



Maine Real Estate Managers Association

WWW.MREMA.ORG

March, 2007

2007 Training Schedule

March 22–Portland Cultural Skills Training (meets annual Fair Housing training requirement)

April 19–“What You Don’t Know Can Hurt You” Property Manager & Maintenance Seminar, Augusta Civic Center

May 22–24 LIHTC/HOME Certification, Managing Compliance for Properties with LIHTC & Multiple Subsidies, DoubleTree Hotel, Portland

Oct. 15-17 MREMA Annual Convention, Grand Summit Hotel, Bethel, ME

Late Fall–Rural Development 3560 Handbook training (date to be determined)

For more information about the training visit

www.mrema.org

2006 Annual Convention Gets Top Ratings by Attendees

MREMA’s annual convention September 18-20 at the Jordan Grand Resort Hotel in Bethel “Changing Times: It’s Not So Simple Anymore” had over 100 attendees from more than 30 companies and agencies. Property managers, leasing staff, resident service coordinators, maintenance staff and other property management professionals participated in seminars including Fair Housing, Civil Rights and Section 504 conducted by Debra Piltch, a nationally known trainer in fair housing law. Those who attended the seminar “Cultural Diversity-Immigrants and Refugees as Applicants and Tenants” commented “This is great information—wish we had more”. [See upcoming trainings] Other classes included Sex Offender: Protecting Tenants & Employees; Safety Compliance & Reporting in the Workplace; Disability Awareness & Access in Rental Communities; and Property

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Editor’s Notes: 1. This newsletter is being mailed and emailed to the point of contact for all Members. Due to the increase in postage, future issues will be emailed only except by specific request. 2. If you have comments, ideas, suggestions for the newsletter, email LPoland@avestahousing.org

Management Law; Myers-Briggs; Excel & Word Tips & Tricks.

The luncheon and dinner entertainment including The Humble Farmer (www.humblefarmer.com) and Mystery Dinner Theater [mysteryforhire.com] kept the group in stitches.

Conference Sponsors hosted receptions for attendees which gave Vendors the opportunity to showcase their product or service. Conference Chair, Susan Michaud-Bosse explains “Sponsorship allows the conference committee to provide high quality training opportunities and still make the conference fun with the entertainment.

More about the *2006 Convention* on page 4

Maine Housing Update

The Asset Management Division of Maine Housing has completed their annual assessment of portfolio distribution and made a few adjustments. On or before April 1, 2007 owner/managers will receive notice of their newly assigned Asset Manager. According to Daniel Drost, Asset Operations Manager, the changes have been slight and therefore only those with changes will get a notice.

HUD has notified Maine Housing to use the HUD 9834 form again in 2007 for management reviews. In order to make the process more efficient for owner/managers, MH will be sending out copies of the 2006 completed form

Rural Development Update

By Robert Nadeau

MFH Demonstration Program

Rural Development's MFH Preservation and Revitalization Restructuring (MPR) program was developed to utilize debt deferral authorities, in some cases in conjunction with new debt, to fund reserve accounts and revitalize MFH properties.

In Maine a total of 45 proposals were submitted and 28 were selected for further processing. Of the 28 selected, 22 were approved by Rural Development's loan committee. The 22 properties represent \$25,478,954 in deferred debt assistance, and \$2,871,000 in new loan funds. This represented 22 of a total of 78 projects selected nationwide. Maine also received funding for 8 regular 515 rehab/repair proposals, and 4 rehab/repair proposals under the section 358 Guaranteed Rural Rental Housing Program. The 34 properties targeted for rehab/repair assistance represent 10% of Maine Rural Development's portfolio of 344 properties. 2006 was a very successful funding year.

Engagement Reports replace prior audit procures

Rural Development has issued Procedure Notice (PN) 401 that contained instructions on the implementation of the new engagement and attestation procedures, which replace the prior audit procures. The PN can be found by downloading the following link on your browser:

and asking O/M's to indicate only areas that have changed. HUD is also requiring that Addendum B be filled out again as there may have been modifications to units. For copies of the 9834 form and other related documents, visit Maine Housing's website

www.mainehousing.org/rentalhousing.html

Left click on the Section 8 income limits to get to the Asset Management Forms.

Speaking of Maine Housing's website, they are in the process of updating the website. Watch for news of the changes in MREMA's June newsletter.

Did You Know?

Rural Development now has all its properties (photos included) listed on our website? Check this out at: <http://www.rurdev.usda.gov/>. On the left hand side under links click on Apartments for Rent, then the state and county you wish to look at.

http://www.rurdev.usda.gov/regs/pn_list.html

Once you are on the Procedure Notices page, click on Procedure Notice (PN) 401, then scroll down to HB-2-3560. Included is the new Handbook Letter 209, "Letter of Engagement". This information should be provided to the auditing entity that will complete your financial reports for the 2006 year.

