

# Oregon Rental Housing NEWS

AN OREGON RENTAL HOUSING ASSOCIATION PUBLICATION

2009 • VOL. VII



## 2009 Legislative Wrap-Up

BY: SHAWN MILLER, ORHA Lobbyist

The regular session of Oregon's 75th legislative assembly adjourned on June 29th at 9:45 p.m., just one day short of the projected end date. In comparison, the 2009 adjournment date was one day later than the adjournment date of 2007, more than one month prior to the August 5th adjournment date of 2005, and well before August 27th—the day the longest session in Oregon history ended in 2003. The final adjournment date is referred to as "sine die," which means "without fixing a day for a future meeting," or in simpler terms—the end of legislative session. The legislature begins every odd numbered year on the second Monday in January and has no constitutional adjournment date. In fact the only thing that is required of the legislature, according to the constitution, is to balance the State budget.

Although Sine Die means "without fixing a day for a future meeting," the 75th legislative assembly, like the 74th legislative

assembly, did fix a day for a future meeting: A special session in February 2010. In 2007, the legislature decided to experiment with annual sessions to prove to the public that the State can be better managed by meeting every year rather than every other year. The jury is still out on whether the State can be better managed with annual sessions or whether the government will just do more damage the more often they meet.

Democrats had complete control over the agenda; largely determining which of the over 2,800 bills introduced this session received a hearing and which of those ultimately passed into law. Both chambers of the legislature held a 3/5 Democrat majority (House 36-24, Senate 18-12); coincidentally the same requirement needed to pass any tax or revenue raising measures. And taxes are how this legislature will be remembered.

*Continued on page 6.*

# President's Message



Herb Neelund  
President

## Meet Your New ORHA President

A great many years have passed since I first rented a three room cottage to a young couple. The rental agreement was 'oral', and as I recall, I did not even have any type of deposit! "The good old days" ...perhaps. Those days of yore are only memories, now! I believe that those days of 'handshake agreements' were not such a 'good thing' then; it certainly would not be a satisfactory procedure today!

I am beginning a two year term as your president of ORHA. The here, the now, the future is a period of many changes, many opportunities, and many challenges. ORHA, and your new president will do our utmost to manage this time of new experiences! Let me list some important issues, as I view them, and ask all of you to add any other issues that you believe ORHA should work on:

**LEGISLATIVE ISSUES:** Mr. J. Norton Cabell, our legislative director for several years, is 'stepping down' from this most important position at the end of the year, 2009. ORHA is endeavoring to fill this position and gain wisdom from Norton before he leaves this post. Today, our state legislature has also changed in its composition; the result of the elections of November, 2008. The state's major concern is MONEY and how to raise enough to balance a burgeoning budget. Norton and our skillful lobbyist Shawn Miller have spearheaded the crafting of the Landlord and Tenant Omnibus Bill that we anticipate will be signed into law. A lot of hard work, much negotiating, even more stating of our position on several debated issues have resulted in a very fair compromise legislation that should suit our needs for the next two years of 2010 and 2011. Thanks to them for their hard work!

During March and April, Norton and Shawn led a 'letter-writing campaign' to help defeat a very determined effort to make Section 8 (HUD) what would have been a 'protected class' of rental applicants. The point is... All member associations of ORHA banded together, responded, met the challenge, and contributed to this victory! There will be more such challenges during the next two years. Let us not forget just how this was accomplished!

**EDUCATION:** Marcia Gohman acts as the ORHA chairperson for education. One of the most important tasks for ORHA

and all of the associations around the state! When I began my commentaries, I remembered the early days of oral rental agreements, and no real structure to base a landlord and tenant business relationship. All too often, I meet people who are coming to our association in Southern Oregon, either for the first time or because they were once members; dropped out and ran into trouble.

