONFERENCE

SAVE THE DATE: FEBRUARY 5-6, 2019



REGISTRATION AVAILABLE OCTOBER 1, 2018, AT FAAHQ.ORG



Florida Apartment Association
Board of Directors Meeting
Wednesday, May 9, 2018
Hard Rock Hotel-Daytona Beach
900 North Atlantic Avenue
Daytona Beach, FL 32118
1:00 p.m. – 4:00 p.m.

AGENDA

- I. CALL TO ORDER – Lori Trainer
- II. ESTABLISHMENT OF A QUORUM – Kimberly Maggard
- III. APPROVAL OF MINUTES
 - a. Board of Directors Meeting – 1/30/2018
- IV. RATIFICATION OF EXECUTIVE COMMITTEE ACTIONS
 - a. Contribution to Hatching Hope
- V. PRESIDENT’S REPORT – Lori Trainer
- VI. TREASURER'S REPORT – Katie Wrenn
 - a. Balance Sheet & Profit/Loss Statement – 3/31/2018
- VII. BYLAWS TASK FORCE – Lori Trainer
 - a. Review/Approval of FAA Bylaw Task Force Recommended Updates to FAA Bylaws
- VIII. REGION IX VP REPORT – Bonnie Smetzer

- IX. APAC BOARD OF DIRECTORS REPORT – Kristi Novak
- X. ASSOCIATION EXECUTIVES COUNCIL REPORT – Chip Tatum
 - a. Review/Approval of Affiliate Assistance Fund Disbursements
- XI. CONFERENCE PLANNING COMMITTEE REPORT – Diana Gierschner & Kimberly Maggard
- XII. LEGISLATIVE COMMITTEE REPORT – Bonnie Smetzer
- XIII. EDITORIAL COMMITTEE REPORT – Ashlee Frost & Lisa LaVigne
- XIV. FAA SMOKE-FREE MULTIFAMILY HOUSING CERTIFICATION PROGRAM – Laureen Crowley
- XV. LEADERSHIP LYCEUM – Jordan Petras & Paul Licata
- XVI. PRODUCT SERVICE COUNCIL REPORT – Diana Gierschner
- XVII. EXECUTIVE VICE PRESIDENT’S REPORT – Josh Gold
- XVIII. LOCAL ASSOCIATION REPORTS
- XIX. OPEN DISCUSSION
- XX. NEW BUSINESS
- XXI. ADJOURNMENT



**Florida Apartment Association
Board of Directors Meeting
Tuesday, January 30, 2018**

1
2
3
4 Hotel Duval
5 Tallahassee, FL 32301
6

7 **AGENDA**
8

9 **I. Call to Order**

10 President Lori Trainer called the meeting to order at 12:13 p.m.
11

12 **Present:**

13 Lori Trainer, President
14 Bonnie Smetzer, Vice President
15 Katie Wrenn, Treasurer
16 Kimberly Maggard, Secretary
17 Diana Gierschner, Associates' VP
18 Chip Tatum, AE Council Chair
19 Josh Gold, EVP
20 Ricardo Alicea, AAGO Director
21 Rachelle Hundley, AAGO Director
22 Amanda Lynch, AAGO Director
23 Lee Rogers, AAGO Director
24 Jimmy Chestnut, BAAA Director
25 Lisa Dailey, BAAA Director
26 Chris Koback, BAAA Director
27 Lisa LaVigne, BAAA Director
28 Tara McBride, BAAA Director
29 Kelly Shaver, BCMHA Director
30 Bobbie Bailey, CCAA Director
31 Lisa McLemore, ECAA Alternate
32 Shannon Gregory, FCAA Director
33 Denise Snyder, NCFAA Director
34 Donna Ameller, SEFAA Director
35 Paul Licata, SEFAA Director
36 Mary Linneken, SEFAA Director
37 Kristi Novak, SEFAA Director
38 Kelli Meyers, SWFAA Director
39 Carla Murphy, SWFAA Director
40

41 **Absent:**

42 Jennifer Livingston, AAGO Director
43 Jason Howard, ECAA Director
44 April Hudson, FCAA Director
45 Melissa Lohmeyer, FCAA Director
46 Jamison Gavin, SEFAA Director
47 Mandy Doucet, SCAA Directors
48 Betsy Smith, TCAA Directors

49

50 **Guests/Staff Present:**

51 Gina DaSilva
52 Cody Fetheroir
53 Kara Bonzheim
54 Brenda Sweeting
55 Alex Mauro Ross
56 Carina Miles
57 Jasmine Edge
58 Jessica Romero
59 Robert Griffiths, BAAA Government Affairs Director
60 Mandy Fies
61 Tara McBride
62 Denise Snyder
63 Sean Bailey
64 Russell Skinner
65 Sabrina D'Ali-Mendoza
66 Rose Alcala
67 Lindsay Sargeant
68 Chelsea Greene
69 Sydney Jamieson
70 Jodi Sink
71 Judy Williams
72 Shalonda Taylor
73 Jeremy Scholl
74 Rosa Houston
75 Marilyn Nix
76 Traci Pearce
77 Terri Jeffries
78 Mandy Doucet
79 Cheryl Cooke
80 Crystal Verastegui
81 Nancy Lovell
82 Leslie DeMaio
83 Melissa Dugas
84 April Hudson
85 Heather Calderone
86 Jordan Petras
87 Stacey Stuart

88 Ashlee Frost
89 Melissa Lohmeyer
90 Mary Beth Suarez
91 Benjamin Alexander
92 Doug Cullaro
93 Mark Wilkie
94 Michael Brown
95 Nava Adler
96 Avi Adler
97 Michelle Chano
98 Abraham Chamo
99 Justin Frost
100 Annika Cline
101 Clint Snouwaert
102 Mary Sullivan
103 Brian Bazinet, CCAA Alternate and AE
104 Cecily Millan, BAAA AE
105 Liz Recca, SCAA AE
106 Margaret Rushing
107 Diyanni Kinsey
108 Kelticia Speights
109 Monica Ramsey, AAGO Staff
110 Robert Carroll, NCFAA AE
111 Kayla Whitaker
112 Joshua Madden
113 Santiago Illia
114 Laura Hulsy
115 Fernando Ramos
116 Erin Toung
117 Courtney Barnard, FAA Government Affairs Director
118 Laureen Crowley, FAA Director of Communications
119 Ralph Robinson, FAA Director of Meetings

120

121 **II. Establishment of a Quorum**

122 Secretary Kimberly Maggard established a quorum.

123

124 **III. Approval of Minutes**

125 A motion was made and seconded to approve the minutes of the October 11, 2017 Board of
126 Directors Meeting. Approved.

127

128 **IV. Ratification of Executive Committee Actions**

129 a. Prepayment of NAAEI Capital Campaign Contribution

130 Lori explained that FAA had been supporting NAAEI over several years, and the
131 Executive Committee decided, because FAA had such a good year financially, to pay the
132 balance of FAA's pledge. A motion was made and seconded to ratify the Executive
133 Committee decision. Approved.

134 b. Expansion of BAAA territory to include DeSoto, Manatee, Hardee, and Sarasota counties

135 Lori explained that the boards of TCAA and BAAA had met over the course of several
136 months to discuss how best to serve the members of TCAA. They ultimately decided to
137 merge TCAA into BAAA, a decision that was approved by the FAA executive committee,
138 leadership of both TCAA and BAAA, and the NAA. She noted that the change will allow
139 members from the former TCAA region to take advantage of the opportunities offered
140 by BAAA. Jordan Petras, BAAA immediate past president, added that BAAA leadership is
141 reaching out to former TCAA members regarding their needs and wants. He also said
142 that dues billing would soon be going out to former TCAA members. He encouraged any
143 former TCAA members to reach out to him or other BAAA leaders to express their needs
144 or concerns. A motion was made and seconded to ratify the decision. Approved.

145

146 **V. President's Report**

147 Lori stated that she wants everyone who attends board meetings to feel they are getting
148 something out of the meetings, that they learned something, contributed, or made FAA better,
149 and to feel free to express their opinions. For that reason, a survey of board members and
150 others was conducted just before the start of the meeting. She encouraged everyone to speak
151 up during the meeting, to ask questions or share opinions, keeping in mind that the
152 responsibility of the board is to make FAA better. With that in mind, a task force has been put
153 in place to review all of FAA's policies and bylaws, some of which have not been updated in
154 several years.

155

156 Lori noted that a new, uniform format is being implemented for affiliate reports.

157

158 Lori reminded everyone of upcoming deadlines, including the deadline for early bird
159 registrations for the NAA Apartmentalize conference. FAA still has a few discounted
160 registrations and will buy more as needed in packs of 10.

161

162 NAA's Advocate (formerly the NAA Capitol Conference) is coming up, and this year the Florida
163 delegation dinner, sponsored by RentPath, is open to all Advocate attendees from Florida,
164 including suppliers.

165

166 Lori shared a video from the Welcome Home project she has been working on with Orange
167 County Mayor Teresa Jacobs, helping people transition out of homelessness.

168

169 **VI. Treasurer's Report**

170 Treasurer Katie Wrenn reported assets of \$1,621,926 as of December 31, 2017, and total
171 liabilities of \$32,470, resulting in equity of \$1,589,456. The Finance Committee will be
172 reviewing accounts to ensure compliance with FAA's financial policy, which states that no
173 account shall exceed the insurable amount of \$250,000. She shared other highlights of the
174 financials.

175

- 176 • After the financials were included in the board packet, the NAA lease payment for
177 December was received. The updated actual income is \$694,847, compared to the
178 budgeted income of \$205,285. Of that, \$64,000 is due to the NAA lease payment.
- 179 • Total revenue for 2017 was over budget by \$405,838. Katie highlighted variances in
180 excess of \$10,000 or 10 percent, including:
 - Annual conference registration revenue, positive variance of \$31,648.

- 181 ○ Conference sponsorship revenue, positive variance of \$64,282.
- 182 ○ Lease revenue, positive variance of \$248,218, due to higher demand and
- 183 transition from per-click to per-unit pricing model.
- 184 ○ Lease order fees revenue, negative variance of \$46,493, due to fewer click orders
- 185 during the transition.
- 186 ● Total expenses for 2017 were under budget by \$83,724. Significant variances included:
- 187 ○ Annual conference audiovisual expenses, over by \$16,965, due to reinvestment
- 188 of conference revenue into the event.
- 189 ○ Maintenance Mania, \$9,970, due to increased food and beverage,
- 190 entertainment, and audiovisual expenses in a drive to boost attendance.
- 191 ○ Charitable contributions, \$38,500, due to donations to the Valencia College
- 192 Residential Property Management Scholarship Foundation, Hatching Hope
- 193 Florida, the American Red Cross, and the NAAEI Now campaign.

194
195 A motion was made and seconded to approve the unaudited financials. Approved.

196
197 Katie reported that the projected net profit of \$734,000 includes the current \$694,847 plus
198 \$40,000 projected rebate from the NAA Click & Lease. The financial policy directs that to be
199 split evenly between FAA and local affiliates, with \$100,000 being distributed directly to the
200 affiliates and the balance allocated to Affiliate Assistance Fund. Katie requested a motion to
201 suspend the financial policy for this year only to allow up to \$300,000 to be distributed among
202 the affiliates based on unit count and the remaining balance allocated to the assistance fund. A
203 motion was made and seconded. Approved.

204
205 Katie requested a motion to transfer funds from the unrestricted fund balance to the operating
206 reserve fund, restricted. The financial policy requires that the reserve funds equal the sum of
207 the previous year's general and administrative expense plus legislative expense. For 2017, that
208 sum is \$561,864. Currently the reserve fund contains \$444,988. A motion was made and
209 seconded to transfer \$116,876. Approved.

210
211 Katie asked for any questions or discussion on the 2018 budget, which had been approved by
212 an email vote in December. Josh noted that the budget includes an association executives'
213 retreat in April and funding for research and surveys, including a compensation and benefits
214 survey.

215 216 **VII. Region IX VP Report**

217 Bonnie Smetzer reported that there is no new information to share at this time.

218 219 **VIII. APAC Board of Directors Report**

220 Angi Pusateri reported that the total funds raised for APAC in 2017 was \$172,466, which
221 exceeded the goal of \$159,280. Every affiliate except TCAA reached its APAC goal. APAC has
222 already begun funding 2018 candidates. The contribution goal for 2018 of \$175,000 and
223 \$17,450 has been raised thus far. Angi recognized major investors, including MAA, \$10,000;
224 Bonnie Smetzer, JMG Realty, \$1,000; Kerri Toth, Royal American Management, \$1,000; Ron
225 Book, Ron Book PA, \$1,000; Robbins Electra Property Management, \$1,000; Epoch
226 Management, \$1,000; Margaret Rushing, \$1,000.

227

228 Angi reported that tickets for All Hands on Deck APAC Yacht Party are on sale for \$200. The
229 event will be at 7 p.m. October 3 in Boca Raton, in conjunction with the Annual Conference &
230 Trade Show. The event is sponsored in part by RentPath, and there are still opportunities for
231 two more sponsors.

232

233 Angi reported that the APAC silent auction will take place after the legislative briefing and there
234 will be a drawing for an Apple watch donated by Bridge Real Estate, Carroll Management
235 Group, Dogwood Building Supply, Roller Door Sliding Door Replacement, and Switch Electric.
236 Courtney shared information about affiliate goals and displayed a thermometer poster showing
237 how much each affiliate has contributed. Each affiliate is showing a positive contribution
238 already, thanks in part to the allocation of \$1,000 to each affiliate from MAA's \$10,000
239 contribution.

240

241 **IX. Association Executives Council Report**

242 Chip Tatum thanked the board for approving funding for the AE Retreat planned for April. He
243 thanked the FAA staff for the high quality of the legislative priority materials for the Legislative
244 Conference.

245

246 Chip reported that Affiliate Assistance Fund requests had been received in the amount of
247 \$44,000. The requests included two from AAGO, and Chip recused himself from discussion or
248 decision about those requests. After discussing the requests, the AE Council recommended
249 approving approximately \$32,000. These included up to \$5,000 (based on actual expenditures)
250 to AAGO for a training HVAC unit and Safety Center; up to \$5,000 for a professional safety
251 training video, which other affiliates will be permitted to use; \$2,110 to BAAA for
252 reimbursement of outstanding NAA dues owed by TCAA for 2017; \$3,000 to BAAA for Gina
253 DeSilva's Leadership Lyceum participation; \$6,619 to BCMHA for Leadership Lyceum costs for
254 two participants; \$1,450 to ECAA to purchase a laptop; \$2,100 to FCAA for onboarding costs of
255 Novi AMS; \$1,200 to NCFEA for cost for Robert Carroll to attend NAA Assembly of Delegates;
256 \$3,000 to SEFAA for onboarding costs of Novi AMS; and \$1,800 to SEFAA for software needed
257 for marketing and rebranding.