Replacement Reserve Accounts

When submitting replacement reserve requests on Form RD 3560-12, please be sure to complete items in Part I. Also, if you are requesting a withdrawal for any of the authorized items, please remember to provide the proper invoices for payment. Reference: HB-2-3560, Chapter 4, Sections 3. Your assistance will improve the turn around time on your requests

Please see *Rural Development Update* on page 5

President's Message

By Susan Michaud-Bosse

It is with great pleasure that I will serve as President for the next two years. Having been involved with the convention planning for the past several years, I have come to know and respect the members of this organization. It is with their hard work and support that MREMA has been able to provide valuable training at the annual conventions and quarterly meetings. Those who work tirelessly year after year are to be commended for their dedication.

At the 2006 Annual Meeting of Maine Real Estate Managers Association in Bethel, the following were elected to the Board of Directors. During a recent Board meeting, the following officers were elected and committee chairpersons were chosen:

Officers:

President	Susan Michaud-Bosse
Vice President	Sheila Malynowski
Treasurer	Suzanne Raymond
Secretary	Margaret O'Connell

Committees:

Legislative Chair
Rosemary Moeykens, Realty Resources
Membership Chair
Cathie Whitney, CC Realty Management
Education Chair
Diane MacDonald, Emerald Management
Newsletter/Website
Linda Poland, Avesta Housing Management
Convention Chair
Susan Michaud-Bosse, PropSys
Ex-officio President
John Desjardins, Federal Management
Toys for Tots & Teens
Deb Shangraw, Emerald Management

I am excited about the new Board and know that we can work well together to make a difference in advancing the mission of Maine Real Estate Managers Association.

Please see *President's Message* on page 4

In Tribute to Mary Lou Manzie

The affordable housing industry has lost a valued partner when Mary Lou Manzie died October 2, 2006, after a struggle with brain cancer in her newly adopted home in Chapala, Vista Del Lago, Mexico. Mary Lou had relocated to Mexico in October of 2005 with her dear friend Katherine Robert. Mary Lou embraced her new home enthusiastically and will be missed by many friends both in the Chapala community as well as in the states.

Mary Lou was a founding partner of Independent Managers Incorporated, moving to Portland to handle the company's Maine portfolio. She subsequently formed General Management Services (GMS) and was a respected housing consultant in the field of affordable multi-family housing in the New England area and in other communities in a variety of states. As a contractor

for Northern New England Housing Investment Fund, Mary Lou provided technical guidance in the LIHTC program to many property management agents and owners in Maine.

She is survived by two sisters and their families, two sons, her friend Katherine Robert of Chapala, Mexico. Her friends and colleagues in the states shall miss her greatly.

Contributions in Mary Lou's memory may be made to the San Nicolas School by making a check or money order payable to Marvin Harthcock, c/o Katherine Robert, 827 Union Pacific Boulevard, PMB 71-282, Laredo, Texas 78045-9452.

WE COULD'T DO IT WITHOUT THEM!
2006 CONFERENCE SPONSORS

<i>Premium</i>	PR CONSTRUCTION, INC.
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<i>Bronze</i>	Oakes & Parkhurst Glass BostonPost Technology
Contributors:	Otis, Atwell PA Northern New England Housing Investment Fund

For more information about the sponsors, visit our website www.MREMA.ORG

*“MREMA is leading the effort
to revive the Maintenance
Seminar...April 19 at the
Augusta Civic Center”*

**Topics at the PM/Maintenance
Seminar April 19**

- Bedbugs and other pests—
identify and manage
- Dealing with abandoned
property
- Specific steps to take after
emergencies like water
damage
- Bloodborne Pathogens
exposure training
- Sexual Harassment/Know
your boundaries

President's Message continued from pg. 3

The newly formed Education Committee is hard at work seeking advice from the regulatory agencies and MREMA members to determine the training that is needed. Our goal is to provide the COS, Tax Credit, and Fair Housing training along with other subjects of interest.

MREMA is also leading the effort to revive the Maintenance Seminar sponsored by MREMA, MSHA, HUD and RD. The April 19 event at the Augusta Civic Center will include workshops for our maintenance staff that would educate them in sexual harassment, workplace bullying, exposure to potentially infectious materials, identifying and treating bedbugs, dealing with personal items left behind by tenants and more.

Your comments about MREMA and ideas would be appreciated. Your voice is important.