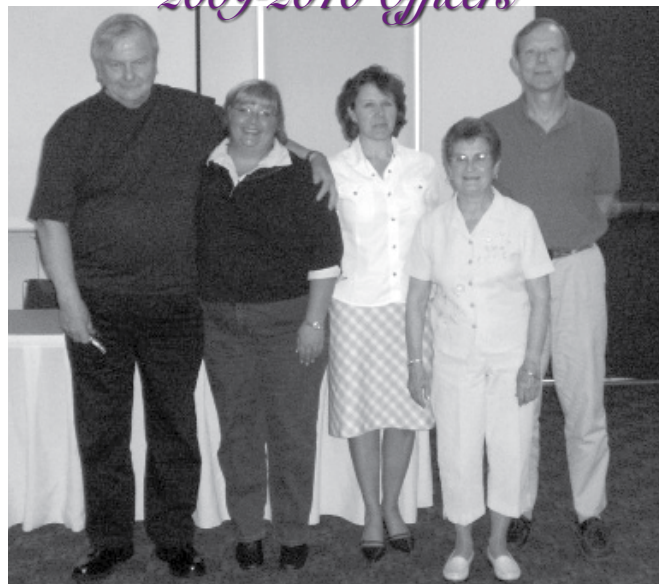
I cannot imagine operating a business of residential rental real estate without a sound framework and a good education on just what it takes to be a successful landlord or property manager. I also cannot imagine anyone wanting to walk the walk of a landlord without knowing and understanding the legal statutes that guide our performance! This is tantamount to walking into a statutory 'minefield', not knowing what mistake we made that results in a 'legal explosion' of some sort!

None of us who own property would ever think about not having insurance to protect us against casualty loss or the unknown expenses of legal suits! An expense for certain but a necessity! Membership is another form of very necessary insurance!

Why do people leave their associations and let their membership policies lapse? Probably because they have not

*Continued on page 8*

### 2009-2010 Officers



Herb Neelund, Marcia Gohman, Sibylle Beck, Virginia Rice, and Dennis Chappa.

# ORHA Seminar Schedule

**AUGUST 20, 2009**

**EVICCTIONS • CORVALLIS**

Linn-Benton RHA • Contact: Pat Alden  
541-259-3777 • p.alden@singingbear.net

**SEPTEMBER 26, 2009**

**MAINTENANCE • COOS BAY**

Southwestern OR ROA • Contact: JuLene Gerami  
541-290-7673 • prestigeproperty@verizon.net

**OCTOBER 3, 2009**

**LLTL UPDATE • THE DALLES**

Mid-Columbia ROA • Contact: Lori Stiles  
541-296-8203 • loristiles@charter.net

**OCTOBER 3, 2009**

**PARK EDUCATION • THE DALLES**

ORHA • Contact: Maren Winters  
503-364-5468 • maren@oregonrentalhousing.com

**OCTOBER 8, 2009**

**LLTL UPDATE • SALEM**

Salem RHA • Contact: Maren Winters  
503-364-5468 • maren@oregonrentalhousing.com

**OCTOBER 10, 2009**

**LLTL UPDATE • EUGENE**

Lane Co. ROA • Contact: ROA Office  
541-485-7368 • info@laneora.com

**OCTOBER 15, 2009**

**LLTL UPDATE • ALBANY**

Linn-Benton RHA • Contact: Pat Alden  
541-259-3777 • p.alden@singingbear.net

**OCTOBER 17, 2009**

**LANDLORDING 301 • COOS BAY**

Southwestern OR ROA • Contact: JuLene Gerami  
541-290-7673 • prestigeproperty@verizon.net

**OCTOBER 24, 2009**

**PARK EDUCATION • NEWPORT**

ORHA • Contact: Maren Winters  
503-364-5468 • maren@oregonrentalhousing.com

**OCTOBER 24, 2009**

**LLTL UPDATE • NEWPORT**

ORHA • Contact: Maren Winters  
503-364-5468 • maren@oregonrentalhousing.com

**OCTOBER 28, 2009**

**LLTL UPDATE • MEDFORD**

Southern OR ROA • Contact: Roberta Claudson  
541-842-7676 • roberta@ccountry.net

**NOVEMBER 7, 2009**

**LANDLORDING 101 • EUGENE**

Lane Co. ROA • Contact: ROA Office  
541-485-7368 • info@laneora.com

**NOVEMBER 14, 2009**

**LLTL UPDATE • COOS BAY**

Southwestern OR ROA • Contact: JuLene Gerami  
541-290-7673 • prestigeproperty@verizon.net

