



UPDATE

Vol. XXXI
No. 01
JANUARY
2017

Greater Dayton Apartment Association



**Dave Lockard Returns for
the State of the Industry Report!**

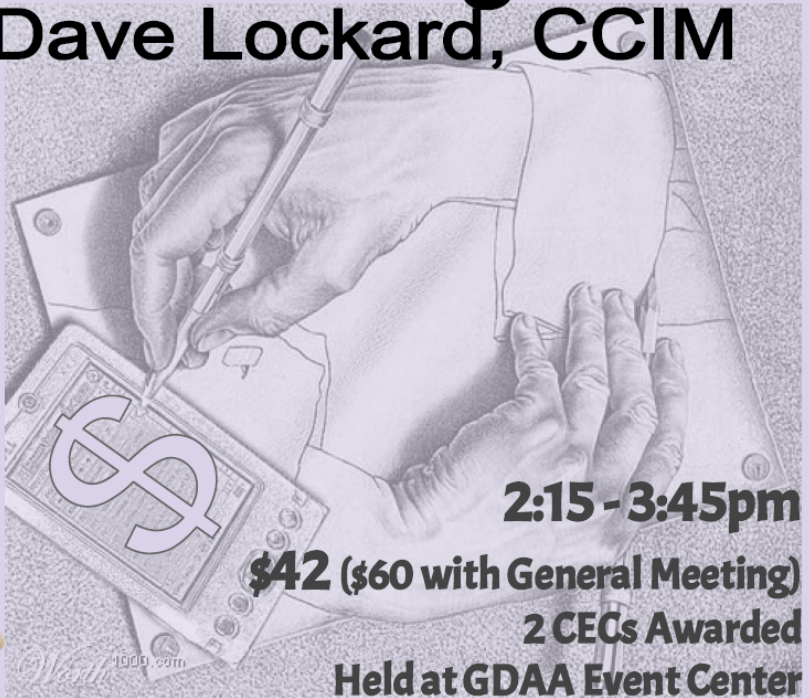
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Wednesday, January 18, 2017

Investment Strategies Presented by Dave Lockard, CCIM

In finance, an investment strategy is a set of rules, behaviors or procedures, designed to guide an investor's selection of an investment portfolio.

**Learn more on how to create
YOUR investment strategies!**



2:15 - 3:45pm

\$42 (\$60 with General Meeting)

2 CECs Awarded

Held at GDAA Event Center



STATE OF THE INDUSTRY *January General Meeting*

Dave Lockard continues to be our valued source for:

- *National and local indicators**
- *Rental Market Fundamentals**
- *New Development**
- *Investment Sale Market**
- *2017 Forecast**

4:00 - 5:30pm

GDAA Event Center

**3155 Elbee Rd Ste 300
Dayton, 45439**

\$25

Includes heavy hors d'oeuvres & assorted beverages

**Cancellations made after 01/16/17 will not be honored.
No shows will be billed.**

ALSO...
Meeting Officers Installation,
2016 New Vendor Members
Drawing for FREE 2018
dues (must be present to win)
and The new Board of
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Company Name HIGHLIGHTED in the Membership Guidebook and recognized as a *PRESIDENT'S CLUB SPONSOR*.

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Company Name listed in the GDAA Update as a *PRESIDENT'S CLUB SPONSOR*.

Company Name listed on flyers and postcards mailed to all GDAA members (520 individuals and companies receive our mailings!)

Company Name announced at all General Meetings and the October Annual Meeting and Mini Trade Show PLUS recognition during the PowerPoint presentation.

Listed as a *PRESIDENT'S CLUB SPONSOR* in the December 8th Spotlight on Success event program.

GDAA Trade Show Private Preview with Apartment District Managers, Owners, Property Managers, Presidents, Vice Presidents and Decision Makers. (Must have a Trade Show Booth to participate.)

Private event invitations with the apartment industry decision makers – breakfasts, wine tastings, after hour gatherings, etc.