Susan Michaud-Bosse smbosse@midmaine.com
Phone: 207-784-0142

MREMA Sets a Goal of 100 Members in '07

Cathie Whitney, Membership Chair is spearheading the effort of increasing the membership to at least 100 members. The MREMA Board has emphasized the mission of the organization as a leader in training and education for its members. For information about the benefits of joining MREMA, visit www.MREMA.org

"I was able to send new staff members to get their Certified Occupancy Specialist training and certificates. The 2006 program was offered here in Maine and at a discount because we're MREMA members, making it possible for us to send two people. We saved a lot on registration and travel costs." Cindy Bland, Realty Resources Management

Compliance Tip

Upcoming deadlines:

March 31, 2007--IRS 8703 form must be filed for any property with tax-exempt bond financing. Ask your accountant for more info

March 31, 2007—RD Properties must submit their 2006 annual report (properties with 12/31/06 fiscal year end)

May 1, 2007—Maine tax credit properties—Annual Owner's Certification of Tax Credit Compliance due to Maine Housing

Welcome to our New and Renewing Members—2007

By Cathie Whitney, Membership Chair

Joining as Regular Members in January of 2007):

C. S. Management of Caribou
C. B. Mattson of Farmingdale
Brewer Housing Authority of Brewer
Stewart Property Management of Bedford, NH
Poirier Property Management of Waterville
Matthew Sherman Memorial Apts, of Enfield

Joining as Regular Members in February of 2007:

Yorkshire Commons of York
Madison Avenue Associates of Oxford
R.L.W. Management, LLC., of Caribou
St. John Valley Realty Co., LLC, of Fort Kent

MREMA Renewing Members - 2007:

January Regular Member renewals:

ALB Consultants of Limerick
Alpha Management Corp., of Scarborough
Avesta Housing of Portland
C & C Realty Management of Augusta
Diocesan Bureau of Housing of Portland
Evergreen Enterprises, of Lincoln

Federal Management Co. of Portland
Foothills Management of Farmington
Hillside Apartments of Madawaska
Jack Marshall Assoc., of Bangor
LaBrecque Property Management of Sabattus
Laplante Apartments of Van Buren
Lewiston Housing Authority of Lewiston
Maine Development Associates of Bangor
Megunticook Management of Camden
Mike Eon Associates of Biddeford
Phoenix Management of Saco
Propsys of Lewiston
R & K Oxford Management of Oxford
Seton Village of Waterville
SHP Management Corp., of Cumberland Foreside
Southern NH Services of North Berwick
Stella Maris Housing Dev. Corp., of Rockland
Targeted Management Co. of Paris
United Pejepsco Housing of Brunswick, ME
Vosmus Associates of Windham, ME

Please see *Members* on page 6

Members from page 5

Washburn Realty Co. of Presque Isle
Weston Associates Management Co. of Bangor
Yale Court of Portland
January Associate Member renewals:
Calise Consulting of Cape Elizabeth
U.S. Dept. of Housing and Urban Development
Nelson & Small, Portland
Northern New England Housing Investment Fund,
Portland
Norton Insurance & Financial Services, Cumberland
Foreside
Oakes & Parkhurst, Manchester
Ouellette & Associates, Lewiston
USDA-Rural Development
Sue Crawford Consulting Services, Gardiner
Tenant Net, Saco
February Regular Member renewals:
Auburn Housing Authority of Auburn
Caleb Foundation of Swampscott, MA
Chartwell Management of Portland
Community Concepts, Inc., of South Paris
Community Housing of Maine, Portland
Dover-Foxcroft Housing Dev Corp., of Dover-Foxcroft
Gary Buck Property Management, Howland
ElderServ, Inc., of Rockland, ME
Elderly Housing Development & Operations Co., of
Augusta, ME
Emerald Management Corp., of Westbrook ME

Foreside Real Estate Management of Falmouth
Goodwill Development Corp., of Portland
Grady Management of Lewiston
Harbor Management of South Portland
Housing Authority of the City of Old Town, Old Town
Housing Foundation of Orono
Housing Management Resources, of North Quincy, MA
Liberty Management of Portland
Preservation Management., Inc. of Portland
Stanford Management of Portland
Westbrook Housing Authority of Westbrook
February Associate Member renewals:
Bangor Savings Bank, Bangor
Basloe, Levin & Cuccaro/Adjusters International,
Utica, NY
First Class International of Portland
Maine State Housing Authority
Otis | Atwell, South Portland
March Regular Member renewals (as of 3/7/07)
Realty Resources Management of Rockport, ME

For contact information about MREMA members, or
information about joining MREMA

Visit our website: www.mrema.org

Or contact **Cathie Whitney, C & C Realty
Management**
207-621-7700 Fax 207-621-7702

MREMA

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