258

259 A motion was made and seconded to approve the recommended Affiliate Assistance Fund
260 disbursements. Approved.

261

262 **X. Conference Planning Committee Report**

263 Conference co-chair Diana Gierschner reported that the committee met and selected keynote
264 and breakout speakers for the 2018 FAA Annual Conference & Trade Show, and they will be
265 announced after contracts are finalized.

266

267 Conference co-chair Kimberly Maggard shared the attendance goal of 753 registrations, and
268 noted that goals for each affiliate were included in the board packet. Two videos to promote
269 the conference were played, one targeting attendees and one targeting suppliers. Kimberly
270 reported that for the first time, badges would be digitally printed on-site.

271

272 Diana reported that for the first time, lead retrieval would be available to exhibitors.

273

274 Ralph Robinson shared important dates for sponsors and exhibitors. He noted that several
275 suppliers have already committed to medal-level sponsorships, including several first-time
276 sponsors.

277
278 Ralph also reported that the committee has decided to change the scheduled time for The
279 Masters Session, in response to survey comments, so that the session will no longer conflict
280 with the trade show hours.

281
282 **XI. Legislative Committee Report**

283 Courtney reminded everyone about the legislative briefing scheduled for 4 p.m. and outlined
284 the priority issues, which will be described in more detail at the briefing. She noted that during
285 the briefing, an email link will be sent to all attendees with a link to the master list of
286 appointments at legislators' offices. She reported that an Uber code will be available to cover
287 the cost of transportation from the host hotel and overflow hotel to the Capitol.

288
289 Courtney reminded everyone of the time of the legislative briefing and that the briefing would
290 not include dinner. She noted that the silent auction and a drawing for an Apple watch would
291 take place following the briefing, after which attendees would have dinner on their own.

292
293 **XII. FAA Smoke-Free Multifamily Housing Certification Program**

294 Laureen Crowley reported that this is the last year FAA expects to receive a grant from the state
295 Department of Health. Deliverables for the \$20,000 first installment of the current grant
296 included a booth at the Annual Conference & Trade Show and an educational session. That
297 payment has been received. A total of 52 communities have certified smoke-free policies, up
298 from 40 in October. Three communities were nonmembers at the time of certification and their
299 contact information has been shared with local affiliates to recruit them as members. Member
300 communities that are certified include 10 from AAGO, five from BAAA, two from FCAA, three
301 from SWFAA, and 29 from SEFAA.

302
303 **XIII. Leadership Lyceum**

304 Lori asked current Lyceum students to stand and be recognized, as well as Lyceum graduates.
305 Co-chair Jordan Petras reported that the first module yesterday had 25 participants. The next
306 module will be May 8 in Daytona Beach. Jordan said he and co-chair Paul Licata will be reaching
307 out to Lyceum graduates sit in on some sessions and make recommendations to improve the
308 program. Jordan reminded those who are interested in Leadership Lyceum to reach out to their
309 local association executive, because each year's class size is limited. Josh added that the
310 nominations open after the Annual Conference, and noted that the class size is limited to allow
311 for greater interaction among the students.

312
313 **XIV. Product/Service Council Report**

314 Diana reported that the PSC met yesterday. She said Courtney spoke to the group about the
315 importance of giving to APAC and a supplier member spoke about how APAC had helped his
316 business directly. A total of \$3,000 was raised for APAC, including \$1,000 from Margaret
317 Rushing and \$500 from Justin Frost.

318
319 Diana also reported that the PSC selected speakers for the supplier member educational
320 sessions that will take place in May. The PSC will also sponsor a reception at the May meetings,

321 to give PSC members an opportunity to network with apartment industry leaders.

322

323 Diana stated that Sean Bailey of Apartment Life made a presentation about Hatching Hope
324 Florida, to help apartment residents displaced by fires or other disasters.

325

326 **XV. Executive Vice President's Report**

327 Josh reported that staff has been busy putting together the Legislative Conference, which is the
328 largest FAA Legislative Conference to date. Staff has already been planning the program for the
329 Annual Conference, as well as the sponsorship opportunities Ralph mentioned earlier.

330

331 The Executive Committee decided at its retreat two weeks ago decided to offer media training
332 for affiliate presidents and AEs across the state. It will take place August 23 at AAGO
333 headquarters.

334

335 A statewide compensation and benefits study is about to be launched; the report will drill down
336 into local or regional statistics if there are enough responses in a specific region.

337 Josh invited all board members and anyone at the meeting to have a complimentary business
338 head shot taken by the conference photographer, to be used in the leadership section of the
339 FAA website and for their own use.

340

341 Josh reminded everyone who is registered for the Legislative Conference to pick up their
342 credentials and avoid the check-in crowd later in the day.

343

344 **XVI. Local Association Reports**

345 **AAGO** has added 20,000 units for a total of more than 170,000 units in 660 communities, and
346 has 217 owner-manager members and 306 supplier members. AAGO hosted NAAEI advanced
347 training in January and in March will host a maintenance appreciation night.

348

349 **BAAA** has 693 communities with a total of 164,500 units and 269 associate members. The Gold
350 Medallion Awards drew a sellout crowd. Maintenance Mania will take place February 15. A
351 fundraiser for NAAPAC will take place aboard the SS American Victory battleship on March 29.

352

353 **BCMHA** has 27 communities, 35 vendors, and 4,745 units. For the first time in four years, new
354 construction is taking place and one of the three new communities is for affordable housing.
355 Maintenance Mania will take place in April.

356

357 **CCAA** has 2,811 units and 26 supplier members, and is working on bringing in 14 new
358 communities, which will add 841 units. A membership social in November was very well
359 attended and showed a lot of promise for 2018 participation. CAM classes are planned for
360 March, and CAMT later in the year. The seventh annual charity golf tournament is coming in
361 April.

362

363 **ECAA** has 17,872 units, 92 properties, 26 vendors, and two management companies. CAMT
364 classes were just completed, and Toni Blake is coming in May, and a trade show is being
365 planned.

366

367 **FCAA** has 75,128 units and 180 supplier members. The board just completed strategic planning

368 with Russ Webb from the Atlanta Apartment Association. Maintenance Mania will take place
369 next week and will include a drawing for a 55-inch smart TV. Upcoming classes and events
370 include active shooter training, and fundraising events are in the works.

371

372 **NCFAA** has 181 members and 18,973 units. The holiday party and fourth annual ACE awards in
373 December were sold out with 314 attendees. A community cup team-based challenge raised
374 \$1,000 for Children's Miracle Network.

375

376 **SEFAA** has 7,812 members with 74,000 units. Events are being planned to celebrate SEFAA's
377 30th anniversary year. A landlord-tenant seminar took place in January and an '80s-themed PAC
378 event is planned for February.

379

380 **SWFAA** has 104 properties representing 23,843 units managed by 49 management companies,
381 and 70 supplier members. The Novi website launched today. Recent events included the Rock-
382 n-Bowl for APAC fundraiser, the Excellence Awards and Diamond After-Party, and Wesley
383 Aleshire's Fair-Housing Game Show. Upcoming events include Maintenance Mania, a visit from
384 Toni Blake, and the Wild, Wild, SouthWest Trade Show.

385

386 **SCAA** ended 2017 with nearly 18,000 units, 91 communities, and 46 suppliers; the 2018 goal is
387 to increase that by at least 10 percent. The inaugural Galaxy Awards in December drew 177
388 attendees and \$8,000 in sponsorships, resulting in a profit. A maintenance appreciation bowling
389 night is planned with 40 bowlers signed up, as well as some sponsors. Through dues billing and
390 silent auction proceeds, SCAA has raised more than half of its APAC goal. SCAA has its highest
391 ever participation in this year's Legislative Conference.

392

393 **XVII. Open Discussion**

394 Josh reported that the new Editorial Advisory Committee would be meeting directly after the
395 board meeting, and all are invited to attend.

396

397 **XVIII. New Business**

398 There was no new business.

399

400 **XIX. Adjournment**

401 Lori adjourned the meeting at 1:50 p.m.

**FLORIDA APARTMENT ASSOCIATION
LOCAL CHAPTER DUES STATUS - 2018
(April 13, 2018)**

Paid through March

First Coast Apartment Association
South East Apartment Association

Paid through April

Bay Area Apartment Association
Capital City Apartment Association
North Central Florida Apartment Association
Space Coast Apartment Association
South West Florida Apartment Association

Paid through June

Apartment Association of Greater Orlando
Bay County Multi-Housing Association
Emerald Coast Apartment Association

Florida Apartment Association
Balance Sheet - Modified Accrual Basis
As of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1005 · BB&T Oper #8956	764,120.87
1006 · Suntrust Bank	245,456.73
1011 · Raymond James	300,002.46
1040 · CD-John Marshall Bk 1% 1/24/19	60,000.00
1042 · CD-Univest Bank 1.78% 2/6/20	180,000.00
1043 · CD-Capstar Bank 1.59% 2/7/19	120,000.00
Total Checking/Savings	1,669,580.06
Accounts Receivable	
1201 · A/R Clicks	758.05
1201.16 · APAC	3,000.00
1201.17 · A/R Smoke Free Grant	8,200.00
1201.18 · Smoke Free Fee Invoice	665.00
1201.6 · Education Conf. Sponsor	100,900.00
Total Accounts Receivable	113,523.05
Other Current Assets	
1100 · Prepaid Expenses	4,200.56
Total Other Current Assets	4,200.56
Total Current Assets	1,787,303.67
Fixed Assets	
2201 · Furniture	35,574.43
2205 · Computers	29,529.90
2207 · Equipment	810.47
2210 · Telephone Equipment	5,790.60
2221 · Accumulated Depreciation	-38,790.00
Total Fixed Assets	32,915.40
TOTAL ASSETS	1,820,219.07
LIABILITIES & EQUITY	
Equity	
3900 · Fund Balance Unrestricted	675,750.39
3901 · Oper.Reserve/Restricted Fund	561,864.34
3902 · Industry Mobilization Reserve	43,500.00
3903 · Affiliate Assistance Fund	96,861.07
Net Income	442,243.27
Total Equity	1,820,219.07
TOTAL LIABILITIES & EQUITY	1,820,219.07

Florida Apartment Association
Profit & Loss Budget vs. Actual - Modified Accrual
 January through March 2018

	<u>Jan - March 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - March 17</u>	<u>Year End 2017</u>
Ordinary Income/Expense						
Income						
DUES						
6001 · AAGO	9,778.40	38,156.64	-28,378.24	25.63%	18,021.78	35,256.60
6002 · Bay Area	9,323.45	34,807.76	-25,484.31	26.79%	8,416.82	32,944.52
6004 · SE FL Apt Assoc	8,527.14	34,329.28	-25,802.14	24.84%	2,826.55	33,918.60
6006 · Space Coast	2,626.80	10,481.44	-7,854.64	25.06%	2,531.76	10,111.68
6007 · Tri City	0.00	0.00	0.00	0.0%	679.20	8,060.75
6008 · First Coast	5,896.92	23,797.12	-17,900.20	24.78%	6,037.40	23,678.12
6009 · Bay County	1,423.68	2,710.08	-1,286.40	52.53%	0.00	2,563.20
6010 · South West Florida	3,096.87	11,962.56	-8,865.69	25.89%	2,959.59	11,889.24
6011 · Capital City	1,629.60	6,028.16	-4,398.56	27.03%	1,492.95	5,754.90
6014 · N. Central Fla. Apartment Assn.	2,699.91	11,165.28	-8,465.37	24.18%	2,486.16	10,255.08
6015 · Emerald Coast Apt. Assoc.	4,968.96	10,109.76	-5,140.80	49.15%	4,990.08	9,960.48
6020 · Local Associate/Vendor Dues	2,902.45	10,645.00	-7,742.55	27.27%	3,012.47	11,953.03
Total DUES	52,874.18	194,193.08	-141,318.90	27.23%	53,454.76	196,346.20
EDUCATION CONFERENCE						
6401 · Registration	690.00	313,240.00	-312,550.00	0.22%	28,744.25	315,738.15
6411 · Exhibits	243,500.00	303,000.00	-59,500.00	80.36%	299,948.00	349,875.00
6421 · Sponsors	225,000.00	127,500.00	97,500.00	176.47%	181,500.00	174,282.39
6441 · Program Booklet Display Ads	6,600.00	8,000.00	-1,400.00	82.5%	7,500.00	9,600.00
Total EDUCATION CONFERENCE	475,790.00	751,740.00	-275,950.00	63.29%	517,692.25	849,495.54
LEASE INCOME						
6302 · Lease Program Income	426,545.80	1,675,640.85	-1,249,095.05	25.46%	531,459.11	1,941,595.74
Total LEASE INCOME	426,545.80	1,675,640.85	-1,249,095.05	25.46%	531,459.11	1,941,595.74
MAGAZINE						
6201 · Magazine	0.00	1,000.00	-1,000.00	0.0%	514.50	1,099.00
6202 · e-connect	0.00	1,400.00	-1,400.00	0.0%	463.50	1,957.50
Total MAGAZINE	0.00	2,400.00	-2,400.00	0.0%	978.00	3,056.50
OTHER INCOME						
6101 · Interest	1,064.33	3,000.00	-1,935.67	35.48%	604.77	2,725.00
6105 · Banner Ads - Website	3,100.00	1,400.00	1,700.00	221.43%	0.00	1,400.00
6110 · Leadership Lyceum	5,500.00	6,000.00	-500.00	91.67%	4,500.00	4,500.00
6113 · APAC Events Revenue	69,225.00	117,200.00	-47,975.00	59.07%	31,075.00	100,784.00
6115 · Board Meeting Sponsors	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00
6120 · Supplier Directory	0.00	15,000.00	-15,000.00	0.0%	0.00	14,000.00
6124 · Capitol Conference Sponsor	2,500.00	2,500.00	0.00	100.0%	4,000.00	4,000.00
6126 · Legislative Conf. Reg. Fees	15,580.00	11,875.00	3,705.00	131.2%	16,675.00	16,675.00
6127 · Legislative Conference Sponsors	2,000.00	1,000.00	1,000.00	200.0%	0.00	0.00
6135 · NAA Conf Group Registraton	52,500.00	35,000.00	17,500.00	150.0%	33,750.00	33,750.00
6140 · Member List Purchases	750.00	1,000.00	-250.00	75.0%	0.00	0.00
6142 · Smoke-Free Certification Grant	8,200.00	8,200.00	0.00	100.0%	20,000.00	31,800.00
6143 · Smoke-Free Certification Fees	2,945.00	4,940.00	-1,995.00	59.62%	1,425.00	4,940.00
Total OTHER INCOME	164,364.33	208,115.00	-43,750.67	78.98%	113,029.77	215,574.00
Total Income	1,119,574.31	2,832,088.93	-1,712,514.62	39.53%	1,216,613.89	3,206,067.98
Gross Profit	1,119,574.31	2,832,088.93	-1,712,514.62	39.53%	1,216,613.89	3,206,067.98
Expense						
EDUCATION CONFERENCE						
8403 · Entertainment	0.00	10,500.00	-10,500.00	0.0%	0.00	9,880.00
8405 · Speaker Fees & Travel	17,425.99	55,000.00	-37,574.01	31.68%	10,575.00	50,928.04
8411 · Staff Travel	0.00	10,500.00	-10,500.00	0.0%	0.00	7,825.38
8415 · Food & Beverage	0.00	177,243.00	-177,243.00	0.0%	0.00	168,997.95
8425 · Conference Bags	0.00	10,560.00	-10,560.00	0.0%	0.00	3,023.03
8431 · Convention Cancellation Ins	3,314.80	5,500.00	-2,185.20	60.27%	0.00	3,203.77
8436 · Closing Celebration	0.00	48,000.00	-48,000.00	0.0%	0.00	48,832.59