Company Name on all beverage cups used at the events held in the GDAA offices, General Meetings, educational offerings, committee meetings, etc. (Exception is the specialized Holiday Party drink glasses.)

The opportunity to introduce the General Meeting featured speaker or educational instructor at a seminar or workshop.

If you were a 2016 Patron Sponsor attend the January 18th General Meeting and you'll be welcomed to attend the President's Club experience with an exclusive bourbon tasting and specialty hors d'oeuvres.

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MEMBERSHIP ANNOUNCEMENTS

Welcome New Members!

New members are approved by the Membership Committee and the Board of Directors.
If you should have any questions or comments about sponsoring new companies,
please contact the GDAA office at (937) 293-1170 or info@gdaa.org



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Housing Opportunities

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COMING UP!



Mark Your Calendar Presents

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Toni Blake



February

22

2017 Spring Seminar

...more details to come!

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MAINTENANCE MANIA!

THURSDAY, MARCH 16TH, 2017

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FAIR HOUSING UPDATE



2017 Fair Housing Update #1 – Harassment in Housing

On September 13, 2016, the U.S. Department of Housing and Urban Development (HUD) announced the publication of a final rule formalizing legal standards under the Fair Housing Act for sexual and other forms of harassment in housing.

HUD and courts have long held that harassment in housing or housing-related transactions on the basis of race, color, national origin, religion, sex, disability, and familial status is prohibited under the Fair Housing Act. The final rule specifies how HUD will evaluate claims of "hostile environment" and "quid pro quo" harassment in both private and publicly-assisted housing.

HUD's final rule on harassment in housing includes:

- Formal uniform standards for evaluating claims of hostile environment and quid pro quo harassment in the housing context.
- Quid Pro Quo Harassment involves subjecting a person to an unwelcome request or demand and making submission to the request or demand a condition related to the person's housing.
- Hostile Environment Harassment involves subjecting a person to unwelcome conduct that is sufficiently severe or pervasive such that it interferes with or deprives the person of the right to use and enjoy the housing.
- Clarification as to when housing providers and other covered entities or individual may be held directly or vicariously liable under the Fair Housing Act for illegal harassment or other discriminatory housing practices.

The information in this article was collected by John Zimmerman, VP Miami Valley Fair Housing Center from resources from HUD.

To view the rule go to <http://www.mvfairhousing.com/HUDPolicies.php>.

\$ Money Management for Maintenance \$

By Bill Nye

As a former maintenance supervisor, property manager, regional manager and later a sales representative for a national glass company I've had the opportunity to look at purchasing from all angles. Along the way I've learned a few things that may be beneficial to Maintenance Supervisors when it comes to purchasing. Unfortunately many maintenance workers view the budget as a constraint. Nothing could be further from the truth! Your budget is a gift that if used properly gives you tremendous spending power! Here are some tips on how to get the most out of your budget.

1. Don't hide your budget.

Far too often a vendor or contractor has no idea how much you have to spend. This guesswork can cause them to be reluctant in being aggressive. My experience with sales people, contractors and vendors is that if they know how much I have to spend they work more aggressively in giving me as much as possible for my money. Don't make them guess and don't make them ask. When you're purchasing supplies and services let the sales representative or contractor know up front how much money you have to work with.

2. Establish loyalty.

Suppliers and contractors will work much harder to give you a low price if they know you're going to be loyal. This doesn't mean that you don't get quotes from more than one source, but rather once you've made a decision on whom to use be loyal to them. Suppliers and contractors are no different than you and me; they make mistakes. If they know they are not going to be replaced because of a mistake or that they have to bid on every order they are more likely to sell the product or service at a lower mark-up. They understand that their profit will come through repeat sales and not in the form of a one-time sale.

3. Use suppliers and contractors that understand your profession.

I recently taught a CAM class in Atlanta and one of the students was a landscaper working on his CAS. At the completion of the six day course he commented that for the first time he truly understood the goals and needs of the on-site staff. Contractors and suppliers join your apartment association because they want your business, but often what they get is an education. This education allows them to serve you better. If you're trying to make a decision on a contractor or supplier and all things are equal with the exception of a membership with your local apartment association go with the one that understands your profession. The contractor or supplier that is familiar with your profession is also more likely to split an invoice over a few months when you're forced to spend more than your budget allows.

