

The Exchange

The Official Publication of the Property Management Association of Mid-Michigan

May 2007

Feature Article

Smoke-Free Housing; Legal and Easier than you thought!

Michigan has become a leader in adoption of smoke-free multi-tenant housing policies. We learned how easy and beneficial a smoke-free policy can be for both tenant and landlord at the January Mid-Michigan Landlords Association meeting. Our guests were James Bergman JD of the Smoke-free Environments Law Project and Amy Moore from the Ingham County Health Department.

Jim Bergman's presentation provided members with an overview of the legal risks for allowing smoking in rental housing and financial benefits to having smoke-free rentals. Jim's organization also hosts the easy to use website: <http://www.mismokefreeapartment.org/>. By visiting this website you can download sample lease amendments and read how other landlords phase-in smoke-free building policies. Most rental units that institute a smoke-free policy begin by amending their current lease with smoke-free language and phase-in the smoke-free policy over one year. When lease renewals are signed, the new lease language is explained to the tenants. Smoke-free signs for building entrances are also available for free. Request a quantity when you visit the website. Almost every landlord at the January meeting committed to creating smoke-free housing; or already manages smoke-free properties. One final benefit to having a smoke-free rental unit is that your properties can be listed at the above website for free.

Amy Moore's portion of the presentation

dealt specifically with local smoke-free policies, tobacco use rates among Ingham County residents and available quit-tobacco services. Data from 2003 found that 83% of the total Ingham County population maintains a smoke-free home. The Ingham County smoking rate for adults is under 20%. The local health community has worked to encourage a smoke-free home and vehicle standard to those that use tobacco. In addition to the data measuring the total number of smoke-free homes in Ingham County; we can count the totals for both non-smokers and smokers. In 2003, non-smokers maintain a smoke-free home 93% of the time. Surprisingly, 55% of smokers also maintain a smoke-free home.

The issue of enforcement of smoke-free policies is a common concern raised by owners. Smoke-free signs were made available because it is our experience that smokers will agree to smoke restrictions if they understand the policy and know where they CAN smoke. The free smoke-free signs, tenant signed lease amendment and an ash can near a bench should make your policy clear and enough to encourage compliance. The majority of Amy Moore's discussion related to the recent findings of the Surgeon Generals Report. This report was issued in June 2006 and provides us with some additional facts that encourage the protection of both smokers and non-smokers from passive smoke exposure in the home. The report states: millions of Americans are

exposed to passive smoke at home and work. The report reveals that 60% of all children are exposed to passive smoke, mainly in the home. The source of the smoke comes primarily from shared ventilations systems in multi-tenant housing. While 60% of children are regularly exposed, only 43% of all adults have nicotine in their bodies. Even a short time in a smoky room causes your blood platelets to stick together. Passive smoke also damages the lining of your blood vessels and changes your heart's ability to pump blood. The result is damage to a healthy non-smoking adults and heart attack and stroke risk for those with delicate health. The report strongly states that: there is no risk-free level of exposure to secondhand smoke and, ventilation, cleaning the air and separating smokers from nonsmokers cannot eliminate exposure to second hand smoke. Eliminating smoking in indoor spaces is the only way to protect nonsmokers from exposure to passive smoke. These findings were just released in June and a full powerpoint can be found at www.drugfreeingham.org Please remember, a smoke-free apartment can be rented to smokers, the tenant just can't smoke inside.

For more information on the smoke-free programs in Ingham County and Michigan please contact Amy Moore at the Ingham County Health Department; (517) 887-4315 or amoore@ingham.org. The website is Michigan Smoke-Free Apartment with Michigan as "M-I": <http://www.mismokefreeapartment.org/>

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President's Message



**Success is never final,
Failure is never fatal-
It is the courage that counts.**

Dear Members:

The words above mean so much as everyday we face obstacles, at work and home that can make one feel overwhelmed. By thinking of the obstacles in a positive way you will soon realize that each one is just a learning experience in life. It is the way that you choose to look at it that makes people winners.

Remember you have the power to change anything if you have the courage to try. . .

Weather leasing, maintenance or management each one of you touches peoples lives everyday. YOU can make the difference in their day. Our industry has the ability to show someone daily that someone cares. It can be as simple as a cheery greeting on the phone, or making them laugh, or just listening to what they have to say.

PMAMM wants to make a difference in your lives too! Our meetings we have exciting speakers who will give you ideas to take back to your communities and try. They offer you a chance to see what others are doing by networking, and most of all it gives us the chance to let you know that you are all winners!

We are going to be honoring communities that have made a difference or have done something unique so please bring your story to us at the next meeting so that your community can be in the spot light.

For meeting dates and education updates please go to pmamm.com.

Yours truly,

Paula Berbaum, RCM, NALP, President
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The Exchange and PMAMM apologize for any incorrect information contained herein. Please notify us immediately of any errors for correction in the following month's issue.

