



# EDUCATION COMMITTEE

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RENTAL HOUSING ASSOCIATION OF UTAH  
COMMITTEE AGENDA

January 25<sup>th</sup>, 2023 11:00 AM

## **2022 EDUCATION COMMITTEE**

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1. Welcome and Introductions – Committee Co-Chairs: Craig Johnson & Kirk Romney | Board Liaison: Bill Prince

- Shelby Martindill (RHA Education Coordinator will serve as Education Committee Liaison, with Stephanie Murrell Assisting

2. Committee Scope of Work:

### **EDUCATION COMMITTEE**

The purpose of the Education Committee is to:

- Monitor association education resource development
- Assist the RHA staff in selecting topics, finding instructors, and organizing RHA classes
- Assist the RHA staff in monitoring classes and providing volunteers for every class
- Promote the Education programs of the association
- Report to the Board on the association's educational efforts
- Fulfill other responsibilities as requested by the board

3. Committee Schedule and tasks

- January – Training and Goal Setting
- February – Review Education Programming policies and procedures Coordinator Job tasks
- March – Review Trade Show Education Roles/Volunteers
- April - Create Instructor Guidelines and Rules
- May - Coordinator Job tasks
- June – Brainstorm and request RFPs for 2024 Tradeshow Speakers
- July -
- August
- September
- October – Finalize education schedule for 2024 Tradeshow
- November – Brainstorm education topics for 2024 GMM's
- December – Finalize education programming for 2024

4. Education Programming Update

- Focus on 2023 Board Goals for the Committee
  - i. Modernize and Expand Online Resources
  - ii. Enhanced General Membership Meeting Schedule

**5. General Membership Meetings – Enhanced Meeting Schedule – Update by Stephanie**

- In 2023 we will hold meetings in Sandy, Ogden, Provo, Logan, Cedar City & St. George
- There will be daytime meetings and evening meetings to provide access to all membership groups
- We will need volunteers to help monitor and assist at these meetings

**6. Good Landlord Program Update – Update by Shelby**

- Online Classes offered through new education program.
- One live class per month at Sandy Office

**7. CPO Course Update – Update by Shelby**

- 4 Classes in 2023 – March, April, June and August
- March 21<sup>st</sup> & 22<sup>nd</sup> – Early Bird Registration is Open & Marketing has begun.

**8. Additional Business**

## Sandy Evening Meetings

January 24th Sandy

- Legislative Updates and Tutorial on RHA Lease and Forms

February 21<sup>st</sup> Sandy

- The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations

March 28th Sandy

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

April 25th – Sandy

- Preventative Maintenance and Maintaining Property Value

April 19th – Annual Fair Housing Conference in Sandy (All day event)

May 23rd Sandy

- Fair Housing Horror Stories and How to Avoid them
- The EXIT process - Notices to vacate, turnover process (inspections cleaning and repair), deductions and refunds

June 27th Sandy

- Overview on RHA Lease and Forms

August 22nd Sandy

- Evictions, Collections and Bankruptcy – Utah Eviction Law

September 26th Sandy

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

October 24th Sandy

- Market Conditions, Rental Rates and Other Market Data

November 7th Sandy

- Annual Membership Meeting and Legal Seminar

December 5th Sandy

- Holiday Party and Bingo Night

## Provo Daytime

Each month the Rental Housing Association holds membership meetings for our Provo members. They are held from 11am to 1pm for our members on a variety of important and timely topics at **1031 W Center St, Orem, UT 84057**

January 10<sup>th</sup> – Provo 11 am – 1pm

- Leasing Operations Class

March 7<sup>th</sup> – Provo 11am – 1pm

- Legislative Recap and Government Affairs

May 9<sup>th</sup> – Provo 11am – 1pm

- Fair Housing Laws and Trouble Areas
- Security Deposits- Calculating Final Charge or Refunds – Jeremy Shorts, Utah Eviction Law

July 11<sup>th</sup> – Provo 11 am – 1 pm

- Fees, Resident Benefit Packages and ancillary income

September 12<sup>th</sup> – Provo 11am – 1pm

- Newest Student Housing Issues

November 7<sup>th</sup> – Provo Annual Meeting 11am – 1pm

## Provo Evening

Each month the Rental Housing Association holds membership meetings for our Provo members. They are held at 7pm for our members on a variety of important and timely topics at **1031 W Center St, Orem, UT 84057**

January 26th Provo

- Legislative Updates and Tutorial on RHA Lease and Forms

February 23rd Provo

- The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations

March 30th Provo

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

April 27th – Provo

- Preventative Maintenance and Maintaining Property Value

May 25<sup>th</sup> Provo

- Fair Housing Laws and Trouble Areas
- Security Deposits - Calculating Final Charge or Refunds – Jeremy Shorts, Utah Eviction Law