4. Negotiate restocking fees.

Mistakes will be made when ordering. It cost the supplier money to stock, pull and ship an order to you. You can often avoid paying a restocking fee by taking a credit towards future purchases rather than refund. Remember that they are in business to make money, so if they know you will trade a current order for future orders they are more likely to waive the restocking fee.

5. Make an effort to know your contractor or supplier.

Make time in your schedule to visit their shop or store. Get to know the accountants, the people answering the phones, or the managers that never get out of the office. On the other hand make sure to give your sales representative a tour of your apartments and shop. This knowledge and relationship will lead to savings every time. Often the sales representative will spot something in your apartment or shop that stands out to them because of their area of expertise. This can lead to savings in time and supplies. Visiting their operation and getting to know their entire organization will typically lead to lower prices because they know you and want to do something for you.

***Your owner and management company is depending on you to save them money and time. These tips should help you to do both.
Use your budget to your advantage, which is what it's there to do!***



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♦ Divorces & Dissolutions

Attain Amazing Curb Appeal for your Apartment Community

April 20, 2015 - Amanda Cupp

Let's face it – curb appeal isn't a concept limited to home sales! When you have an apartment community that you want to be more successful, you need to create a warm, welcoming environment that makes prospective residents envision themselves calling home. But how do we do that while still keeping overhead as low as possible? Here are a few great ideas to consider on adding curb appeal without breaking the bank:

- **Add low-maintenance landscaping.** Landscaping helps create more green space, giving an apartment more of a home feeling than a business building. If you don't have enough space to plant in the ground, add large planters with a variety of colorful plants that accentuate your color scheme.
- **Use contrast effectively.** Does the front of your building just blend together? Add a contrasting color that still fits in with your color scheme to trim, shutters, doors, and similar areas to help punch up its appeal.
- **Keep it clean and neat.** Nobody wants to rent at an apartment where there's junk lying around and trash being scattered. Likewise, keep your grass and landscaping plants trimmed and looking attractive.
- **Define your walkways.** Do people just tromp across the grass to your office? Lay down some pretty stepping stones or put in a walkway that keeps people on the right path and your lawn looking lovely.
- **Add outdoor features.** When people live in apartments, they often crave the outdoors. Create outdoor features that encourage your residents to get outside, such as a fire pit, benches, playground, and other community areas.

Article Source from:

<http://www.onecallnow.com/blog/04/attain-amazing-curb-appeal-for-your-apartment-community/>

- **Clearly mark building and apartment numbers.** There's nothing as frustrating for prospective residents as not being able to find their way around. By putting building numbers up that are easily read from a distance, you'll nip this problem in the bud.

- **Freshen the appearance.** If you've got peeling or fading exterior paint, fix or repaint it. Are there potholes or places where the lawn is looking worn? Repair, reseal, and restripe the parking lot and replant the lawn. By fixing these kinds of issues, you're not only adding curb appeal, you're also showing current and prospective residents that your property is well maintained.

- **Light it up.** Many prospective residents do a night-time drive by to see how the property looks at night and ensure that it looks safe. Adding outdoor lighting that provides safety and accentuates your building's architectural features does a great job of this.

- **Change appearances seasonally.** Don't go completely overboard with lights and tinsel during the holidays, but adding some gentle seasonal touches—such as fresh flowers in the spring, perhaps a few beach-oriented decorations in the summer, scarecrows in the fall, and a nice wreath over the holidays—make a big difference in curb appeal.

- **Detail model and vacant units.** When residents move out, there's cleaning to be done. Make it shine and sparkle. If you've got a model unit, decorate it to the tastes of the demographic you're trying to attract. If you're encouraging families, create a fun reading corner for children. If professional singles are your area, add a great desk to work from home.

Now that you've had the chance to consider some options to increase your building's curb appeal, put them into action!