	Jan - March 18	Budget	\$ Over Budget	% of Budget	Jan - March 17	Year End 2017
8441 · Awards	0.00	3,000.00	-3,000.00	0.0%	0.00	4,054.31
8443 · Audio/Visual	0.00	90,500.00	-90,500.00	0.0%	0.00	92,464.79
8444 · Cell Phone Kiosk	0.00	0.00	0.00	0.0%	0.00	1,500.00
8445 · Printing & Promotion	6,086.65	45,000.00	-38,913.35	13.53%	3,962.51	45,155.40
8455 · Postage	0.00	1,500.00	-1,500.00	0.0%	0.00	1,462.46
8457 · General Liability Insurance	0.00	1,000.00	-1,000.00	0.0%	0.00	176.00
8458 · Opening Session Decor	0.00	23,600.00	-23,600.00	0.0%	0.00	27,623.99
8460 · Mobile Conference Ap	0.00	6,750.00	-6,750.00	0.0%	0.00	6,500.00
8461 · Sponsorship Expense	11,879.29	45,500.00	-33,620.71	26.11%	4,120.76	48,025.44
8465 · Photographer	0.00	6,058.00	-6,058.00	0.0%	0.00	5,400.00
8501 · Decorator	0.00	44,395.00	-44,395.00	0.0%	0.00	39,196.52
8531 · Onsite Staff/Security	3,443.00	6,908.00	-3,465.00	49.84%	0.00	5,974.67
8536 · Maintenance Mania Expenses	0.00	16,218.00	-16,218.00	0.0%	0.00	17,469.61
8540 · Transportation	0.00	0.00	0.00	0.0%	0.00	4,338.00
8550 · Hotel Rebates & Credits	0.00	-32,388.00	32,388.00	0.0%	0.00	-34,688.60
8552 · Conference Intern	2,861.00	3,800.00	-939.00	75.29%	1,705.00	2,795.00
8553 · Exhibit Management System	1,900.00	1,900.00	0.00	100.0%	1,900.00	1,900.00
8554 · Room Drop	0.00	2,660.00	-2,660.00	0.0%	0.00	1,827.00
8556 · Gratuities	0.00	2,000.00	-2,000.00	0.0%	0.00	2,000.00
8557 · Attrition	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00
8558 · Badge Printing	3,100.00	6,750.00	-3,650.00	45.93%	0.00	0.00
Total EDUCATION CONFERENCE	50,010.73	597,454.00	-547,443.27	8.37%	22,263.27	565,865.35
GENERAL & ADMIN EXPENSES						
8005 · Executive Committee Retreat	8,574.87	7,000.00	1,574.87	122.5%	4,632.38	7,079.14
8006 · Accounting	0.00	3,750.00	-3,750.00	0.0%	0.00	8,000.00
8008 · Board of Directors	12,240.32	16,000.00	-3,759.68	76.5%	6,674.33	18,288.55
8009 · D & O Insurance	2,049.00	2,200.00	-151.00	93.14%	1,953.00	1,953.00
8010 · Marketing & Promotions Comm	6,581.58	9,500.00	-2,918.42	69.28%	4,075.09	7,297.97
8011 · Conference Committee	521.76	500.00	21.76	104.35%	356.11	418.86
8013 · Website	0.00	0.00	0.00	0.0%	0.00	35.13
8019 · Florida Chamber Membership	25,000.00	25,000.00	0.00	100.0%	25,000.00	25,000.00
8025 · Bank Fees	564.47	5,000.00	-4,435.53	11.29%	1,743.44	4,908.18
8026 · MC/Visa/AmEx	3,824.80	25,000.00	-21,175.20	15.3%	4,683.88	27,750.91
8028 · Travel - Staff	8,460.54	38,000.00	-29,539.46	22.27%	8,953.17	33,976.91
8030 · Travel - President	1,044.77	8,000.00	-6,955.23	13.06%	1,264.69	3,153.17
8032 · Travel - NAA Delegates	8,797.37	24,000.00	-15,202.63	36.66%	5,868.64	19,008.53
8033 · Travel - RVPs	0.00	1,500.00	-1,500.00	0.0%	0.00	0.00
8034 · NAA Cap. Conf. Delegate Dinner	287.14	11,000.00	-10,712.86	2.61%	1,302.10	4,000.80
8035 · Product Service Council	7,426.31	20,000.00	-12,573.69	37.13%	2,830.49	14,574.20
8043 · Florida Ordinance Watch	2,500.00	2,500.00	0.00	100.0%	2,500.00	2,500.00
8046 · Local Association Execs Council	0.00	5,500.00	-5,500.00	0.0%	0.00	5,208.22
8049 · APAC Event Donation	0.00	38,951.00	-38,951.00	0.0%	0.00	34,830.49
8051 · FAA APAC Donation	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00
8052 · Charitable Contributions	0.00	5,000.00	-5,000.00	0.0%	0.00	40,000.00
8059 · APAC Incentive	0.00	10,000.00	-10,000.00	0.0%	0.00	6,300.00
8060 · APAC Event Expense	7,167.73	78,249.00	-71,081.27	9.16%	1,123.28	65,953.51
8061 · Leadership Lyceum	2,525.66	11,000.00	-8,474.34	22.96%	2,565.37	10,447.03
8063 · Association Management Software	15,000.00	15,000.00	0.00	100.0%	12,435.00	12,435.00
8067 · AE Council Retreat	6,177.41	15,000.00	-8,822.59	41.18%	0.00	0.00
8068 · Compensation & Benefit Research	4,500.00	25,000.00	-20,500.00	18.0%	0.00	0.00
8075 · NAA Conf Group Registration	47,250.00	33,750.00	13,500.00	140.0%	32,500.00	32,500.00
8185 · Legal Fees	0.00	1,500.00	-1,500.00	0.0%	0.00	1,342.00
8186 · Contests and Awards	840.00	1,200.00	-360.00	70.0%	0.00	990.00
8189 · NAAEI Contribution	0.00	0.00	0.00	0.0%	0.00	15,000.00
8190 · Smoke-Free Certification Exp.	582.50	800.00	-217.50	72.81%	879.67	3,838.76
Total GENERAL & ADMIN EXPENSES	171,916.23	449,900.00	-277,983.77	38.21%	121,340.64	416,790.36
HEADQUARTERS						
8003 · Property & Liability Insurance	0.00	1,000.00	-1,000.00	0.0%	0.00	925.92
8205 · Temporary/Casual Labor	0.00	5,400.00	-5,400.00	0.0%	0.00	4,355.00

	Jan - March 18	Budget	\$ Over Budget	% of Budget	Jan - March 17	Year End 2017
8206 · Communications Service	300.00	2,400.00	-2,100.00	12.5%	300.00	1,650.00
8207 · Computer/Software/IT	1,100.00	7,500.00	-6,400.00	14.67%	1,655.80	7,739.78
8208 · Copier/Scanner/Fax	1,506.33	4,400.00	-2,893.67	34.24%	1,276.85	5,061.57
8209 · Dues & Subscriptions	1,128.80	4,600.00	-3,471.20	24.54%	1,709.00	4,435.63
8210 · Medical Insurance	16,545.21	55,596.00	-39,050.79	29.76%	12,489.39	52,120.48
8212 · Gifts	340.75	1,000.00	-659.25	34.08%	75.09	544.01
8213 · Fidelity Bond	325.00	350.00	-25.00	92.86%	325.00	325.00
8214 · Licenses/Fees/Taxes	61.25	300.00	-238.75	20.42%	61.25	246.31
8215 · Office Supplies	1,834.86	6,200.00	-4,365.14	29.6%	1,718.25	6,727.72
8217 · Postage/Shipping	1,007.53	3,000.00	-1,992.47	33.58%	147.60	2,256.46
8220 · Total Payroll Burden	94,696.42	455,765.43	-361,069.01	20.78%	93,964.18	468,584.96
8222 · Staff Appreciation	423.50	2,750.00	-2,326.50	15.4%	134.93	2,801.30
8232 · Printing	239.86	750.00	-510.14	31.98%	385.51	449.36
8233 · Security	189.92	600.00	-410.08	31.65%	179.72	544.26
8234 · Rent	18,201.16	55,680.00	-37,478.84	32.69%	17,551.20	53,215.09
8235 · Payroll Administration	822.75	4,200.00	-3,377.25	19.59%	778.00	3,200.50
8237 · Telephone/Internet	2,423.37	11,820.00	-9,396.63	20.5%	2,469.87	11,938.74
8238 · Training & Development	640.00	7,000.00	-6,360.00	9.14%	1,074.00	4,751.22
8239 · Water Cooler	70.81	350.00	-279.19	20.23%	62.72	334.28
8240 · Depreciation	0.00	10,000.00	-10,000.00	0.0%	0.00	7,000.00
8243 · Capital Expenses	0.00	2,000.00	-2,000.00	0.0%	2,022.44	2,287.63
Total HEADQUARTERS	141,857.52	642,661.43	-500,803.91	22.07%	138,380.80	641,495.22
LEASE EXPENSES						
8301 · Site License Rebate	8,650.00	18,000.00	-9,350.00	48.06%	8,850.00	17,300.00
8305 · NAA Click Rebate	247,960.36	821,226.65	-573,266.29	30.19%	173,097.80	589,375.81
8310 · Blue Moon Per-Order Fee	0.00	0.00	0.00	0.0%	26,047.00	74,242.00
8315 · Administrative Expenses	755.72	4,500.00	-3,744.28	16.79%	4,823.23	12,435.48
Total LEASE EXPENSES	257,366.08	843,726.65	-586,360.57	30.5%	212,818.03	693,353.29
LEGISLATIVE						
8101 · Legislative Conference	12,408.62	9,200.00	3,208.62	134.88%	13,877.49	13,877.49
8103 · Leg. Conf. Printed Materials	10,659.20	10,000.00	659.20	106.59%	12,020.85	12,153.98
8111 · Lobbyist	11,666.66	70,000.00	-58,333.34	16.67%	5,833.33	70,000.00
8121 · Legislative Consultant	0.00	3,500.00	-3,500.00	0.0%	0.00	2,950.00
8126 · Advocacy Workshop	0.00	7,775.25	-7,775.25	0.0%	0.00	6,957.13
8127 · Govt. Affairs Director Travel	3,820.22	16,000.00	-12,179.78	23.88%	2,296.18	15,220.86
8131 · Printing	505.45	3,500.00	-2,994.55	14.44%	1,968.22	2,019.34
8141 · Postage	0.00	150.00	-150.00	0.0%	0.00	54.58
8151 · Telephone	254.58	1,600.00	-1,345.42	15.91%	226.51	1,561.04
8161 · Lobbyist Travel	3,168.00	6,500.00	-3,332.00	48.74%	1,216.54	8,935.47
8165 · Legislative Committee/GAC	151.75	500.00	-348.25	30.35%	0.00	268.15
8168 · Lobbytools Subscription	0.00	4,600.00	-4,600.00	0.0%	0.00	4,600.00
8170 · Fire Marshals Assn. Membership	0.00	300.00	-300.00	0.0%	0.00	300.00
8175 · CLOAF	0.00	150.00	-150.00	0.0%	150.00	150.00
8177 · News Service of Florida	1,976.00	2,000.00	-24.00	98.8%	1,976.00	1,976.00
8179 · APAC Recognition	0.00	3,000.00	-3,000.00	0.0%	0.00	1,459.85
8180 · Legislative Intern	1,585.00	2,000.00	-415.00	79.25%	0.00	1,017.80
8181 · FL Chamber Political Institute	5,000.00	5,000.00	0.00	100.0%	5,000.00	5,000.00
Total LEGISLATIVE	51,195.48	145,775.25	-94,579.77	35.12%	44,565.12	148,501.69
MAGAZINE EXPENSE						
8224 · Editorial Intern	1,635.00	3,600.00	-1,965.00	45.42%	680.00	1,629.50
8225 · Magazine Production	3,350.00	10,000.00	-6,650.00	33.5%	2,000.00	10,075.00
Total MAGAZINE EXPENSE	4,985.00	13,600.00	-8,615.00	36.65%	2,680.00	11,704.50
Total Expense	677,331.04	2,693,117.33	-2,015,786.29	25.15%	542,047.86	2,477,710.41
Net Ordinary Income	442,243.27	138,971.60	303,271.67	318.23%	674,566.03	728,357.57
Net Income	442,243.27	138,971.60	303,271.67	318.23%	674,566.03	728,357.57



REVISED
5-6-165-9-18

BYLAWS

ARTICLE I - NAME

The name or title by which this Association shall be known is the Florida Apartment Association, Inc., or in short form, "FAA."