June 29th Provo

- Overview on RHA Lease and Forms

August 24<sup>th</sup> Provo

- Evictions, Collections and Bankruptcy – Utah Eviction Law

September 28th Provo

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

October 26th Provo

- Market Conditions, Rental Rates and Other Market Data

## Ogden Evening

Each month the Rental Housing Association holds membership meetings for our Ogden members. They are held at 7pm for our members on a variety of important and timely topics at **5703 S 1475 E #1, Ogden, UT 84403**

January 25th Ogden

- Legislative Updates and Tutorial on RHA Lease and Forms

February 22nd Ogden

- The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations

March 29th Ogden

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

April 26th – Ogden

- Preventative Maintenance and Maintaining Property Value

May 24th Ogden

- Fair Housing Laws and Trouble Areas
- Security Deposits - Calculating Final Charge or Refunds – Jeremy Shorts, Utah Eviction Law

June 28th Ogden

- Overview on RHA Lease and Forms

August 23rd Ogden

- Evictions, Collections and Bankruptcy – Utah Eviction Law

September 27th Ogden

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

October 25th Ogden

- Market Conditions, Rental Rates and Other Market Data

## Logan Daytime

Each month the Rental Housing Association holds membership meetings for our Logan members. They are held 1pm - 3pm for our members on a variety of important and timely topics at **950 W 600 N, Logan, UT 84321**.

February 7th – Logan 1pm – 3pm

- Legal Seminar Leasing Operations and The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations, ongoing operations

April 11th – Logan 1pm – 3pm

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

June 13th – Logan 1pm – 3 pm

- Fair Housing Laws and Trouble Areas
- Security Deposits - Calculating Final Charge or Refunds – Jeremy Shorts, Utah Eviction Law

July 18th – Logan 1pm – 3pm

- Fees, Resident Benefit Packages and ancillary income

October 10th – Logan 1pm – 3pm

- Market Conditions, Rental Rates and Other Market Data

## Logan Evening

Each month the Rental Housing Association holds membership meetings for our Logan members. They are held at 7pm for our members on a variety of important and timely topics at **950 W 600 N, Logan, UT 84321**.

February 7th - Logan Meeting

- Legislative Updates and Tutorial on RHA Lease and Forms

May 16th – Logan Meeting

- Fair Housing Horror Stories and How to Avoid them
- The EXIT process - Notices to vacate, turnover process (inspections cleaning and repair), deductions and refunds

July 18th – Logan

- Evictions, Collections and Bankruptcy – Utah Eviction Law

October 10th – Logan Membership Meeting

- Market Conditions, Rental Rates and Other Market Data



## **Southern Utah Daytime - St. George**

Each month the Rental Housing Association holds membership meetings for our St. George members. They cover a variety of important and timely topics and are held at **1660 W Sunset Blvd, St. George, UT 84770**.

Feb 9th – Southern Utah (9 AM – 11 AM Cedar City, 1 PM – 3 PM St George)

- Legal Seminar Leasing Operations and The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations, ongoing operations

March 23rd – Southern Utah (1 PM – 3PM St. George)

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

May 18th – Southern Utah (9 AM – 11 AM Cedar City, 1 PM – 3 PM St George)

September 19th – Southern Utah (9 AM – 11 AM Cedar City, 1 PM – 3 PM St George)

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

November 29th – Southern Utah Education Conference 9am – 4pm

## **Southern Utah Evenings - St. George**

Each month the Rental Housing Association holds membership meetings for our St. George members. They are held at 7pm for our members on a variety of important and timely topics at **1660 W Sunset Blvd, St. George, UT 84770.**

### **Feb 9<sup>th</sup> – St George**

- Legal Seminar Leasing Operations and The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations, ongoing operations

### **March 23<sup>rd</sup> –St. George**

- New laws for property managers and legal seminar – Evictions, collections, reducing liability and risk

### **May 18<sup>th</sup> – St. George**

- Fair Housing Horror Stories and How to Avoid them
- The EXIT process - Notices to vacate, turnover process (inspections cleaning and repair), deductions and refunds

### **September 19<sup>th</sup> – St George**

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

## Southern Utah Daytime - Cedar City

Each month the Rental Housing Association holds membership meetings for our St. George members. They cover a variety of important and timely topics location **TBD**.

Feb 9th – Southern Utah (9 AM – 11 AM Cedar City)

- Legal Seminar Leasing Operations and The ENTRY Process – Preparing property listings, tenant selection, contracts and communicating expectations, ongoing operations

September 19th – Southern Utah (9 AM – 11 AM Cedar City)

- The TENANT MANAGEMENT Process – Inspection and maintenance, contract compliance issues, Retention, Rent Increases and renewals

November 29th – Southern Utah Education Conference 9am – 4pm