Educational Conference and Tradeshow

PMAMM asked Great Lakes Capital Fund to partner to put on an educational conference for property managers and management companies in the conventional, market rate and affordable housing.

When you are looking at a weak economy that is not going to get any better any time soon, it is more important than ever to education yourself, your employees and to be networking with others in your industry and related fields. We are offering you that

opportunity.

Take advantage of it and plan to attend the conference on July 29 - 31, 2007. Educational programs will be offered Monday July 30 and Tuesday, July 31. One and a half days of informative educational programming. The cost is \$169. Kellogg Center is offering overnight rooms for \$99.

We are also offering a C3P Tax Credit Certification Program during the conference at a special reduced rate!!!

Educational Lineup

- Gossip Stoppers
- Preservation
- Burning Issues (new fire inspection law and more)
- Market Forecast
- How to Warm up the Old & Cold
- Quick Turnover Planning
- Avoiding Watchlist Pitfalls
- Budgeting for Property Managers
- Living with Proforma
- Cost Effective Repairs
- Budgeting for Management Companies
- Leadership Development
- Year 15 (2 sessions)
- Fair Housing (2 sessions)
- Time Management/Multi Tasking
- Insurance Issues
- Service Coordinator for Seniors
- Marketing & Leasing



If the name C. Leslie Charles sounds familiar, maybe you've seen her quoted in a magazine or on TV. Following the 1999 release of her critically acclaimed "Why Is Everyone So Cranky?"

Leslie appeared on CNN, CBS, NBC, ABC, FOX, MSNBC, PAX, A & E, and more. In addition to guest spots on national and local radio shows, she's been featured in Redbook, Ladies Home Journal, Woman's Day, a USA Today cover story, Parade, and the Sydney Morning Herald AGE Magazine.

Calendar of Events

MAY

- 11 NALP – Telephone Presentations/The Leasing Interview & Qualifying Residents, David Soule
Keystone Management Group Office, Lansing
- 25 NALP – Leasing Demonstrations & Resolving Objections – David Soule
Keystone Management Group Office, Lansing

JUNE

- 13 Noon - How to Build a Glastar Board
Kathy Vallie, Lansing
- 15 PMAMM Golf Outing
Prairie Creek, DeWitt

- 21 CAM – Community Analysis & Management Residential Issues, Rich George

- 22 CAM – Marketing

JULY

- 12 CAM – Legal Responsibilities & Property Maintenance for Mgrs.

- 13 CAM – Risk Management

- 18 Membership Meeting – Take the Dread Out of Budgeting: Tips to Make it Easy
Coral Gables, East Lansing

- 26 Leasing (how to get, retain, market), Elizabeth Szymanski

- 29-31 PMAMM/GLCF Educational Conference and Tradeshow
Kellogg Hotel & Conference Center, East Lansing

- 30 CAM – Fair Housing
Kellogg Hotel & Conference Center, East Lansing

AUGUST

- 16 CAM – Human Resource Management

- 17 CAM - Financial Management

SEPTEMBER

- 19 Membership Meeting - Creating a Triumphant Team, Rich George
Coral Gables, East Lansing

- 27 CONED
Hannah Center, East Lansing

NOVEMBER

- 9-10 GLAStar
Kellogg Hotel & Conference Center, East Lansing

DECEMBER

- 7 Holiday Party
Cadillac Club, Lansing

Apartment Owners- Join us to Celebrate

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SPECIAL EVENT



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Is your Reticular Activating System working to meet your Goal?

Are you aware of how often you utilize your Reticular Activating System? When a person sets a specific goal for themselves and has gone through the proper steps to begin to achieve their goal, their Reticular Activating System becomes active.

How does this happen? Say you set your goal on getting a new dog. Not just any dog, but a Papillon. Now, you never noticed Papillons before, but now everywhere you go, you see this breed. This is your Reticular Activating System working for you!

Goals are more powerful when they are SMART goals. April Callis of Springboard Consulting (www.springboard-consult.com) led an informative and energetic workshop on Personal Goal Setting for Professional Development at the last PMAMM Member-



April Callis explaining how she used her goal setting skills to purchase her car.

ship Meeting held at Coral Gables in East Lansing. She talked about goal setting and how important it is for everyone to set specific goals for themselves in the workplace.

April went through what the S, M, A, R, & T stand for in a SMART. SMART goals are Specific. The goal must be broken down in order for it to be achievable. They are Measurable. In order for one to evaluate how they are doing, they need some measure of success. SMART goals must be Attainable, meaning they should be something that is challenging but also within one's ability to achieve. You must be Realistic in your goal. Know your limitations. SMART goals need to be Time Bound. It is important to set a start date and completion date.

Plan to attend our membership meeting in July. July 18 Terry Potterpin, president, Executive Option and owner of PK Housing will discuss Taking the dread out of Budgeting.



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