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1 TRADE SHOW ADMISSION—value \$15

5 REGULAR SEMINARS OR WORKSHOPS—value \$210

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Spotlight On EDUCATION

THURSDAY, January 12th

WEBINAR—Fair Housing Basics with John Zimmerman, VP of MVFHC

9:45 am Sign In Time. 10:00 am Meeting Begins Sharp

\$10 registration fee. Includes 1 CEC upon completion.

Register by going to: gdaa.megameeting.com

Meeting ID: 542101



WEDNESDAY, January 18th

Investment Strategies Seminar with Dave Lockard, CCIM

2:15—3:45 pm.

\$42 (\$60 if also attending General Meeting)

2 CECs Awarded upon completion

Held at the GDAA Event Center



TUESDAY, January 24th

Appliance Workshop Hands on Training with John Campbell and Joe Gitzinger

9:00 —11:00 am

\$42

Held at Properties at Wright Field Training Center

Call 937-293-1170 or email info@gdaa.org for location guidance.

THURSDAY, January 26th

Advanced Fair Housing Seminar with John Zimmerman, VP of MVFHC

9:00 am to Noon.

\$60 to attend. 3 CECs awarded upon completion.

Held at GDAA Event Center

Unless otherwise noted, all Events are held at

GDAA Event Center
3155 Elbee Road Suite 300
Dayton, OH 45439

Cancellations made 48 hours prior to Seminar/
Workshop meeting time will not be honored.

No shows will be billed.

Dates and times are subject to change.

**For more information or to
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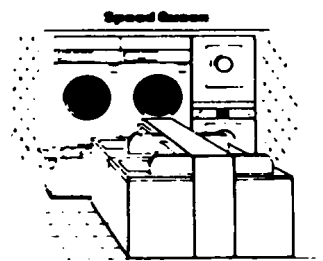


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Fire Eater Food Sponsor \$250 - 1 Taken by HD Supply 3 Available Includes:

- Signs on food table

Juggler Door Sponsor \$150 - 1 Taken by CORT 3 Available Includes:

- Sign on bathroom door

Clowning Around Bathroom Sponsor \$75 - 8+ Available Includes:

- Sign on bathroom stall doors





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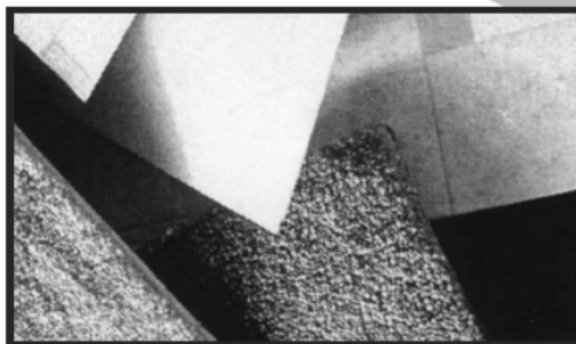
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APARTMENT COMMUNITY OF THE MONTH

This month's Apartment Community of the month is **The Flats at Austin Landing** and is located at 10501 Landing Way in Miamisburg.

THE FLATS
AT AUSTIN LANDING



The Flats at Austin Landing are managed by Buckingham Management, LLC out of Indianapolis Indiana. They are a brand new apartment community and have been a GDAA member for the last 3 months. They actually opened on November 1, 2016.



They have a combination of studio, one and two bedroom luxurious apartment homes which total 276.



Their amenities include a swimming pool with splash ledge and pool deck, club quality fitness center, wifi hot spots in resident lounge and pool deck, private parking garage, outdoor space with courtyard and poolside

grills, media lounge, elevators, bark park, granite countertops, club room and washer and dryer included.



They provide special services such as valet trash service, concierge service (accept packages at office), free coffee bar with hot chocolate and three types of Starbucks' Coffee.