ARTICLE II - DEFINITIONS

- a. The terms "Affiliated Local Association" and "Local Association" as used in these bylaws shall mean a local association affiliated with FAA pursuant to Article VII.
- b. The terms "Florida Apartment Association" and "FAA" as used in these bylaws shall mean the Florida Apartment Association, Inc.
- c. The term "FAA Office" as used in these bylaws shall mean FAA's corporate office, which must be located within the State of Florida.
- d. The terms "Board of Directors" and "Board" as used in these bylaws shall mean the Board of Directors of FAA referred to in Article IX.
- e. The term "Director" as used in these bylaws shall mean a Voting or Alternate member of the Board of Directors of FAA as referred to in Article IX.
- f. The term "Executive Committee" as used in these bylaws shall mean the executive committee of FAA as referred to in Article XV, Section 1.
- g. The terms "Member," "Members," and "Membership" as used in these bylaws shall mean the member or members of FAA as defined in Article VI.
- h. The term "Officer" as used in these bylaws shall mean an officer of FAA as referred to in Article X, Section 1.
- i. The term "Multi-housing" as used in these bylaws shall mean any residential rental housing.

ARTICLE III - EMBLEM AND SEAL

- Section 1.** The Board of Directors shall adopt an official emblem to be used on the stationery and letters of this Association.
- Section 2.** The corporate seal of this Association shall consist of a circular metal disc and shall have inscribed thereon the following: "Florida Apartment Association, Inc., a Florida non-profit corporation" "Seal."

ARTICLE IV – PURPOSE AND OBJECTIVES OF THESE BYLAWS

- Section 1.** These bylaws are for the governance of the Florida Apartment Association, Inc. and its members, and for accomplishing the purposes as set forth in the Corporate Charter; and for achieving the objectives set forth herein.✘
- Section 2.** The objectives of this Association shall be:
- a. To associate multi-housing owners, builders, developers, management, suppliers/associate members, local associations and NAA affiliate members operating within the state of Florida for the purpose of mutual advantage and cooperation.
 - b. To develop and maintain professional integrity among multi-housing industry owners, operators, managers and supplier/associates while serving the public.
 - c. To advocate and encourage the constant improvement of multi-housing ownership and management techniques and operating practices.
 - d. To promote and encourage high professional standards and sound business methods among its members for the best interest of the industry and public.
 - e. To secure cooperative action in advancing the common purposes of its members; uniformity and equity in business usages and laws.
 - f. To promote and assist in the enactment and enforcement of beneficial Local, State, and Federal laws pertaining to the multi-housing industry and to otherwise promote and encourage better methods and practices in the industry.
 - g. To function as an affiliated State Association of the National Apartment Association ~~within the above described jurisdiction.~~

- h. To serve, advance, and protect the welfare of the multi-housing industry, in such a manner that it promotes adequate and/or affordable housing in Florida.
- i. To disseminate useful information and inspire members to further educate themselves in all aspects ~~the practical features~~ of the multi-housing business.
- j. To hold, when practicable, in connection with its annual meetings or otherwise, as an educational feature, an exhibition of equipment, supplies, and other items which may be beneficial in conducting the multi-housing business.

ARTICLE V - THE FISCAL YEAR

The fiscal year for this Association shall be January 1st to December 31st of each year.

ARTICLE VI - MEMBERSHIP

Section 1. Definition of Member

Members of FAA shall be any rental community, owner, developer, builder, operator or manager of rental housing, or supplier/associate who provides services or products to such rental housing providers, and is a member in good standing of any Affiliated Local Association as set forth in Article VII.

Section 2. Contingent Federation.

FAA is a contingent federation in which: 1. members of the Affiliated Local Association are automatically members of FAA, and 2. individuals, firms, and corporations must be a member of the Affiliated Local Association to be a member of FAA.

Section 3. Designated Representative.

Each member of FAA shall designate one individual to cast such member's vote at FAA general membership meetings. The designated individual of each member shall be eligible to serve as a Director and Officer of FAA where authorized in these bylaws.

ARTICLE VII - AFFILIATED LOCAL ASSOCIATIONS

Section 1. Definition.

FAA ~~shall~~ may accept as an Affiliated Local Association any organized group of multi-housing owners and operators in the state of Florida working for the same purposes and objectives as FAA and which shall meet the conditions and requirements set forth in this Article and who shall otherwise qualify.

Section 2. Territorial Jurisdiction.

Territorial jurisdiction of each Affiliated Local Association shall be defined by cities, counties, or parts thereof and submitted to FAA's Board for approval.

- a. A Local Association shall have the sole right to secure members doing business within the confines of the territory assigned to it. Other Local Associations shall not have the authority to secure such members from a Local Association's assigned territory.
- b. The territory assigned to any Local Association may be reviewed by the FAA Board at any time. A decision by a two-thirds majority of the Board votes present to increase or decrease the territory assigned to a Local Association shall be binding upon the Local Association provided 60 days notice of the proposed change has been given the Local Association with an opportunity, if it so desires, to appear before the FAA Board to protest pending action. There shall be a quorum of at least ~~50~~66% of the total Board votes for such vote.

Section 3. Member Updates.

It shall be the responsibility of the Local Association to provide FAA with information regarding additions, deletions, or changes in names and addresses of the Local Association's members in conjunction with NAA reporting dates.

Section 4. Local Association Bylaws.

The bylaws of the Local Association shall not conflict with the charter and bylaws of FAA and shall be submitted to FAA for review by no later than January 31 annually. In the event of conflict the FAA bylaws shall prevail.

Section 5. Rescinding Charter

Upon 30-day notice to the Board prior to voting, the FAA Board may review, and by a two-thirds majority of the Board votes present, rescind the charter of a Local Association. There shall be a quorum of at least ~~50~~66% of the total Board votes for such vote. The Local Association impacted by such vote shall be ineligible to vote; and the total Board votes of the impacted Local Association shall not be considered in fulfilling the 50% quorum requirement or two-thirds majority Board vote requirement as specified above.

Section 6. Division of Existing Local Associations.

In the event members in a local area desire to form a new local association in territory assigned to an existing Affiliated Local Association, a charter may be applied for through the NAA.

Section 7. National Apartment Association Affiliation

- a. The National Apartment Association bylaws require the Local Association in Florida to be affiliated with the National Apartment Association and all requirements must be satisfied by the Local Association.

Section 8. Reporting and Remitting.

The FAA Board may take disciplinary action against a Local Association which willfully furnishes incorrect information to FAA or willfully withholds information or funds due FAA.

Section 9. Forms.

Forms officially published by FAA and made available for use by the members must be approved by the FAA Board of Directors after reasonable notice to all Directors and Local Associations and after reasonable opportunity for review by the Local Association boards of directors prior to FAA Board approval.

Section 10. Sales to Members.

With the exception of the NAA/FAA approved lease, FAA may not sell lease forms and other similar publications directly to the members, and the Local Association shall have the exclusive right to sell same. Such exclusive right to sell may be withdrawn by the FAA Board from a Local Association for good cause by a two-thirds majority of the Board votes present, with at least 30 days' written notice prior to voting. There shall be a quorum of at least ~~50~~66% of the total Board votes for such vote. The Local Association impacted by such vote shall be ineligible to vote; and the total Board votes of the impacted Local Association shall not be considered in fulfilling the 50% quorum requirement or two-thirds majority Board vote requirement as specified above. If such exclusive right to sell is so withdrawn or if the Local Association publishes and sells its own lease forms or equivalent, then FAA may sell direct to the members in such area and the Local Association may no longer sell such FAA lease forms or equivalent.

ARTICLE VIII - MEETINGS OF MEMBERSHIP

Section 1. Annual Meeting.

An Annual Meeting of the members of FAA shall be held at such time and place as designated by the Board of Directors. Special meetings of the membership of FAA may be called by the President or Executive Committee at such times and places as may be designated. It shall be mandatory for the President or Executive Committee to call such special meetings within 45 days after presentation to the President of a petition signed by not less than 10% of the members representing not less than one-third of the Local Associations in Florida.

Section 2. Notice of Meetings.

Notice of annual and special meetings of the membership shall be given to each member showing the date, hour, and place of meeting at least 30 days in advance.

Section 3. Quorum and Voting Requirements.

A quorum shall consist of the membership present at any annual or special meeting convened in accordance with this Article. A majority vote of the members present at any annual or special meeting shall govern any action.

Section 4. Meeting Rules.

Robert's Rules of Order shall be followed at all meetings of FAA and its committees and councils.

ARTICLE IX - DIRECTORS

Section 1. Board of Directors.

The governing body of FAA shall be a Board of Directors chosen as follows:

- a. Voting Directors for each Local Association and alternate delegates shall be apportioned in the following manner:

Affiliate's Percentage of FAA's Total Membership (Unit Count)	Total Voting Directors	Alternate Delegates
Less than 3%	1	1
3% - 9.99%	2	1
10% - 14.99%	3	2
More than 15%	5	2

- b. These Directors' and Alternate apportionments shall be based upon the final yearly community membership unit counts of the Local Association as required in Article VII, Section 3. There shall be a maximum of 5 voting directors from each local association. Such Directors shall take office in accordance with Section 2 below.
- c. All Directors and Alternates must be members in good standing of the Local Association, and 50% of the Directors and Alternates selected from each Local Association must qualify as owners, operators or managers engaged in multihousing. ~~Alternates must also be owners, operators or managers engaged in multihousing~~ and a member in good standing as defined in Article VI, Section 1. Local Association executives and staff shall be ineligible to serve in such positions unless they are owner or owner representative members in good standing of the Local Association. The president of the Local Association shall certify that the above requirements have been satisfied at the time FAA is notified of the Local Association's Directors selections for FAA.
- ~~d.~~ Any Director who becomes unemployed shall have up to six (6) months to find qualified employment or resign.
- ~~e.~~ Local Associations shall submit, by December ~~31~~, the list of Directors and Alternates selected to serve on the FAA Board.
- ~~f.~~ Commencing on January 1, such Director and Alternates selectees automatically become Directors or Alternates without election by or

approval of the FAA membership or Board of Directors, provided the language in Article IX, Section 1b and 1c. of owner, operators, managers, or ~~managers-suppliers~~ engaged in multihousing are met.

g. Officers, members of the Executive Committee, Florida's NAA Region IX Vice President(s), and Representative(s) to the Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants Advisory Council, representing the multi-housing industry, shall serve as members of the Board of Directors during their terms. Such membership shall be in addition to the Directors authorized in accordance with other provisions of these Bylaws.

h. Officers and Directors must abide by these Bylaws. The Board of Directors may, by a two-thirds vote, remove any Director for any cause when deemed in the best interest of the Association.

Section 2. Tenure of Office.

Directors and Alternates will initially serve for a term of one year, commencing on January 1. All Directors shall hold office until their successors are qualified. ~~Any director who misses two consecutive Board of Directors' meetings shall automatically be removed from the Board.~~

Section 3. Vacancies.

Vacancies on the Board due to death, resignation or ~~removal for failure to attend two consecutive Board of Directors' meetings as specified in Article IX, Section 2~~ unemployment shall be filled by the affected Local Association in the following manner:

A person to fill such vacancy shall be selected by the Local Association of the former Director and such name shall be submitted in writing by the president of the Local Association to the FAA Office 30 or more days before the next regular FAA Board meeting. Such person shall automatically become a Director upon 1. submission of the Director's name in accordance with the above procedure, and 2. certification by the Local Association that the requirements of Section 1b. of the Article are ~~still~~ met ~~and such person has not previously been a Director during the current fiscal year of FAA.~~

Section 4. Voting Rights.

On all issues, the Directors shall be free to cast their votes according to what they personally believe is in the best interest of the multi-housing industry in Florida after due consideration for local, state, and national concerns.

Section 5. Roll Call Votes.

At the request of ~~at least three~~ any eligible Directors, a roll call vote may be required on any issue and shall be handled by calling all eligible Directors' names alphabetically. Each eligible Director shall cast their own vote.

Section 6. Alternate Delegates

In the absence of a Director at a Board of Directors Meeting, other than for those reasons noted in Section 3 above, the Local Association may have their Alternate Delegate assume the voting rights for the absent Director at the current Board Meeting.

ARTICLE X - OFFICERS

Section 1. Officers.

The Officers of FAA shall consist of a President, a Vice President, a Treasurer and a Secretary, and will consist of an Associates Vice President and Association Executives Council Chairman. All of the aforementioned Officers shall be selected from members who own or are owners' representatives of multi-housing or property management companies engaged in multi-housing except for the aforementioned Associates Vice President and AEC Chairman.

Section 2. Election of Officers.

The Officers shall be elected by majority vote of the Board of Directors at the annual meeting of the Board of Directors. There shall be no proxy voting.

- a. Officers shall be elected for a term of one year and may succeed themselves in office for one additional year if duly re-elected. The term of the elective Officers shall begin immediately following their installation at the Annual Meeting of the membership; they shall serve until their duly elected and installed successors' terms begin, or until their successors are named in accordance with Section 3 below.
- b. Recommendations for Officers may be made by any FAA member, in writing or in person, to the Nominating Committee ~~not less than 120 days before the annual meeting of the Board of Directors~~ prior to the nomination deadline.
- c. Every attempt shall be made to ensure a diverse geographic distribution of the executive committee. The Nominating Committee Chairman ~~shall~~ may extend the courtesy of consulting with the Local Association ~~president~~ Executive or Executive Committee regarding intended nominees from such Local Association's area. Approval of the Local Association's president, board of directors, or staff shall not be required for such nominations.

Section 3. Filling Vacant Officer Positions.

Any vacancy in an Officer's position created by the death, or resignation of the Officer, appointment to another Officer's position shall be filled by the FAA President, subject to the approval of the Executive Committee, by naming an individual to serve in the vacant position for the remainder of the FAA fiscal year.

Any Officer who becomes unemployed shall have up to six (6) months to find qualified employment or resign.

ARTICLE XI - DUTIES OF OFFICERS

Section 1. President.

The President shall preside at all meetings of FAA and of the Board of Directors and shall perform all duties usual to that office. The President may cast the deciding vote in case of a tie. The President shall appoint, with the approval of the Executive Committee, all committees in accordance with Article XV of these bylaws. The President shall be an ex-officio member of all committees and shall perform all other duties usual to such office.

Section 3. Vice President.