**NOVEMBER 17, 2009**

**LLTL UPDATE • BEND**

Central OR ROA • Contact: Becky Ozrelc  
541-388-8989 • beckyo@beckyo.com

**NOVEMBER 21, 2009**

**LLTL UPDATE • NEWBERG**

Yamhill RHA • Contact: Beverly Hughes  
(503) 538-7572 • afgry@msn.com

**NOVEMBER 21, 2009**

**PARK EDUCATION • NEWBERG**

Yamhill RHA • Contact: Beverly Hughes  
(503) 538-7572 • afgry@msn.com

**DECEMBER 3, 2009**

**LLTL UPDATE • LA GRANDE**

Northeast OR ROA • Contact: Leslie Hasse  
541-963-2544 • leslih@uci.net

**DECEMBER 4, 2009**

**LLTL UPDATE • PENDLETON**

Umatilla RHA • Contact: Richard Hampton  
541-278-0519 • lorrich@wtechlink.us

**DECEMBER 4, 2009**

**PARK EDUCATION • PENDLETON**

ORHA • Contact: Maren Winters  
503-364-5468 • maren@oregonrentalhousing.com

**DECEMBER 5, 2009**

**LLTL UPDATE • ONTARIO**

Treasure Valley ROA • Contact: Beth McDaniel  
541-889-5600

**DECEMBER 12, 2009**

**LLTL UPDATE • PORTLAND**

RHAGP • Contact: RHAGP Office  
503-254-4723 • info@rhagp.org

## Mandatory Education for Parks

At least one person who has authority to manage a park must complete six hours of continuing education every two years. The person should be the manager or owner.

The law requires every manufactured dwelling facility to register with the Oregon Housing and Community Services ([www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)). If you don't have web access, you can call them at 800-453-5511 and they will send you a form.

ORHA is offering the training on **October 3** in **The Dalles**, **October 24** in **Newport**, **November 21** in **Newberg**, and **December 4** in **Pendleton**. If you would like to register, please call Maren at the ORHA state office at 503-364-5468.

# Form 18 - 24-Hour Notice to Enter



BY NORTON CABELL,  
Author, *ORHA Forms  
Manual & ORHA LLTL Book*

## What this form is for

For most purposes, Oregon law requires notice prior to a landlord entering residential property leased to another. And such access must be for a legitimate purpose. This form establishes the purpose and, delivered properly, enables the landlord to comply with the notice requirement.

## When this form is used

Generally, before a landlord goes onto or into a tenant's property, he needs to give prior notice. The requirements differ depending on why the entry is being made. Access can be made for six purposes:

- 1 To serve notices
- 2 To resolve an emergency
- 3 To make repairs
- 4 To show the property
- 5 To inspect
- 6 To supply services

Mostly this form is used for reasons 4 and 5.

To serve notices (reason #1), no prior notice is required. But the landlord or agent can only go up to the front door (the law says "the main entrance") to knock or to post a notice. This may mean the landlord enters property to which the tenant is entitled exclusive control (see more comment below). The idea is to serve the notice, then depart. If you start wandering around, peering in the garage window and the like, you've broken the law.

If the situation is an emergency (reason #2), you needn't give prior notice. See Emergency Entry, Form #19.

**24-HOUR NOTICE TO ENTER** 18

NAME: \_\_\_\_\_ 1  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_

DATE: \_\_\_\_\_ 2 TIME POSTED & MAILED: \_\_\_\_\_ STATE: \_\_\_\_\_ UNIT: \_\_\_\_\_  
OR TIME PERSONALLY SERVED ON RESIDENT: \_\_\_\_\_ ZIP: \_\_\_\_\_  
REASON(S): \_\_\_\_\_ 3 OR TIME MAILED: \_\_\_\_\_

To make necessary or agreed upon repairs or improvements  
Name of Company (if appropriate): \_\_\_\_\_ 4

To inspect  
 To allow governmental agencies to inspect  
 To show to a prospective renter  
 To show to a prospective buyer

This notice, if mailed, shall be mailed by First Class mail ONLY (not certified, registered, etc.) If notice is served by mail ONLY, the date of entry MUST include an additional three (3) days to allow for delivery of notice, not counting date of mailing.

Owner/Agent \_\_\_\_\_ 5  
Telephone: \_\_\_\_\_ 6

Equal Housing Opportunity  
RENEWING: No portion of this form may be reproduced without  
written permission of the Oregon Rental Housing Association, Inc.  
© Copyright 2007 Rev. 1/07

Oregon Rental Housing Association, Inc.

If your tenant requests repairs in writing, you needn't give further notice. See Maintenance Request, Form #17. But if the request isn't in writing, or if seven days have passed since you received the request in writing, you need to give 24-hours' notice before entering. You can use this form.

If you're trying to sell the property, you can enter into a sort of master agreement in which the tenant waives the requirement that you give 24 hours' prior notice. See Entry Agreement, Form #40.

If your agreement calls for you to provide lawn care, you can enter without notice—at reasonable times—as long as your lease says so. See item #22 on Form #2A on page xx.

For other reasons, use this form. What are other reasons? They are: to inspect, to make repairs at your behest or upon the tenant's verbal request, to provide agreed-upon services, or to show the place to prospective tenants or buyers.