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Kristin Humes
Jared Reece

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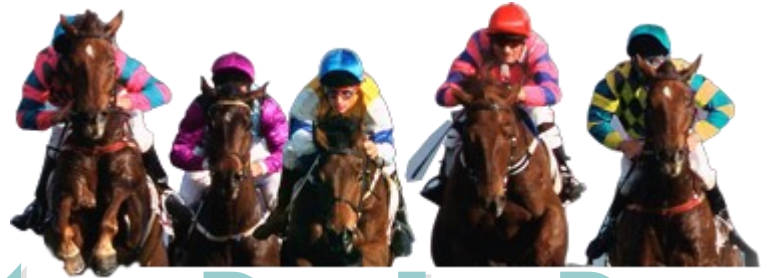


Value | Innovation | Performance

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Hey!



2017 Dayton Derby Day

May 12th at the Arbor Hall

2150 Arbor Blvd



If you become a 2017 GDAА Rent Foundation Pay It Forward Partner, your \$100 a month tax deductible donation means you'll be a sustaining sponsor of:

The Greater Dayton Derby—May 12th

Chili for Charity Golf Outing—October 13th

Spotlight on Success Silent Auction—December 8th

become a...

Pay It Forward Partner!

937-293-1170

STAR ASSOCIATE MEMBER OF THE MONTH

Thank You For Another Great Year!



HAPPY NEW YEAR!!

Newlyweds, Jeff & Denise Harrison would like to thank you for another great year!

We had the opportunity to service over 50 apartment communities this year. A special thank you to everyone we had the opportunity to work with! We hope that you enjoyed working with us and will continue to do so in 2017.

2016 was a great year for Jeff and Denise. They married on June 25 and recently bought their first home in October. They are now currently in the process of building a new barn so that they can store their equipment inside and on site. Their new barn is expected to be completed in the early spring. The business will then move to their new home location. The new barn will include an office area, work shop, and storage for equipment and tools. We are looking forward to our new location and another great year in the apartment industry!

Harrison's Pro Tree Service is ready to continue serving our wonderful customers in 2017. We are also eager to work with new clients. We offer Proper Tree Pruning, Removal, and Stump Grinding Services. We also offer Free Estimates. Denise Harrison is our Certified Arborist and would be happy to assist you with your tree care needs! Please contact her today at 937-974-6891.

Harrison's Pro Tree Service is unlike any other tree company you have worked with before. Give us a call and learn why we are rated one of the top tree services in the area. We recently won the Cincinnati and Dayton Super Service Award from Angie's List, have an A+ rating with the BBB, and have a Certified Arborist on staff. We are very active in the GDAA. Denise sits on the board as well as serves on the Rent Foundation and Spotlight on Success Committee. In addition



we are members of the Greater Cincinnati Northern Kentucky Apartment Association (GCNKAA), Tree Care Industry Association (TCIA), Community Associations Institute (CAI), International Society of Arboriculture (ISA), International Society of Commercial Arboriculture (ISCA), Franklin Chamber, and Springboro Chamber.

We are very active in each of the above associations. We are also highly skilled and professional! Jeff Harrison (our owner) has over 25 years' experience in the tree care industry and is highly skilled in all aspects of tree trimming, removal, and stump grinding. Jeff currently runs the day to day crew operations. His crew ranges from 5-10 men/women depending on job size. Jeff is also one of our climbers and bucket truck operators. Although he is highly experienced he continues his education by holding weekly tailgate safety training with our crews. These training sessions help educate our employees of the hazardous of our industry, proper tree care practices, standards, and much more.

We really do put the *Pro* in Harrison Pro Tree Service. Our company is very different from our competitors. The level of service you receive from the beginning to end is exceptional. In the beginning you will receive a detailed proposal of the exact scope of work and a site map that correlates with the proposal. If no revisions are needed and the proposal is approved we set an exact date of service. We then request that letters of notification be sent out. Following the notifications a team member will be out to place No Parking Signs in designated areas a few days prior to our arrival. When our crew arrives you will notice they will all be wearing the same uniform and following all OSHA Regulations. This includes Hard Hats, Ear Plugs, Safety Glasses, Chainsaw Chaps, and Steel Toe Boots. Once the project has been completed all areas will be raked, blown, and will look AMAZING!