The Vice President shall perform the duties of President in the absence or inability to serve by the President, and shall perform all other duties usual to such office or as directed by the President. The Vice President will serve as the Chairperson of the Government Affairs Council and the Legislative Committee.

Section 4. Treasurer.

The Treasurer shall have charge of all funds of FAA and of their disbursement subject to the policies established by the Board of Directors. The Treasurer shall render an audited statement annually, if requested by the Board of Directors, of all monies collected and disbursed for the account of FAA. Written copies of such statement shall be available to any active member upon request in writing directed to the Treasurer. The Treasurer shall serve as Chairperson of the Budget & Finance Committee.

Section 5. Secretary.

The Secretary shall be responsible for the minutes of all business meetings of the membership and of the Board of Directors and/or the Executive Committee, ~~and shall be responsible for the safekeeping of other records of FAA.~~ After each meeting of the membership and of the Board of Directors, the Secretary will attest to the minutes thereof and ensure the availability of meeting minutes to the Board of Directors, ~~shall distribute one copy of such minutes to each member of the Executive Committee, to each Local Association president,~~ and to any other member of FAA particularly and directly concerned with the proceedings set out in such minutes or to any member upon request of such member. The Secretary will serve as the Chairperson or ~~Co~~-Co-Chairperson of the Annual Conference.

Section 6. Executive Vice President.

The administration and management of FAA shall be carried out by an Executive Vice President who shall be directed by the Executive Committee. Such person shall be the chief executive and operating officer of FAA with responsibility for the management and direction of all operations, programs, activities, and affairs of FAA functioning within the policies authorized by the Executive Committee, and as set

forth in the written job description for such office adopted by the Executive Committee.

ARTICLE XII - AUTHORITY AND RESPONSIBILITIES OF DIRECTORS

Section 1. Governing Power.

The Board of Directors shall be the governing body of FAA and shall have general supervision of its activities and business affairs provided such general powers shall be exercised to further the declared objectives and purposes of FAA.

Section 2. Dues and Lawful Claims.

The Board of Directors shall have the power to collect through the Treasurer or Executive Vice President, dues and lawful claims of FAA. All monies due FAA from the Local Association or the members shall be payable at the FAA Office. In any lawsuit between FAA, an Affiliated Local Association, and/or a member regarding the collection of money or other matters, the prevailing party shall recover reasonable attorney's fees and costs of litigation from the nonprevailing party.

Section 3. Administrative Powers.

The Executive Committee shall have all administrative powers of the Board in the governance of FAA in the periods between Board meetings.

Section 4. Association Funds.

The Board of Directors shall have responsibility for the funds and property of FAA, as outlined in the Financial Policies and Procedures

ARTICLE XIII - INDEMNIFICATION AND INSURANCE OF OFFICERS, DIRECTORS, AND EMPLOYEES

Section 1. Every Officer, Director, and employee of FAA shall be indemnified by FAA against all expenses and liabilities including counsel fees reasonably incurred or imposed upon them in connection with any proceeding to which they may be a party, or in which they may become involved by reason of being or having been in such position, or any settlement thereof whether the person is in such position at the time such expenses are incurred. Such indemnification shall apply except in such cases wherein the Officer, Director, or employee commits a breach of duty of loyalty to the Association or its members; an act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law; a transaction from which is received an improper benefit, whether or not the benefit resulted from an action taken within the scope of their office or position; an act or omission for which liability is expressly provided for by statute; or an act related to an unlawful payment of a dividend; or is finally adjudged liable, by due legal process, of malfeasance in the performance of duties. The foregoing right of indemnification

shall be in addition to and not exclusive of all other rights to which such position may be entitled.

Section 2. The FAA shall have the power and duty to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of FAA, against any liability asserted against that person because of an affiliation with FAA.

ARTICLE XIV - MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Regular Meetings.

Regular meetings of the Board of Directors shall be held at least 3 times each year, one of which shall be in conjunction with the regular annual meeting of the membership which shall be scheduled at the same time as the Annual Conference.

Section 2. Special Meetings.

Special meetings of the Board of Directors may be called by the President or Executive Committee. Should a petition signed by a majority of the Board of Directors, be presented to the President or Executive Committee, a special meeting must take place within 30 days after presentation of said petition.

Section 3. Voting by Mail.

When the Executive Committee deems it inexpedient to call a special meeting it may submit such matter to the Directors in writing by electronic mail or certified mail return receipt requested. Unless otherwise required in these bylaws, the proposition thus presented shall be determined according to a two-thirds majority of the total Board votes received by the President or Executive Vice President, 20 business days from date of mailing to the Directors, provided that in each case at least 5066% of the total Board votes must be received. Any action pursuant to such majority mail vote shall be binding on FAA and each member thereof.

Section 4. Notice of Meetings.

Notice of regular and special meetings shall be given in writing to each Director showing the date, hour, and place of meeting at least 30 days in advance of such meeting.

Section 5. Quorum.

A Quorum of the Board of Directors at any regular or special meeting of which proper notice has been given shall consist of eligible Directors and Alternates representing at least 5066% of the total Board votes. Voting by proxy shall not be permitted.

Section 6. Board Voting.

At any regular or special Board meeting, a Delegate's right to vote shall-may be automatically suspended if Delegate's Local Association is at that time delinquent in: 1.) sending membership roster updates in accordance with Article VII, Section 3; 2.)

certifying a membership count as required by Article XVII; Section 2 3.) payment of dues or monies owed for forms to FAA in accordance with Article XVII, Section 5. Delinquent shall be defined as 60 days from the date of billing by FAA or 60 days from the date information is required to be provided to FAA. Prior to the commencement of any Board meeting, the President and Secretary shall be informed by the FAA Executive Vice President of any suspensions of voting rights and the reasons therefore.

Section 7. Majority Vote.

A simple majority of the Board votes cast by eligible Directors at any meeting or through any mail ballot shall control any action taken except where otherwise provided in these bylaws. Unless otherwise stated, a majority vote of the Board shall mean a simple majority of the total board votes cast.

ARTICLE XV - COMMITTEES AND COUNCILS

Section 1. Executive Committee.

- a. Composition. The Executive Committee shall consist of the elected Officers of FAA, the AEC Chairman, the Associates' Vice President and the immediate past president. The President shall serve as chairperson of the Executive Committee. A majority of the foregoing shall constitute a quorum. ~~The immediate past president shall be an ex-officio member eligible to vote at any Executive Committee meeting.~~
- b. Duties. The Executive Committee shall conduct the affairs of FAA in accordance with the Bylaws, policies, and instructions of the Board of Directors and shall be authorized to act for FAA during the times when the Board is not in session, except where these bylaws expressly, or implied, require action to be taken by the Board. It shall be the policy and steering committee of FAA and it shall be responsible for the employment and direction of the Executive Vice President and Lobbyist. The Executive Committee shall have the authority to approve and execute independent contractor contracts, with the exception of the Executive Vice President and Lobbyist. The Committee shall submit an annual budget and dues schedule for approval by the ~~newly-elected~~ Board of Directors at its first regular meeting by no later than December 10.

Section 2. Nominating Committee.

- a. Composition. A Nominating Committee of five members shall be appointed by the President no later than 30 days following the annual conference. All Committee members must be owners of multihousing or the designated representatives of property management companies who operate multihousing. One Committee member will automatically be the immediate past president of FAA, if available. Any Past President may serve provided that they are active in the multihousing industry. The Chairman of the committee shall be an FAA past president who is still active in FAA and/or a Florida local association. Every effort will be

made to ensure geographic distribution of the committee members. No Committee member may serve more than three consecutive years.

- b. Duties. The Committee shall submit nominations for the election of all officers of the Association for the ensuing year to the Board of Directors at its annual meeting, pursuant to nomination procedures set forth in these bylaws.

Section 3. Product Service Council

- a. Definition. The Product Service Council (PSC) shall be composed of individuals who service, supply, or otherwise deal with multi-housing and other businesses or institutions who are interested in the promotion of the multi-housing industry. Members of the PSC shall be members in good standing of a local association.
- b. Officers. The PSC officers shall include the Council Chairperson whose title shall be Associates' Vice-President, Vice-Chairperson, and Secretary. The officers shall be elected at the annual meeting of the FAA PSC and shall serve a term of one year or until election of Officers at the next Annual Meeting. The Associates' Vice-President may establish PSC committees for the purpose of membership recruitment or other such activities and may appoint PSC members to serve on these committees with the approval of the FAA President. The Associates' Vice-President shall serve as the Co-Chair of the Annual Conference.
- c. Member Benefits. Subject to the approval of the Board of Directors, it shall be the responsibility of the PSC officers to determine the member benefits of PSC.
- d. Duties. The Council shall assist FAA in matters pertaining to products and/or services; shall assist FAA's Annual Conference Committee in the production, promotion, and execution of the annual trade show; and shall help Local Associations by advising on product/service matters.
- e. Nominating Committee. The Product Service Council Nominating Committee shall be composed of the current Product Service Council Associates' Vice-President, FAA Vice President, and one PSC member appointed by the current FAA President. This Committee shall meet in advance of the annual meeting of PSC and develop a slate of Council Officer nominees.
- f. Election of Council Officers. The Council Officers shall be elected by majority vote of the PSC members present at the annual meeting of the PSC. Only PSC members shall be eligible to cast a vote in the election of Council Officers. Nominations from the floor will be accepted providing the individual nominated is present and consents to the nomination, and if the individual is a member in good standing of the PSC.

f.g. The Associates' Vice-President shall appoint a PSC member to each of FAA's active committees.

g.h. Local Affiliate Representatives. Each local affiliate may appoint a member of the PSC to serve as ~~a member of the Council leadership~~ the Local Affiliate Representative. At the direction of the Council Officers, the Local Affiliate Representatives shall promote PSC membership and other interests of the Council to their respective local affiliate.

Section 4. Other Committees and Councils.

FAA shall have standing committees and councils titled Legislative Committee, Annual Conference Committee, Budget & Finance Committee, ~~Marketing & Promotions~~ Editorial Advisory Committee, APAC, Government Affairs Council, Past Presidents Council, and Association Executives Council. The President may designate other committees or councils. The President shall appoint all committee chairpersons and may appoint committee members or delegate this authority to the committee chairperson. The officers of the Product/Service Council shall be elected in the fashion prescribed in Section 3f. in this Article.

- a. Legislative Committee. This committee will oversee and review legislative, regulatory and legal issues impacting the multi-housing industry in the state and make recommendations for needed action. The committee will work closely with the FAA contract lobbyist and governmental affairs director and Executive Committee. Each Local Affiliate Legislative Chairperson or designated appointee shall be a member of the Legislative Committee. The FAA Vice President shall serve as the Chairman of the Legislative Committee.
- b. Annual Conference Committee. This committee will work jointly with FAA staff and Product Service Council to coordinate and produce the annual conference. The FAA Secretary and Associates' Vice President shall serve as Co-Chairs of the Annual Conference Committee.
- c. Budget & Finance Committee. The members of the Executive Committee will serve as the members of this committee. The President may appoint additional committee members. This committee will oversee the finances of the association and carry out the policies as defined in the association Financial Policy. The FAA Treasurer shall serve as the Chairman of the Budget & Finance Committee.
- d. ~~Marketing & Promotions Committee~~ Editorial Advisory Committee. This committee will work with FAA staff to develop internal and external association marketing and promotion programs and materials.
- e. APAC Committee. This committee will work to raise funds to support the election of state legislators friendly to the multi-housing industry. All Executive Committee members are required to be ~~directors~~ members of the APAC Committee.

- f. Government Affairs ~~Council~~Committee. This group will serve as the government affairs arm of the association for the purpose of communication both internally and externally regarding legislative and political issues important to the association and the multi-housing industry in the state of Florida. The Vice President shall serve as the chairman.
- g. Past Presidents Council. This committee will be comprised of all active Past Presidents of FAA. They ~~will work on committees and councils~~may be called upon to complete special projects as requested by the President. The Immediate Past President, if active, shall serve as the Chairman of the Past Presidents Council. If the Immediate Past President is no longer active, the Council's Chairman shall be appointed by the FAA President.
- h. Association Executives Council. The Council will be comprised of the association executives from each local association and the FAA EVP. The council will work to advance the interests of the multihousing industry, FAA, and the local affiliates. ~~The AE Council is charged with bringing the action items of the FAA Long Range Plan to fruition to the best of their ability.~~

Section 5. Committee and Council Actions.

All committee and council recommendations for action, position statements, and expenditures beyond the approved budget are subject to the review and approval of the Executive Committee and/or Board of Directors before implementation.

ARTICLE XVI - MEETINGS OF COMMITTEES AND COUNCILS

Section 1. Call of Meetings.

Meetings of all committee and councils shall be upon call of the committee or council chairperson or FAA President. ~~Each committee or council chairperson shall designate a secretary who shall keep the minutes of the meeting.~~

Section 2. Quorum.

A quorum for committee and council meetings shall consist of a majority of the members of such committee or council, except as otherwise specifically provided in these bylaws.

Section 3. Voting.

A majority vote at any committee or council meeting where a quorum is present shall determine any issue presented. If a Director's right to vote at a FAA Board meeting is suspended by virtue of Article XVII, Section 5, such Director may not vote as a committee or council member.

Section 4. Other Committee or Council Action.

Committee or council action may also be determined by the affirmative vote of a majority of any committee or council counting all members of the committee or council, when polled by mail or by telephone.

~~**Section 5.** Committee Chairperson Appointment Procedures.~~

~~The FAA President shall extend the courtesy of consulting with Local Association presidents regarding potential committee chairperson appointments from such Local Association's area. Approval of the Local Association president, board of directors, or staff shall not be required for such appointments.~~

Section 6. Telephone Conference.

Subject to the provisions of these bylaws regarding notice and quorum, members of all committees and councils may participate in and hold a meeting of such committee or council by means of conference telephone or other electronic equipment by means of which all persons participating in the meeting can hear or communicate with each other. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. ~~A copy of the minutes of such meeting shall be provided to the members of the committee or council, as is the case for any other committee or council meeting.~~

ARTICLE XVII - DUES

Section 1. Annual Dues.

Annual dues based upon the number of units and supplier/associates of each Local Association shall be fixed and determined by the FAA Board of Directors each year. The Local Association shall be responsible for the collection and payment of FAA dues of the members in accordance with Section 3 below and shall report and remit such dues to the FAA Office as provided in this Article.

Section 2. Member Rosters.