*Continued on page 5*

## Form 18 - 24-Hour Notice to Enter ... continued from page 4.

### Access

Except as noted above, you need either to comply with these notice provisions or you need your tenant's permission before you can enter "any portion of the premises under the tenant's exclusive control." What area is that? In an apartment complex it's pretty clear that the only area the tenant controls exclusively is the unit itself plus any porch or deck or fenced area. It's equally clear that if you're renting a typical single family home, the tenant has exclusive use of and therefore exclusive control over the yard, garage, and driveway. Duplexes and the occasional triplex get more difficult. It depends on the layout. Are the two yards separately fenced or set off by landscaping? Does your lease specify? Who maintains what?

If you're not certain, err on the side of assuming your tenant has exclusive control and you can't go onto that property without permission or appropriate notice. This includes your agents. If your tenant isn't mowing as he's supposed to and you decide to have someone do it for you or if you contract out to a landscaper to provide regular service, first give 24 hours' notice.

I believe you are also allowed access when you are invited. Often I return calls to my tenants in the evening, because I'm busy during the day. When there's a leaky faucet, for instance, I might say, "How about if I come over tomorrow and fix that?" Well, tomorrow during the day is less than 24 hours away. But if the tenant says, "Fine," then I'm invited. I am open to a claim that the tenant feels coerced, so I only do that when I have a good relationship with the tenant. Nothing is without risk.

### Actual vs. Written notice

The law requires that most notices be given in one of three ways: by mail, by hand, or by what's colloquially called "post-and-mail" (see Delivery of Notices on page xx). Certain notices, however, can be given by actual notice. Access notices are those most commonly given by actual notice. Actual notice includes verbal communication. That means speaking to your tenant in person or leaving a message on his answering machine. Actual notice includes a written notice (such as this form) handed to the tenant, faxed to the tenant, or posted on the tenant's door. Actual notice includes mailing, but three days must be added. And actual notice includes other forms of delivery that you and your tenant

have agreed to in writing. If you use the "1/07" edition of the lease forms (#2A, etc.), you have authorized email as a means of actual notice between you. Of course you need to have each other's email addresses..

Practically speaking, that means you can deliver this form by posting it on the tenant's front door. You don't need simultaneously to mail a copy.

Actual notice is simple and quick. You can call the tenant and say you'll be over tomorrow afternoon. You can call him at work. You can go by and stick a note on the door. While simpler and quicker, there's a risk. Proving you gave notice legally is more difficult. How do you prove a telephone call? Some landlords refuse to use actual notice, fearing the risk. Others use it, but only the written form. Yet others use it with tenants of some tenure where the relationship is friendly. There's no single right answer. But if you use actual notice, take a few precautions. Keep a copy of any written notice you use; document your phone calls (use a diary or telephone log); have a witness.

### How the form is filled in

- 1 This is the tenant's name and address.
- 2 Fill in the date and time the notice is delivered. If you fax the form, cross out "mailed" and write "faxed." If you post it but don't mail, cross out "& mailed."
- 3 Put the date you're planning to go into the tenant's house. You could be more specific—listing a time—but avoid that if you can. It restricts you to going in at just that time, not half an hour earlier or later. On the other hand, if you post the notice at noon on the twelfth, don't go in before noon on the thirteenth, even if you put simply the thirteenth in this space. 24 hours, remember.
- 4 Check one of the five boxes. If you're having a repairman come over, list his name or the company and describe the repairs. If you're making the repairs yourself, put "n/a" or "self" in the space.
- 5 Sign here.
- 6 Put your telephone number here. Make it easy for the tenant to call and say this time isn't convenient, to schedule another. (Better to find out now than to drive over there and find a note on the door asking you not to come in.)

# New Oregon Law Requires Landlords to Disclose Smoking Policy to Tenants



A new law requires Oregon landlords, as they sign residential rental agreements, to disclose their smoking policy to their tenants. According to the law, “The disclosure must state whether smoking is prohibited on the premises, allowed on the entire premises or allowed in limited areas on the premises.

If the smoking policy allows smoking in limited areas on the premises, the disclosure must identify the areas on the premises where smoking is allowed.” This law pertains to dwelling units regulated under ORS Chapter 90 but does not apply to rental agreements in which the owner of a manufactured or floating homes is renting space in a park or moorage. The law goes into effect January 1, 2010.

The new law, championed by Governor Kulongoski, enjoyed widespread support during the session from the Oregon Rental Housing Association, Metro Multifamily Housing Association, the Oregon Law Center, the Fair Housing Council and a wide array of public health advocates. Both House and Senate overwhelmingly approved it. The new law will prove useful to both landlords and tenants. Many landlords want to adopt no-smoking policies but are not sure whether it is legal to do so. This law clarifies that no-smoking rules are indeed legal. The disclosure of smoking rules will give renters the information they need to make their decision about where they will live.

