

# **AGENDA**

## **NASLEF Asset Mgmt Conference**

### **Sept. 12 - 13, 2006**

#### Tuesday, Sept. 12th

**7:00 – 5:00 pm      Registration & Information**

**7:00 – 8:00 am      Continental Breakfast**

**8:00 – 8:30 am      Welcome & Opening Message**

**8:30 – 10:00 am      Breakfast of CHAMpions**

Four of CHAM's program of study graduates (CHAMpions) will bring the asset management game plans they developed for their portfolios (the final step in earning their CHAMpion designation) out of the locker room and onto the playing field. Did ANYTHING work out as planned? Explore the agony and ecstasy of victory snatched from the jaws of near defeat. Hear tales of masterful execution, sideline injuries and set backs and powerful team work that gets results.

**10:00 – 10:15 am      Refreshment Break Sponsored by Community Affordable Housing Equity Corporation**

**10:15 – 11:45 am      Concurrent Sessions**

**A) IRS form 8823 - Report of Non Compliance!**

This session we will focus on the most common problems that lead to filing a report of non compliance (8823). What are the trends seen from state to state and how can we avoid them? When an 8823 form is filed, how can we correct the situation to avoid loss of tax credits? Find out the difference between a corrected 8823 and an amended 8823. Hear from the pros at Spectrum who currently are the monitoring agent for seven states along with the perspective of other NASLEF members.

**B) Expense Reduction**

This session will look at the alarming rate at which expenses are increasing. Panelists will discuss ways that these expenses may be reduced or at least slowed. Operating expenses – utilities, maintenance, insurance, and real estate taxes – will be covered in this informative session.

**12:00 – 1:00 pm      Lunch**

**1:15 – 2:45 pm      Concurrent Sessions**

**C) Effective Policies & Procedures: How to maximize capacity and efficiencies within your Asset Management Department.**

This panel of Asset Management Department leaders will share some of their most effective department secrets for gaining productivity, enhancing intra-departmental communication, and building efficient teams to provide optimum portfolio oversight and

customer service. Topics include peer reviews, risk-based site visits, asset management fee structures, collections, monitoring lease-ups, collecting year-end reports in a timely manner, credit delivery and equity distributions.

#### **D) History of Affordable Housing**

This session discusses the history of affordable housing in the United States through the 20th Century and introduces development concepts. Participants become aware of how the development of affordable housing echoes American history. This session identifies how development decisions impact the long-range operations of the property.

**2:45 – 3:00 pm          Refreshment Break Sponsored by Spectrum Seminars**

**3:00 – 5:00 pm          Joint Session**

#### **NASLEF Asset Managers: Who are we and what do we do?**

This session will focus on the results of an in-depth survey of all NASLEF Asset Management Departments. Similar sized NASLEF members will separate into multiple roundtables to explore topics such as staffing needs, motivating staff, providing growth opportunities, integrating with other departments, examining similarities and differences in our NASLEF business models, training and outreach. We'll also discuss managerial concerns for portfolio assignment, specialized services and overall Asset management functions as well as what value we add to the productivity and objectives of our respective organizations.

**6:30 – 8:30 pm          Dinner at Rick's Boatyard Café Sponsored by Loomis, Ewert, Parsley & Gotting**

**Wednesday, Sept. 13<sup>th</sup>**

**7:00 – 5:00 pm          Registration & Information**

**7:00 – 8:00 am          Continental Breakfast**

**8:00 – 9:30 am          Concurrent Sessions**

#### **E) Watchlist Reporting and Monitoring: Filtering through information to identify at-risk projects while satisfying reporting requirements.**

Asset Management departments must capture, review and process substantial volumes of information to identify troubled projects. Once data has been captured, it must be filtered through many criteria to satisfy a variety of reporting needs, including: Fannie Mae or other investor risk ratings, internal risk ratings, and watchlist reporting. In this session we will explore how different syndicators collect, organize and use the various data elements to assess risk and satisfy the various reporting requirements. Discussion topics include 'how is the watchlist organized and utilized', 'multi-tiered watchlists', 'risk rating definitions -- Fannie versus internal', and 'AHIC criteria integration into watchlist criteria'.

## **F) Property Manager Issues & Property Management Companies**

Participants should come ready to share experiences and expect to leave with new ideas for working more effectively with management companies. Panelists will address several aspects of the ongoing relationship between asset managers and property management companies in a roundtable format. Topics will include selection criteria for property management companies including the use of an approved list, the many advantages of effective involvement with the management company from day one, defining the limited partner's role in different situations, dealing with issues as they arise, apartment marketing and market issues (demand & supply), and removal of the property management company when necessary.

### **9:45 – 11:45am      Joint Session Combating Drug Activity in Housing Developments**

This panel will discuss the current trends in drug trafficking, provide information on how to recognize drugs and drug paraphernalia during site audits, and how to combat drug activity in our housing developments. This session will be packed with information that every asset manager will find useful when evaluating the environment during a site review.