Each Local Association shall certify to FAA, in conjunction with NAA reporting dates a count and list of members on the Local Association's roster and shall be responsible for payment of dues for each of such members based upon the rate per unit or supplier/associate as established by the FAA Board. The number of Directors and Alternates and the votes they represent from each Local Association, as contemplated in Article IX, Section 1 and Article IX, Section 2, shall be based upon the final reporting counts for the year. Every member based on Article IX, Section 1b., who pays dues to the Local Association shall be reported to FAA for the purpose of assessing FAA dues.

Section 3. Remittance of Dues.

FAA dues shall be due in advance at FAA's Office on January 1 of each year based on the number of members certified as provided in the preceding Section 2. The amount of FAA dues may be remitted monthly, quarterly or semiannually by the

Local Association, ~~in which event one-twelfth of the annual dues shall be due on the first of the month, and one-twelfth on each succeeding month thereafter until remitted in full~~ so long as the Local Association's dues payment remains less than 60 days delinquent.

Section 4. Dues Adjustment.

As stated in Section 2, the Local Association shall send to the FAA Office a certified count and list of the members of the Local Association's roster, in conjunction with NAA reporting dates. FAA shall thereupon adjust the annual dues for the remainder of the FAA fiscal year based upon the number of Local Association members thus certified as FAA members based upon the first reporting count of the year.

Section 5. Delinquent Dues, Member Counts, and Member Rosters.

Any Local Association which becomes delinquent in the remittance of member's FAA dues to the FAA Office; and/or in the payment of money owed FAA for the purchase of forms; and/or which fails to provide member counts and member rosters as required in Article VII, Section 3 and Sections 2 and 4 of this Article, ~~shall~~ may automatically lose the right to purchase additional forms, and the voting rights of Directors and Alternates for that Local Association shall automatically be suspended as specified in Article XIV, Section 6 and 7. Delinquent shall be defined as 60 days from the date of billing by FAA or 60 days from the date information is required by FAA. Such right to Board voting and purchase of forms shall be automatically reinstated when the delinquent monies are paid and/or when the necessary counts or rosters are provided to FAA, unless a reasonable payment or alternative plan has been requested by the Local Association and approved by the FAA Executive Committee before the date of delinquency.

ARTICLE XVIII - AMENDMENTS TO BYLAWS

The FAA Bylaws may be amended, repealed, or altered by a two-thirds majority of the Board votes cast at any regular or special meeting of the Directors, provided 30-day prior written notice of the proposed changes has been given to all Directors. Questions relating to amendment, repeal or alteration of the bylaws may be referred to the Bylaws Committee appointed by the President, which shall make recommendations to the Board regarding such amendments, or the Board may act at its own discretion.

ARTICLE XIX - DISSOLUTION

By two-thirds vote of the Board of Directors, FAA may be dissolved. In such event, the assets of FAA shall be applied by the Board of Directors, or if not the Board of Directors, by an order of the proper court, after payment of all obligations to any organization or organizations whose purposes and objectives are as near as possible to those of FAA as stated in these bylaws. In no event shall assets of FAA be distributed to or inure to the benefit of any affiliate.

Revisions

| 01/26/06 - 05/20/08 - 02/05/09 - 8/26/09 - 4/29/11 - 10/10/12 - 5/6/16 - 5/9/18

APARTMENTALIZE

Powered by NAA

Committee Meetings ■ June 11-15, 2018

(All committee meetings will be at the San Diego Convention Center)

As of 4/27/18

MONDAY, June 11

4:15 p.m. – 6:30 p.m.

4:15 p.m. – 6:30 p.m.

NSC Executive Committee (*Invitation Only*)

23A

Executive Committee Meeting (*Invitation Only*)

22

TUESDAY, June 12

8 a.m. – 9 a.m.

Governance Committee

23A

8 a.m. – 9 a.m.

Marketing & Communications Committee

25

8 a.m. – 9 a.m.

Independent Rental Owners Committee

24AB

9:15 a.m. – 10:15 a.m.

Next Generation Committee

24AB

9:15 a.m. – 10:15 a.m.

Global Outreach Committee

22

9:15 a.m. – 10:15 a.m.

NAAEI Curriculum and Program Administration

23BC

9:15 a.m. – 10:45 a.m.

Legislative Committee

31

10:30 a.m. – 11:30 a.m.

Membership Committee

25

10:30 a.m. – 11:30 a.m.

Privatized Military Housing Committee

24AB

10:30 a.m. – 11:30 a.m.

AMS Working Group

22

10:30 a.m. – 11:30 a.m.

NAAEI Budget & Finance

23BC

11:30 a.m. – 12:30 p.m.

Lunch on Your Own

12:45 p.m. – 1:45 p.m.

Nominating Committee (*Invitation Only*)

23A

12:45 p.m. – 1:45 p.m.

Diversity Task Force (*Invitation Only*)

22

12:45 p.m. – 1:45 p.m.

NAAPAC Ambassadors

23BC

12:45 p.m. – 1:45 p.m.

Affordable Housing Committee

25

12:45 p.m. – 1:45 p.m.

Operations Committee

24AB

2 p.m. – 3 p.m.

Lease Advisory Committee

24AB

2 p.m. – 3 p.m.

Budget & Finance Committee

22

2 p.m. – 3 p.m.

NAAEI Apartment Careers Committee

23BC

2 p.m. – 3:30 p.m.

National Suppliers Council

25

3:15 p.m. – 4:15 p.m.

Technology Committee

24AB

3:15 p.m. – 4:15 p.m.

NAAPAC Board of Trustees

22

3:15 p.m. – 4:15 p.m.

Corporate Social Responsibility Committee (*Invitation Only*)

23A

4 p.m. – 5:30 p.m.

NAAEI Board of Directors

23BC

4:30 p.m. – 5:30 p.m.

Association Executives Council

31

5:30 p.m. – 6:30 p.m.

AE Social Hour (*Invitation Only*)

23A

6 p.m. - 7:30 p.m.

Board of Directors Reception (*Invitation Only*) San Diego Wine & Culinary Center

Schedule Subject to Change

WEDNESDAY, June 13

7:30 a.m. – 8:30 a.m.	Board of Directors Breakfast	31
8 a.m. – 10 a.m.	Advanced Facilitator Training (<i>Invitation Only</i>)	26
9 a.m. – 9:30 a.m.	Pre-Regional Briefing	30
9:45 a.m. – 10:45 a.m.	Region Meetings	
	Region I – 29A	Region VI – 25ABC
	Region II – 29B	Region VII – 29D
	Region III – 22	Region VIII – 24C
	Region IV – 24AB	Region IX – 23BC
	Region V – 29C	Region X – 23A
10 a.m. – 5:30 p.m.	NAAEI Leadership Experience (<i>Ticketed Event</i>)	28DE
11 a.m. – 12:30 p.m.	Board of Directors & Assembly of Delegates	30
11 a.m. – 4 p.m.	Supplier Success (<i>Ticketed Event</i>)	28B
12:45 p.m. – 3 p.m.	NAA Leadership Lyceum (<i>Invitation Only</i>)	26
12:45 p.m. – 3:15 p.m.	NAA Affiliate Presidents' Roundtable (<i>Invitation Only</i>)	31

THURSDAY, June 14

7:45 a.m. – 8:45 a.m.	Collegiate Networking Breakfast	24A
9 a.m. – 5 p.m.	CAMP User Conference	23B
	– Weblink Info & Consulting	
9 a.m. – 5 p.m.	CAMP User Conference	23C
	– Novi Info & Consulting	
2:30 p.m. – 4 p.m.	AE Roundtable	31

FRIDAY, June 15

9 a.m. – 5 p.m.	CAMP User Conference	23B
	– Weblink Info & Consulting	
9 a.m. – 5 p.m.	CAMP User Conference	23C
	– Novi Info & Consulting	

Schedule Subject to Change



FAA Association Executives Retreat 2018

April 27-29 · Emerald Coast, Florida





Florida Apartment Association Affiliate Assistance Fund (AAF) Application for Funding

Requirements

1. Complete and detailed proposal.
2. Completed AAF application for funding.
3. Budget for proposal.
4. If applicable, the application must contain information in regard to sustaining the project on a long-term basis.

FAA Affiliate _____ Date _____

Name/Title of Person Completing Application _____

Has your FAA affiliate applied for Affiliate Assistance Funds within the past 12 months? Yes No

Amount Requested \$ _____ *(Please note the maximum amount that may be requested per affiliate within a calendar year is \$10,000)*

Deadline for receipt of funds (if applicable) _____

Please describe how these funds will be utilized. Provide additional details in a proposal attached to this application. _____

Are there other funds budgeted or committed to cover a portion of the cost of this project? Yes No

If yes, how much? _____

Where were these funds obtained? _____

Please describe your plan for keeping the Affiliate Assistance Fund Committee updated on the progress of this program, position or initiative so that the Committee can ensure an adequate return on the investment: _____

Signature of Affiliate Association Executive _____ Date _____

Signature of Affiliate President _____ Date _____



Florida Apartment Association Affiliate Assistance Fund (AAF) Application for Funding

Requirements

1. Complete and detailed proposal.
2. Completed AAF application for funding.
3. Budget for proposal.
4. If applicable, the application must contain information in regard to sustaining the project on a long-term basis.

FAA Affiliate _____ Date _____

Name/Title of Person Completing Application _____

Has your FAA affiliate applied for Affiliate Assistance Funds within the past 12 months? Yes No

Amount Requested \$ _____ *(Please note the maximum amount that may be requested per affiliate within a calendar year is \$10,000)*

Deadline for receipt of funds (if applicable) _____

Please describe how these funds will be utilized. Provide additional details in a proposal attached to this application. _____

Are there other funds budgeted or committed to cover a portion of the cost of this project? Yes No

If yes, how much? _____

Where were these funds obtained? _____

Please describe your plan for keeping the Affiliate Assistance Fund Committee updated on the progress of this program, position or initiative so that the Committee can ensure an adequate return on the investment: _____

Signature of Affiliate Association Executive _____ Date _____

Signature of Affiliate President _____ Date _____

Salary Survey

Data collection: complete

Expected report completion date: 5-4-18

Cost: \$500 (fee to contractor)



Florida Apartment Association Affiliate Assistance Fund (AAF) Application for Funding

Requirements

1. Complete and detailed proposal.
2. Completed AAF application for funding.
3. Budget for proposal.
4. If applicable, the application must contain information in regard to sustaining the project on a long-term basis.

FAA Affiliate _____ Date _____

Name/Title of Person Completing Application _____

Has your FAA affiliate applied for Affiliate Assistance Funds within the past 12 months? Yes No

Amount Requested \$ _____ *(Please note the maximum amount that may be requested per affiliate within a calendar year is \$10,000)*

Deadline for receipt of funds (if applicable) _____

Please describe how these funds will be utilized. Provide additional details in a proposal attached to this application. _____

Are there other funds budgeted or committed to cover a portion of the cost of this project? Yes No

If yes, how much? _____

Where were these funds obtained? _____

Please describe your plan for keeping the Affiliate Assistance Fund Committee updated on the progress of this program, position or initiative so that the Committee can ensure an adequate return on the investment: _____

Signature of Affiliate Association Executive _____ Date _____

Signature of Affiliate President _____ Date _____

Date: 11-8-18

Speaker: Cal Fussman

Expected attendance: 60

Sponsorships: \$750

Speaker Cost: \$3750

Venue Cost: \$1500

Marketing: \$100



2018 FLORIDA APARTMENT ASSOCIATION
ANNUAL CONFERENCE & TRADE SHOW
OCTOBER 3-5, 2018 • BOCA RATON RESORT & CLUB

Conference Committee Report

Wednesday, May 9, 2018

Conference Committee Co-Chairs

Diana Gierschner, The Liberty Group
Kimberly Maggard, Royal American Management

Conference Committee Members

Linda Beach, Redi Carpet
Heather Calderone, ResMan
Sabrina Mendoza, CORT
Kathy Hensley, Greystar
Lisa LaVigne, Real Floors
Mary Linneken, Lincoln Property Company
Michelle Perroni, Entrata
Bonnie Smetzer, JMG Realty Inc.
Christin Tenpenny, Contravest Management Company
Lori Trainer, Southern Affordable Services Inc.
Chip Tatum, AAGO
Shawn Wingate, Richman Property Services Inc.
Katie Wrenn, WRH Realty Services, Inc.

Attendee registration opened online at www.faahq.org on April 2. Attendees are encouraged to register before the early bird deadline of Wednesday, July 25, 2018.

The conference registration brochures are hot off the press and ready to be previewed by the board before they are mailed to all members in mid-June. FAA has been distributing brochures at local association trade shows and will continue to do so between now and the conference. In addition, each local association will receive brochures to have available at their monthly meetings, along with a conference poster.

The FAA Trade Show sold out in three business days. Booth sales opened on Friday, March 9, to all 2017 exhibitors and booths were sold out by Tuesday, March 13. This was the first year that booths sold out before they could be made available to other interested suppliers. Several suppliers stepped up to be first-time medal-level sponsors, in order to secure their spot in this year's show even before booth sales opened to last year's exhibitors.

A variety of advertising and limited sponsorship opportunities are still available and offer valuable exposure to conference attendees. In addition, suppliers may purchase a non-exhibiting supplier registration. Any supplier who does not have an exhibit booth may register for the conference ONLY as a non-exhibiting supplier. Information to reserve discounted hotel rooms will be provided after registration is confirmed.

The conference sponsorship budget for 2018 is \$127,500. Revenues have already exceeded budget by more than 76%, with a current total of \$225,000.

A very special thank you to FAA's 2018 platinum sponsors that spend at least \$10,000 toward sponsorship: Apartments.com, House of Floors Inc., Massey Services, Redi Carpet, RezCor, Shaw Industries, Sherwin Williams, Switch Electric, Valet Living and Yardi! Ten platinum sponsors for FAA is a new record, up from nine last year and five in previous years. We are thrilled to have Redi Carpet and Switch Electric join our lineup of platinum sponsors in 2018.

Current gold sponsors, who support the conference at a level of at least \$7,000, are: CSC ServiceWorks, HD Supply Multifamily Solutions, RealPage Inc., Rent Debt Automated Collections LLC, and RentPath. First year gold sponsors are HD Supply, RealPage Inc., and Rent Debt Automated Collections. Thank you to all five gold Sponsors.