Call Us Today for Your Tree Care Needs!

Forget the Rest; Go With The BEST!!!!

For more information please visit :

www.myprotree.com

Or Call : 937-974-6891

Or Email: harrisonsprotree@gmail.com

JANUARY			
10	Maintenance Education Council Meeting	8:30 - 9:30am	---
	Education Committee Meeting	9:15 - 10:15am	---
12	WEBINAR-Fair Housing Basics	10 - 11am	\$10
17	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
18	Investment Strategies Seminar feat Dave Lockard & General Meeting	2:15 - 5:30pm	\$42/\$25/\$60 for Both
24	Appliance Workshop	9 - 11am	\$42
	Legislative Committee Meeting	3 - 4pm	---
25	GDA Rent Foundation Committee Meeting	3:15 - 4:15pm	---
	Board of Directors Meeting	4 - 5pm	---
26	Advanced Fair Housing Training	9am - Noon	\$60
31	Legislative Committee Meeting	3 - 4 pm	---
FEBRUARY			
9	WEBINAR-Smoke Free Apartments	10 - 11am	\$10
	Executive Director Search Committee Meeting	1 - 2 pm	---
15	Pitch Perfect Selling Seminar	9 - 11am	\$42
21	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
	Legislative Committee Meeting	3 - 4pm	---
22	Passion Workshop feat Toni Blake & General Meeting	1:30 - 5:30pm	\$55 Includes GM
	GDA Rent Foundation Committee Meeting	3:15 - 4:15pm	---
	Board of Directors Meeting	4 - 5pm	---
MARCH			
1	Membership Committee Meeting	9 - 10 am	---
2	Executive Director Search Committee	1 - 2 pm	---
7	Maintenance Education Council Meeting	8:30 - 9 am	---
	Education Committee Meeting	9:15 - 10:15 am	---
8	Outreach Marketing Seminar	9 - 11am	\$42
9	WEBINAR-Fair Housing: Disabilities	10 - 11am	\$10
14	Don't Act Your Age - Marketing Older Communities	9 - 11am	\$42
	Legislative Committee Meeting	3 - 4 pm	---
16	Maintenance Mania Competition	4pm	<i>Free to attend</i>
21	Time & Task Management for Service Techs	9 - 11am	\$42
	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
22	REAC Property Inspection Training	9 - 11am	\$42
23	LEASE-A-PALOOZA	9 - Noon	\$99 Includes Lunch
	Board of Directors Meeting	4 - 5 pm	---
28	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
29	General Meeting	4 - 5:30pm	\$25
APRIL			
5	GDA Job Fair	9am - Noon	<i>Free to Attend</i>
6	AC Basics & Advanced	8:30am - 12:45pm	\$42 Each/\$60 for Both
12	Fair Housing for Service Technicians	9am - Noon	\$60
13	WEBINAR-What's A Spotlight Award & How Do I Win?	10 - 11am	<i>Free</i>
18	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
	Legislative Committee Meeting	3 - 4 pm	---
20	Board of Directors Meeting	4 - 5 pm	---
25	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
26	HUD Guidance on Fair Housing 1:30 - 4:30pm \$60		
	GDA "Under the Big Top" Annual Trade Show	4:30 - 7:30pm	\$15
MAY			
9	Maintenance Education Council Meeting	8:30 - 9:30 am	---
	Education Committee Meeting	9:15 - 10:15 am	---
11	WEBINAR-Fair Housing: Reasonable Accommodations	10 - 11am	\$10
12	GDA Rent Foundation Greater Dayton Derby Day	6 - 10:30pm	\$15
16	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
16	Legislative Committee Meeting	3 - 4 pm	---
17	GDA Annual Golf Outing at Yankee Trace	TBD	\$595/Foursome
25	GDA Rent Foundation Committee Meeting	3:15 - 4 pm	---
	Board of Directors Meeting	4 - 5 pm	---
JUNE			
8	WEBINAR-Market Fresh Your Apartments	10 - 11am	\$10
13	Legislative Committee Meeting	3 - 4 pm	---
14	Maintenance/Vendors Appreciation Day Picnic	11:30am - 1:30pm	<i>Free to attend</i>
20	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
27	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
28	Board of Directors Meeting	4 - 5 pm	---

