

DC Housing Providers Association
2014 Theme: “Taking Ownership of our Business”

2014 DCHPA OFFICERS

Chairman - Karissa Leake	Karissa.Leake@dchpa.org
Vice Chairman - Mike Kornegay	Mike.Kornegay@dchpa.org
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Website: For Housing Choice Program Information: dchousing.org.

Webmaster: Steve Hadley - shadley@dchousing.org

If you are experiencing problems with the website contact Steve Hadley.

DCHPA Meeting Minutes for March 19, 2014
Tips and Tricks on Managing Your Property

Objectives and Purpose of DCHPA: To advise DCHA management on recommended improvements and collaborative measures.

- I. **Meeting was called to order** by Chairman Karissa Leake at 6:00 PM. The meeting location was Room 100.

With over 15 years of real estate investing experience, Vice Chairman, Mike Kornegay, presented the 5 most common landlord blunders.

- 1) Purchasing an alligator (bad property)
 - Choose a trustworthy agent
 - Have a pro forma
- 2) Selecting the wrong vendor
 - Network with other investors for referrals
 - Have all agreements in writing
 - Pay in installments
- 3) Selecting the wrong tenant
 - Generate as many leads as possible
 - Do not use a generic lease
 - Take plenty of photos
 - Have all communication by registered/certified mail and/or email
- 4) Managing emotionally
 - Make decisions logically, not emotionally
- 5) Calling the police to put out a fire
 - Don't call an attorney for business problems, only legal issues

- When hiring a lawyer go to them with what you want, not hands down not knowing anything

Since 1998, Chairman Karissa Leake, has been heavily involved in property management from employment within local housing authorities to operating and managing her own property management firm. Chairman Leake shared a few best practices for selecting a tenant.

- 1) Application Process
 - Have strong language
 - Detailed questions to obtain as much information up front as possible
- 2) Compare background/credit questions from application with your own research
 - Run an independent background/credit search of applicants
 - Free local court case search
 - ❖ <https://www.dccourts.gov/cco/maincase.jsf>
 - ❖ <http://casesearch.courts.state.md.us/inquiry/processDisclaimer.js>
- 3) Complete group showings
 - Saves time
 - Shows applicants have competition
 - Saturdays applicants are usually off from work

II. Open Forum

A few of the tips and suggestions shared amongst members for better management practices:

- Choosing a lawyer – observe lawyers in the Landlord and Tenant courtroom to choose a lawyer with experience and a rapport with the judges
- If needed, provide your tenants with a Charity reference sheet to assist with late/overdue payments

III. Open floor for questions and discussion

IV. Announcements

1. You can find more information on all the Housing Choice Programs on the website at dchousing.org. Steve Hadley can be reached by email at shadley@dchousing.org if you are having problems with the website. All landlords are encouraged to register on the site and take advantage of the services that are being provided to you.
2. Please check the Department of Housing and Community Development website, www.dhcd.dc.gov for **Housing Regulation Administration (HRA)** ongoing Education Series for dates, times and locations of upcoming workshops and seminars. They are located at 1800 Martin Luther King, Jr. Ave., SE, Washington, DC 20020. The telephone number is 202-442-7200.
3. **Next meeting will be held on Wednesday, April 16, 2013 at 6pm.** Please arrive between 5pm-6pm if you need to meet with Housing staff in regards to personal tenant related questions and concerns. The Calendar of Events for Topics of Discussion are listed as follows:

- ❖ **January 15th** Election of Committee Members
- ❖ **February 19th** 2014 Calendar Monthly Meeting Survey / Open Forum
- ❖ **March 19th** Tips and Tricks on Managing Your Property
- ❖ **April 16th** Landlord and Tenant Law (Attorney Presentation)
- ❖ **May 21st** Housing Choice Voucher Program (HCVP) Successful New Lease Ups (HCVP Staff Presentation)
- ❖ **June 20th** Government Agencies: Important News, Information and Updates via Department of Housing and Community Development (DHCD), Department of Consumer and Regulatory Affairs (DCRA) and Office of Tenant Advocate (OTA)
**Learn of current regulations, business/rental licensing and more
- ❖ **July 16th** Tax & Accounting Tips and Tricks for Real Estate Investors / Financial Planning
- ❖ **August 20th** Other Housing Programs: Community Partnership/Housing Counseling Services **Learn about other housing supportive agencies and programs available
- ❖ **September 17th** HCVP housing Quality Inspections (HQS) Passing the HCVP Inspection **Presentation by HCVP Inspections Staff
- ❖ **October 15th** Tips and Tricks to Finance Your Investment
- ❖ **November 19th** Open for City Council Member
- ❖ **December 17th** Holiday Celebration

V. Meeting Adjourned at 7:40 PM

Respectfully submitted by,

Roshonda Josephs
DCHPA Secretary