2018 silver sponsors are: Advanced Plumbing, ALN Apartment Data Inc., Arbor Contract Carpet, Dwelo, ET&T Distributors Inc., KEYper Systems, LG Electronics, MirrorMate Frames, Package Concierge Inc., PPG Paints, Real Floors Inc., Suncoast Sales, Wilmar, and Zillow Group. Each has supported the conference at the \$5,000 level. (This is a new record number of silver sponsors!)

The advertising budget for print ads within the final program and digital ads for the meeting's mobile conference app is \$8,000. Revenue for advertising is 83% to goal, with a current total of \$6,600. If interested in advertising, contact ralph@faahq.org

ADDITIONAL NOTES

Information to reserve discounted hotel rooms will be provided only after attendees register for the conference.

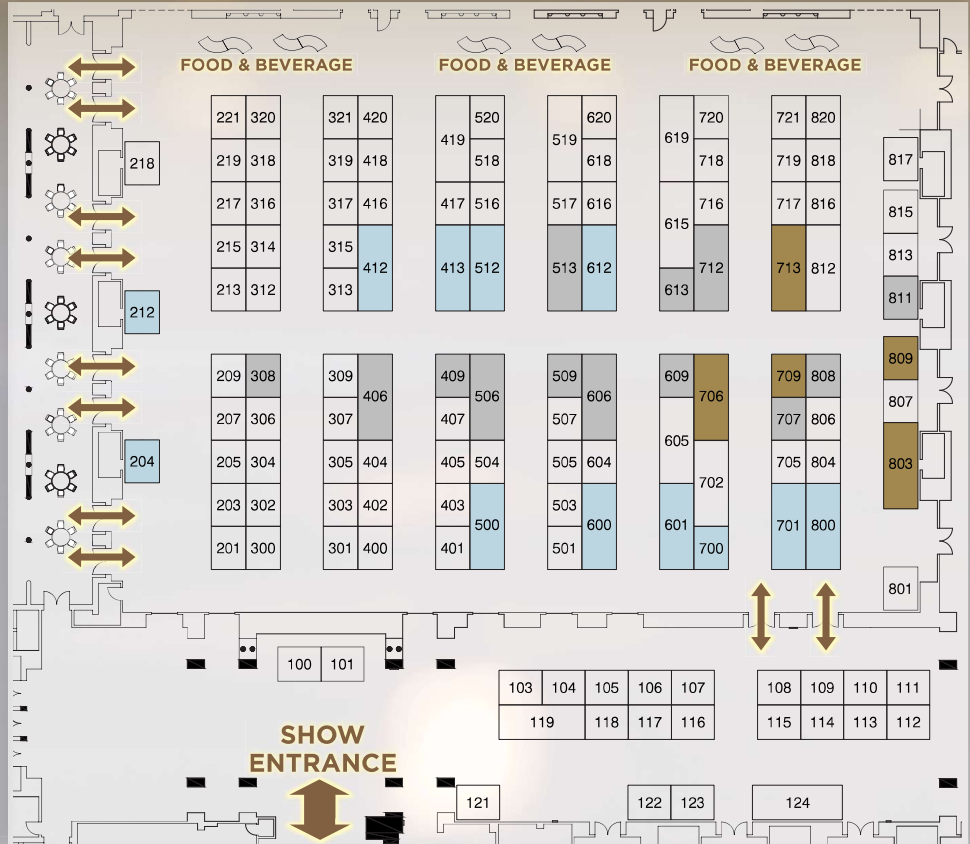
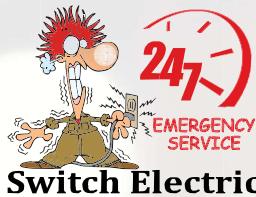
Friday evening before the closing celebration dinner there will be a wine tasting; this is a ticketed event. Support the Nan Cavarretta Memorial Scholarship Fund as you enjoy a selection of award-winning wines in a private tasting hosted by a certified sommelier. Admission is a donation of \$60 to the fund. Tickets are available online at faahq.org.

Now that the speakers have been confirmed and the registration brochure is completed, the conference committee will shift focus to attendance and promotion, and to making sure that each affiliate meets or exceeds registration goals.

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SILVER

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- ALN Apartment Data Inc.
- Arbor Contract Carpet
- dwelô
- ET&T Distributors Inc.
- KEYper Systems
- LG Electronics
- MirrorMate Frames
- Package Concierge Inc.
- PPG Paints
- Real Floors Inc.
- Suncoast Sales
- Wilmar
- Zillow Group

EXHIBITOR LISTING BY ALPHABETICAL ORDER

Company Name	Booth #	Company Name	Booth #	Company Name	Booth #
A-Riteway of All Counties LLC	219	ET & T Distributors Inc.	606	Quality Restoration and Renovations	215
AAPCO Florida (A Division of AAPCO Group)	218	Evolution Dog Wash	505	Quality Roofing Inc.	213
Aaxon Laundry Systems	209	First Advantage	306	Real Floors	506
Absolutely Amazing Refinishing	504	Fitnessmith	117	RealPage Inc.	709
Activ Answer by Audio Images	404	Fleetwash Facility Services	416	REDI Carpet	600
Admiral Outdoor Furniture	207	Fresh Foam	107	Reliable Roofing of Florida Inc.	313
Affinity Waste Solutions	812	GDE Renovations LLC	418	Renovia	403
AFR Furniture Rental	621	Granite Telecommunications	111	Rental Beast	518
AIM Cruise Incentives	801	HandyTrac	303	RentDebt Automated Collections LLC	809
Aire-Master	816	HD Supply	706	Renters Legal Liability LLC	620
All County Paving	402	House of Floors Inc.	800	RentPath	803
ALN Apartment Data	811	Ideal Collection Services	720	ResMan	419
American Painting & Renovations Inc.	304	iLS Network	405	RezCor	701
Apartment Lease Up Experts	604	InfoTycoon	705	Rite Rug	618
Apartment List	813	Integrity Property Services	420	Roof	302
Apartments.com	500	Interstate Restoration	716	Roto Rooter Services Company	301
ApartmentSuppliers.com	108	Kelley & Grant PA	417	Shaw Industries	612
Aqua Miser by Commercial Water & Energy Co.	104	KEYper Systems	609	Sherwin-Williams — Flooring	412
Arbor Contract Carpet	712	KeyTrak Inc.	717	Sherwin-Williams — Paint	413
ARD Distributors	702	Landwise Horticultural Services	114	Skinner Waste Solutions LLC	400
ASI Landscape Management	109	Law Offices of Heist, Weisse & Wolk PA	503	Southeast Floors	519
Assurant	221	LG Electronics	406	Southern Furniture Leasing Inc.	123
Behr Paint Corporation	316	Lifestyle Flooring Inc.	118	Southern Management Systems	203
BG Multifamily	806	Luxer One - Locker Solutions	113	SS Apartment Solutions	719
Brier Grieves Agency	122	Maintenance Supply Headquarters	315	Sunbrite Outdoor Furniture Inc.	820
BuildingLink	116	Massey Services	601	Suncoast Sales	409
Camp Construction	507	MirrorMate Frames	613	SweetWater Restoration Inc.	321
Capstone Credit & Collections	312	Mohawk Industries	119	Switch Electric	700
Chadwell Supply	615	MRI Software	105	TBA Southeast	112
City Recycling Group	217	MSB Resources LLC	818	Texacraft	721
Commercial Fitness Products Inc.	501	National Credit Systems Inc.	616	The Liberty Group	300
CoreLogic	121	National Exemption Service	100	THS National LLC	517
CORT	605	Oakhurst Signs	201	TransUnion	407
Criste Construction Inc.	115	Off Campus Partners	307	Valet Living	512
CSC ServiceWorks	713	Package Concierge Inc.	509	Watermark Restoration	319
Cutting Edge Carpet	401	PCDG Construction	305	WaterSignal	804
D. Sink Inc.	817	Performance Roofing	815	Wayne Automatic Fire Sprinklers	516
DeNyse Companies	317	Pet and Playground Products	314	WebListers	103
Dog-ON-It-Parks	309	Playmore Recreational Products and Services	520	WellKept	205
Dogwood Building Supply	807	Poolsure	718	Wilmar	308
Driveway Maintenance	318	PPG Paints	808	Yardi Systems Inc.	204 & 212
dwelô	707	Pro Crete Systems	110	Zillow Group	513
Entrata	124	ProMAXima Manufacturing	106		
Envera Systems	320	Property TextBox	101		



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FAA Smoke-Free Multifamily Housing Certified Communities

As of the end of April, we have 54 certified communities, up from 52 in January — 10 from AAGO, six from BAAA, two from FCAA, 30 from SEFAA, three from SWFAA, and three nonmembers.

101 Via Mizner, 101 East Camino Real, Boca Raton, SEFAA
2140 NE 42 St., 2140 NE 42 St., Lighthouse Point, nonmember
500 Ocean, 101 S. Federal Highway, Boynton Beach, SEFAA
850 Boca, 850 Broken Sound Parkway, Boca Raton, SEFAA
Altis Boca Raton, 5500 N. Military Trail, Boca Raton, SEFAA
Altis Bonterra, 3565 W. 98 St., Hialeah, SEFAA
Altis Pembroke Gardens, 5j00 SW 145th Ave., Pembroke Pines, SEFAA
Altis Sand Lake, 7118 Altis Way, Orlando, AAGO
Altis Shingle Creek, 4350 Osceola Trail Road, Kissimmee, AAGO
Avana Cypress Creek, 1700 S. State Road 7, North Lauderdale, SEFAA
Carlyle at Bartram Park, 14701 Bartram Park Blvd., Jacksonville, FCAA
CitySide Apartments, 700 Cocoanut Ave., Sarasota, BAAA
Coralina, 3305 Grant Cove Circle, Cape Coral, SWFAA
Costa Del Sol, 7700 Ridge Road, Seminole, BAAA
Courtney at Universal Boulevard, 9703 Avellino Ave., Orlando, AAGO
Crystal Riviiera, 3801 Crystal Lake Drive, Deerfield Beach, nonmember
Douglas Grand at Westside, 3250 Douglas Grand Drive, Kissimmee, AAGO
Dwell Nona Place, 10207 Dwell Court, Orlando, AAGO
Echo Lake at Lakewood Ranch, 11502 Echo Lake Circle, Bradenton, BAAA
Edge at Flagler Village, 475 North Federal Highway, Fort Lauderdale, SEFAA
Elan Maison, 6220 Reese Road, Davie, SEFAA
Emerson Apartment Enclave in Celebration, 1831 Emerson Ridge Road, Celebration (Kissimmee), AAGO
EOS, 12221 E. Colonial Drive, Orlando, AAGO
Eve at the District, 3635 NE 1st Ave., Miami, SEFAA
Grady Square Apartments, 2615 N. Grady Ave., Miami, SEFAA
Integra River Run, 14050 Integra Drive, Jacksonville, FCAA
Loftin Place, 375 Eucalyptus Street, West Palm Beach, SEFAA
Luma West Palm Beach, 7130 Okeechobee Blvd., West Palm Beach, SEFAA
Metro South, 6101 Sunset Drive South, Miami, SEFAA
Metropolitan, 1220 NE 24th St., Wilton Manors, SEFAA
Midtown 24, 700 SW 78th Ave., Plantation, SEFAA
Mizner Court at Broken Sound, 6503 N. Military Trail, Boca Raton, SEFAA
Nine 12 Gateway, 912 Innovation Way, Altamonte Springs, AAGO
Oasis Delray Beach, 5600 W. Atlantic Ave., Delray Beach, SEFAA
Orchid Run, 10991 Lost Lake Drive, Naples, SWFAA

Overture Grand Oaks, 4 Maggie Lane, Sarasota, BAAA
Palm Trace Landings, 6351 Palm Trace Landings Drive, Davie, SEFAA
Palmetto Promenade, 333 E. Palmetto Park Road, Boca Raton, SEFAA
Paraiso at Fountain Square, 9931 W. Flagler St., Miami, SEFAA
Point Royale, 2201 NE 36th St., Lighthouse Point, nonmember
Portico, 1941 NW 136th Ave., Sunrise, SEFAA
Quaye at Palm Beach Gardens, 1000 South Gardens Drive, Palm Beach Gardens, SEFAA
The Queue, 817 NE 2nd Ave., Fort Lauderdale, SEFAA
Residences at Bayview, 1631 S. Federal Hwy., Pompano Beach, SEFAA
The Retreat at Trinity, 11405 Billfish Circle, Trinity, BAAA
San Marco at Broken Sound, 5555 N. Military Trail, Boca Raton, SEFAA
Shalimar at Davie, 4901 Shalimar Lane, Davie, SEFAA
Sofia Coral Gables, 2000 Salzedo St., Coral Gables, SEFAA
Spectra, 5500 Spectra Circle, Fort Myers, SWFAA
St. Andrews at Winston Park, 5400 Lyons Road, Coconut Creek, SEFAA
Urbana, 4404 Urbana Drive, Orlando, AAGO
Verona View, 10900 NW 17th St., Plantation, SEFAA
Veve at Castle Hill Apartments, 13600 Hartle Groves Place, Clermont, AAGO

Considering a Smoke-Free Policy? Property Managers Share Top 5 Tips

By Randa Griffin

Multifamily communities across Florida have begun implementing smoke-free policies that prohibit smoking in apartment units and other indoor spaces, near buildings or amenities, or anywhere on the property. Property managers across the state have testified to the benefits of smoke-free policies, which help combat the harmful effects of second-hand smoke, bring turn costs down, and keep property grounds cleaner.

Transitioning a community to a smoke-free policy, however, can often feel like an overwhelming task for property managers. FAA has compiled the top five tips from property managers on how to implement a smoke-policy as seamlessly as possible.

- **Have a Plan.** Before announcing any new policy, property managers and their entire team need to be on the same page with a clear plan. William Stearns is the property manager of Dwell Nona Place, a community that implemented a 100 percent smoke-free policy when it was built. Stearns said although his community had an advantage because it started as a brand-new, smoke-free property rather than transitioning, it's still important to cover all your bases. Stearns suggest incorporating the policy into the resident's leases or adding a smoke-free addendum, such as the one available with the FAA Lease.

If your community is making the transition to a completely smoke-free property, some resistance is expected from residents who smoke or have guests who smoke, so making sure your team has a firm understanding will show a unified approach to the new policy.

"Talk about it, incorporate it into your daily mantras, and condition your site team, maintenance included," Stearns advised.