JULY

11	Joint Maintenance Education Council and Education Committee Meeting	8:30 am	---
13	WEBINAR-Fair Housing: Reasonable Modifications	10 - 11am	\$10
18	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
	Legislative Committee Meeting	3 - 4 pm	---
26	GDA Rent Foundation Committee Meeting	3:15 - 4 pm	---
	Board of Directors Meeting	4 - 5 pm	---

AUGUST

10	WEBINAR-Women in Management: Breaking the Glass Ceiling	10 - 11am	\$10
15	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
	Legislative Committee Meeting	3 - 4 pm	---
16	Manager's Guide to Biohazards	9 - 11am	\$42
22	Show Me The Money: Apartment Financials	9 - 11am	\$42
23	Dealing with Problem Residents for Service Techs	9 - 11am	\$42
24	Advanced Fair Housing	9am - Noon	\$60
25	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
30	Board of Directors Meeting	4 - 5 pm	---

SEPTEMBER

7	Heating Basics & Advanced	8:30am - 12:45pm	\$42 each/\$60 both
12	Maintenance Education Council Meeting	8:30 - 9 am	---
	Education Committee Meeting	9:15 - 10 am	---
	Legislative Committee Meeting	3 - 4 pm	---
13	Stand Alone Self Defense	9 - 11am	\$42
14	WEBINAR-Fair Housing: Advertising - What We Write	10 - 11am	\$10
15	Apartment Bus Tour	9am - 3:30pm	Free
19	Electric Workshop	9 - 11am	\$42
	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
21	Fair Housing for Service Technicians	9am - Noon	\$60
	Board of Directors Meeting	4 - 5 pm	---
26	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
27	General Meeting	4 - 5:30pm	\$25

OCTOBER

11	Premises Liability - Risk Management Seminar	9 - 11am	\$42
12	WEBINAR-Passing a Fire Inspection	10 - 11am	\$10
13	GDA Rent Foundation Chili For Charity Golf Outing	TBD	\$100/One \$350/Foursome
17	Plumbing Workshop	9 - 11:30am	\$42
	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
	Legislative Committee Meeting	3 - 4 pm	---
18	We Didn't Start The Fire	9 - 11am	\$42
19	Board of Directors Meeting	4 - 5 pm	---
25	Halloween Mini Trade Show & Annual Meeting	4 - 5:30pm	\$25/\$175 for Tabletop
26	GDA Rent Foundation Committee Meeting	8:30 - 9:30 am	---
	Aging Communities: Deterioration & Prevention	9 - 11am	\$42

NOVEMBER

7	Maintenance Education Council Meeting	8:30 - 9 am	---
	Education Committee Meeting	9:15 - 10 am	---
9	WEBINAR-Fair Housing: What We Say	10 - 11am	\$10
14	Mr. & Mrs. Office Staff	9 - 11am	\$50/Couple
15	Fair Housing: Accommodating Disabilities	9am - Noon	\$60
21	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11am	---
	Legislative Committee Meeting	3 - 4 pm	---
27	GDA Rent Foundation Committee Meeting	3:30 - 4 pm	---
29	Board of Directors Meeting	4 - 5 pm	---

DECEMBER

8	Spotlight On Success Awards Ceremony	7 - 11pm	\$75/plate
12	Legislative Committee Meeting	3 - 4 pm	---
14	WEBINAR-Women's Guide to DIY Apartment Maintenance	10 - 11am	\$10
19	Membership Committee Meeting	9 - 10 am	---
	Program Committee Meeting	10 - 11 am	---
21	Board of Directors Meeting	4 - 5 pm	---

***Dates and times are subject to change.

Cancellations made 48 hours prior to seminars , workshops and General Meetings will not be honored.
No shows will be billed.

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***"Doing business with a member
is just good business."***