Setting a date to begin enforcing the policy, planning informational meetings with residents and reaching out to resources such as [Tobacco Free Florida](#) are all ways to begin making a smooth transition.

- **Give Residents Time.** Allison Granell, community manager of Costa del Sol, made the transition to 100 percent smoke-free with her community in 2017. One of her top tips was to give residents ample time before implementation to react to and accept the new changes.

"Definitely give more than a month's notice. Give five or six months for this transition and for this to sink into people," she said. "Put it out there in a newsletter or a mass email early."

Communicating the change consistently with residents and future residents is key. Put the information about the new policy in multiple emails, newsletters, or resident updates so everyone is clear and frequently reminded of the coming changes. This will give residents time to wrap their heads around the change, adjust their lifestyles or living arrangements, and ask any questions they may have.

A major decision Granell said she made was to not hold residents to their lease if they wanted to break it as a result of the new smoke-free policy.

"We weren't going to hold people back," she said. "If this was a decision we were making that was going to make them not want to live here anymore, because they still wanted to be able to smoke where they lived, we were going to allow them out of their lease."

Granell said she was prepared to accommodate a lot of upset residents, but only a couple asked to be let out of their lease. "It was really shocking! With 144 apartments we expected a lot more."

- **Take Advantage of Resources.** Through a partnership with the Florida Department of Health and Tobacco Free Florida, the Florida Apartment Association provides resources for property managers looking to adopt smoke-free policies. FAA can connect communities with a local Tobacco Free Florida representative who can provide information and assistance throughout the entire process. These representatives can help plan Q&A meetings with residents, provide printed resources with information, connect interested residents with smoking cessation specialists, and provide free patches, nicotine gum, and other support. All of the assistance of Tobacco Free Florida is free for property managers and for the residents. Susan Jenkins from Tobacco Free Florida assisted Granell and her team when they went smoke-free.

"We had been talking with Susan Jenkins, and she was easing our minds," said Granell. "Susan said she would walk you through this and come and do a meeting with residents so they could ask her questions." At the meeting, Jenkins and a smoking cessation specialist were able to answer residents' questions. j

These advocates from across the state are available to help educate property managers on how to implement their smoke-free policies and even lifestyles, so property managers don't have to take on the burden of dealing with questions regarding smoking and health on their own.

"Susan was very friendly with everyone and made it clear that it's not about the smoker, it's about the smoke, and that kind of took the personal aspect out of it," said Granell.

- **Treat Smoke-Free Policies as an Amenity.** Communities should stand by their policies and be proud of them, especially when presented to new potential residents. Making your community's smoke-free policies front and center on your website and advertisements, communicates to residents a united and proud front.

Stearns says the way people react to the policy is all in how you sell it. "One of the things to think about is how you're going to package it. You don't sell it as a negative, you sell it as a positive," he said. "You sell it as an amenity."

Smoke-free policies are quickly becoming luxury accommodations and marketable amenities, especially since according to the state Department of Health, 84.5 percent of adults in Florida do not smoke. Signs informing the guests of residents of the smoke-free policy or pointing out designated smoking areas around the property help prevent misunderstandings.

FAA offers three levels of smoke-free certification for multifamily communities: blue, silver, and gold. These annual certifications allow properties to display an acrylic plaque and window decal front and center in their leasing office or club house, so anyone coming through the doors is made aware of the policy. Certified communities can use the FAA Smoke-Free Certified logo on their website or other promotional materials. The certification requires a lease or contract that prohibits residents and guests from smoking in the areas specified by the level of certification, a policy that prohibits employees from smoking in the areas specified by the level of certification, and a \$95 annual fee.

- **Take Enforcement Seriously.** A policy is only effective when enforced, so consistent and attentive follow-up is necessary — but not always easy.

"It takes effort," said Stearns. "It's positive reinforcement, and being proud of what you're doing."

Many communities opt to follow a three-strike policy, which gives residents documented warnings before they're ultimately in jeopardy of having their lease terminated. Stearns says his community has had to evict two families who didn't comply with the no-smoking rule. "We're very strict about it," he said. "It's a three-strike policy, and you have to be able to make that call when you're a smoke-free property."

Make sure your whole team is on the same page and understands the procedure for documenting infractions. It's important to stay consistent and not let things slide by without following-up. Implementing the policy is often easier than property managers anticipate, even dealing with unhappy residents.

"Residents understood why we were doing what we were doing, because it makes sense on so many levels. It was a lot easier process than I expected. I was sort of dreading it at first because I thought we'd get so much backlash at the beginning, but we didn't," said Granell.

These tips can help make your smoke-free policy effective and keep residents happy by taking into consideration the needs of the community as a whole, as well as each individual.

"I've actually had some residents come to me, some of the ones who were angry when we told them we were doing this, and say, 'you saved my life actually. You know my doctors have been telling me for months to quit smoking and then you forced us to do it where we live and that just really helped me transition to a smoke-free lifestyle,'" Granell said. "They actually thank me after and it's pretty amazing because that wasn't necessarily our goal, but if residents want to take this and run with it, that's great. I'm glad it benefited their health."

[Learn more about FAA's Smoke-Free Multifamily Housing Certification.](#)

Three Leadership Lyceum Students Awarded Nan Cavarretta Memorial Scholarships

By Randa Griffin

Three future FAA leaders have been selected to receive scholarships for the 2018 FAA Leadership Lyceum program.

The goal of the FAA Leadership Lyceum is to develop and educate potential leaders of the state and local associations. Local association executives nominate multifamily professionals who are willing to volunteer their time and energy in leadership positions at the state or local levels.

Leadership Lyceum nominees can apply for the Nan Cavarretta Memorial Scholarship, managed by FAA in partnership with the AAGO Foundation, to assist with the cost of the leadership program. The scholarship, established in 2015, covers all travel expenses and registration fees. Typically, two students are selected, but this year's Executive Committee decided three individuals demonstrated financial need as well as leadership potential and commitment. This year's recipients were Amanda Fies of Capital City Apartment Association, Rosa Houston of Emerald Coast Apartment Association, and Kelly Shaver of Bay County Multi-Housing Association.

Amanda Fies got her start in the apartment industry in 2009, when she moved to Tallahassee and began working in student housing. In June 2017, she began working at her first conventional property. Fies has worked her way up from leasing agent to assistant manager, and community manager. She's currently the property manager for Apalachee Point Apartments in Tallahassee.

Fies said recipients of the scholarship should be leaders who are fully committed to the industry. "I have my CAM certification as well as my real estate license, just because I want to have as much information and education as possible to work in the business," she said.

Fies embodies FAA's broad-based vision by immersing herself in all aspects and facets of the apartment industry. She said she expects to get more education and exposure to the industry, and other people working in it, at this year's Leadership Lyceum. Currently serving as vice president of the Capital City Apartment Association, Fies hopes her Lyceum experience will serve as another stepping stone in her journey toward future positions such as regional manager.

Rosa Houston began working in the apartment industry at 18 as a housekeeper. In a short period of time she worked her way up through the same company as an admin, leasing manager, assistant manager and more. Her current position is as senior community manager at Three Waters Green Apartments in Pensacola.

Houston said she's going to use this year's Leadership Lyceum as an opportunity to grow, not only as a person, but as a leader in the industry as well.

The past several years that Houston has sat on the ECAA board have prepared her for the responsibility of the lyceum.

"When you sit on these committees and boards, you become interested in more than just your daily job," she said. "Others who went to the Leadership Lyceum just come back with so much knowledge, and I want to fully understand every aspect of our industry."

Houston is dedicated to educating and fostering the growth of others and sees a positive future for herself in the apartment industry.

"In five years I hope to be working with the state level, participating in their board meetings and participating on those committees, as well as with NAA," she said.

While there are many important qualities a Nan Cavarretta Scholarship recipient should possess, Houston says the most important thing is to really care about what you're doing. With the rapid growth of the apartment industry, leaders have a responsibility to do the best thing not only for the company, but for the residents as well.

"At the end of the day, genuinely caring for other people is the ultimate goal and everything else sort of falls into place if you know you're doing the right thing for other people."

Kelly Shaver took an interesting career journey to find her way into the apartment industry. She began opening restaurants in her early 20s and eventually transitioned into accounting. After eight years working at NASCAR in publishing she intended on an early retirement and packed her bags for Florida.

"I moved to Florida and after a few months quickly learned that I was much happier having a professional purpose, or something to look forward to everyday," Shaver said.

In 2011 she was hired as a part-time leasing consultant and then quickly advanced to assistant manager, and then property manager within a year.

"I've never looked back, and I love what I do," Shaver said.

In many ways Shaver has been preparing for the Leadership Lyceum for years. She says her employer, CF Real Estate Services, has created an organizational culture that encourages her to be philanthropic, think outside of the box, and be mindful of other people's situations.

The Leadership Lyceum presents an opportunity for participants to learn about themselves, their associations, and the apartment industry itself. Shaver said she hopes to be exposed to new ideas and new areas of growth where she can effectively use her managerial leadership skills.

Shaver said she thinks she has all the qualities a recipient of the Cavarretta Scholarship should possess.

"I think a recipient should have the ability to lift those up around them with encouragement, motivation and creativity. They should challenge others to be their best selves."

While Shaver is beyond content in her position as property manager, she said a leadership role in volunteerism or education would also pique her interest.

"Our world is constantly changing and evolving," she said. "We all have to find ways to either adapt and fit in, or break out and set a new course for the future. I want to be a trailblazer."



FAA Product/Service Council Meeting
Tuesday, May 8, 2018, 1:00-5:00 p.m.
Hard Rock Hotel – Daytona Beach
900 North Atlantic Ave. Daytona Beach, FL 32118
Meeting Room: Avalon Ballroom I

Meeting Agenda

- I. Call to order – Diana Gierschner, Council Chairman
- II. Educational Session: Get More Prospects in Your Pipeline
Speaker: Jennifer Darling (1-2:30 p.m.)
- III. 15-minute Break (2:30-2:45 p.m.)
- IV. PSC Meeting (2:45-3:30 p.m.)
 - a. PSC Officer Reports
 - i. Chairman – Executive Committee/ Board of Directors
 - ii. Vice Chairman – FAA Legislative Committee
 - iii. Secretary – FAA Editorial Advisory Committee
 - b. Conference Update
 - i. Attendance Goals
 - ii. Lead Retrieval
 - iii. Non-exhibiting supplier registrations
 - iv. Volunteer positions
 - c. 2018-2019 PSC Call for Nominations
 - d. FAA Website
 - i. Business Directory and Enhanced Listings
 - ii. Website Advertisement Options
 - e. APAC
 - f. New Business
- V. Educational Session: Speak to Close: Where Sales Techniques Meet Presentation Skills
Speaker: Jess Todtfeld (3:30-5p.m.)
- VI. Adjournment

Sales: From Prospects to Closing



Tuesday, May 8, 2018
Seminars and meeting: 1-5 p.m.
Cocktail reception: 6-7:30 p.m.
Hard Rock Hotel Daytona Beach
900 North Atlantic Ave.
Daytona Beach, FL 32118

Join fellow suppliers for this vibrant program followed by a cocktail reception with industry leaders.



Get More Prospects in Your Pipeline

One of the hardest things to do in business is to get from lead to customer. How do you avoid a pile of business cards that go nowhere after a networking event? Learn innovative and creative ways to position more, compete less, and build connections through networking.

Jennifer Darling has been in sales and sales management her entire professional career. After receiving a graduate degree in business management, she went on to increase sales, profits, and productivity at media affiliates Fox, NBC, CBS, and Comcast.

Speak to Close: Where Sales Techniques Meet Presentation Skills

Many organizations that already have a sales foundation realize that presentations might be getting in their own way. Learn the seven biggest mistakes that get in the way of closing, mental focus systems to eliminate fear and create calm and comfort, and how storytelling creates results.

Jess Todtfeld is president of Success In Media Inc., a leading business communication and media training authority. He helps business executives, spokespeople, and others to communicate better and create tangible outcomes.



This educational program and the networking reception are complimentary for all supplier members of FAA affiliates. A brief PSC business meeting will take place between the two educational sessions.

Registration for this event is mandatory: www.faahq.org/PSCseminar

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FAA FLORIDA APARTMENT ASSOCIATION

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There's more to FAA than our signature Annual Conference & Trade Show! Here are some ways you can market to our members all year long.

SPONSOR AN EVENT

- Board meeting
- Leadership Lyceum lunch or dinner
- Florida delegation reception and dinner at NAA's Advocate
- Legislative Conference reception or briefing
- And more!

ADVERTISE

- On the FAA website
- In *Multifamily Florida* quarterly magazine
- In *Florida APTitudes* monthly e-newsletter

REACH MEMBERS DIRECTLY

- Purchase a membership list

To learn more about these and all FAA's marketing opportunities, visit faahq.org/marketing or email ralph@faahq.org



2018-2019 PSC Call for Nominations

Bonnie Smetzer, Chairman of the PSC Nominating Committee has issued this Call for Nominations for the election of officers for the FAA Product Service Council for terms to be served in 2018-2019.

The offices to be filled are:

CHAIRMAN (ASSOCIATES' VICE PRESIDENT)

VICE CHAIRMAN

SECRETARY

Nominations must be received in writing by Wednesday August 1, 2018.

Criteria

1. All nominees must be providers of products or services to the multifamily housing industry.
2. All nominees must be members in good standing of the FAA through at least one local affiliate.
3. All nominees must be willing and able to attend all scheduled meetings.

Guidelines

The Nominating Committee will use the following guidelines in establishing a slate:

1. Candidate's prior participation in PSC meetings, FAA committee(s) and/or local affiliate.
2. Candidate's recognized role:
 - A. FAA
 - B. Industry
 - C. Civic/Social



2018-19 PSC NOMINATION FORM

All nominations for PSC Officers must be made in writing by **August 1, 2018**.

This nomination is made by:

Name:

Affiliate:

Company:

Telephone:

I wish to nominate:

Name:

Affiliate:

Company:

Telephone:

For the position of:

I have confirmed that this individual is willing to run for this office:

Yes

No

RETURN BY AUGUST 1, 2018 To:

Florida Apartment Association
PSC Nominations
105 East Robinson Street, Suite 301
Orlando, FL 32801
Or email to ralph@faahq.org

How do multifamily salaries stack up?



 **Survey closes**
April 15, 2018

Take part in Florida Apartment Association's compensation and benefits survey and receive a **FREE** copy of the results.



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To participate, email rona@faahq.org.