To comply with the new law, landlords may use rental forms currently available from the Oregon Rental Housing Association. Signs showing where smoking is prohibited are not required by law, but they go a long way toward achieving good tenant compliance. Find sample lease language, as well as a variety of no-smoking signs and posters, at [www.smokefreehousinginfo.com](http://www.smokefreehousinginfo.com).

Though the new law does not require landlords to adopt no-smoking policies, taking advantage of the market demand (70% of Oregon renters said they would choose a smokefree rental, 40% would even be willing to pay a little more rent) would be a very smart business decision. Owners of the increasing number of non-smoking properties will tell you: prohibiting smoking simplifies maintenance and turnover, saves money, decrease the risks of fire and future

liability while protecting tenants from the dangers of secondhand smoke exposure. Why wait?

For more information about the Oregon Landlord Disclosure Law, visit [www.smokefreehousinginfo.com](http://www.smokefreehousinginfo.com).

*Diane Laughter of Health In Sight LLC staffs the Oregon Smokefree Housing Project. The project is funded by the Tobacco Prevention and Education Program, Oregon Public Health Division.*



## Legislative Wrap-Up ... continued from page 1.

Over \$1 billion in tax increases passed including:

- A corporate tax increase as well as a tax on Oregon businesses for the “privilege” of doing business in Oregon. Total raised: \$261 million.
- Two brand new, highest-in-the-nation personal income tax brackets at 10.8% and 11%. More than 70% of the individuals paying this tax will be small and family owned businesses. Total raised: \$472 million.
- A brand new tax on insurance premiums for small businesses and individual purchasers, and an additional tax rate imposed on hospitals. Total raised: \$396.5 million.
- A 6 cent gas tax increase and registration fee increases to fund transportation projects. Total raised: \$300 million.

Efforts are underway to refer the corporate and personal tax increases to the voters for a January 26th special election. A coalition of business interests is mounting an effort to collect the necessary 55,179 signatures needed to place each measure on the ballot.

Only time will tell if the gamble to raise taxes will hurt democrat efforts in the next general election. History shows that even though Oregon is a blue state—tax increases have been unpopular.

# Get ORHA Forms Online

As the Oregon Rental Housing Association's exclusive provider of online forms, we receive many questions from owners/property managers who are considering a transition from handwritten to electronic forms.

They are often pleased to learn that electronic forms can provide the benefits of physical forms while introducing new features, such as portability and new methods of organization and storage.

These are a few questions that we commonly answer for inquisitive owners/property managers:

## **Q. What software is required to use electronic forms?**

**A.** The forms are supplied in PDF format. Although you may be able to use one of several PDF readers, we recommend the free Acrobat Reader application from Acrobat.com.

## **Q. Can I see the forms that you have available?**

**A.** Yes, all of the forms have watermarked preview versions that you can download. Please see the preview link on the front page of Rentegration.com under the section titled "Automated Production of Forms".

## **Q. How do I purchase these forms?**

**A.** Forms are available singly from the "Single Forms" area, where you pay for each form, or from a subscription to Rentegration.com, which gets you unlimited production of forms for every unit that you sign up for.

## **Q. If I prefer to fill out some details by hand, can I do so?**

**A.** Yes. There are a few basic required fields that must be filled in before producing the form, but you can save the rest for manual entry at a later time. An example situation where this is helpful is when you are going to meet a client later in the day and only have a few details on hand at the time of producing and printing your Application to Rent form.

## **Q. What if I have properties outside of Oregon?**

**A.** Rentegration.com does not currently provide forms outside of Oregon. Landlord/tenant law varies from state to state. Although you are welcome to use the ORHA forms that we provide, their suitability for use in other states is not guaranteed, and Rentegration cannot be held responsible for their suitability in other states.

## **Q. What if I already have a stock of manual forms? Will the ORHA or you give me a refund for using electronic forms instead?**

**A.** Although no refund is available for previously purchased forms, we tend to find that owners/property managers value their time saved not hand filling forms far more than the value of the remaining physical forms that they may possess. Additionally, an owner/property manager may find that they sometimes have a use for handwriting a form on the rare occasion that they do not have access to their computer.



## **Q. Should I make backups of my automated forms?**

**A.** Forms generated on Rentegration using a subscription login are stored in Rentegration's forms history. If you choose to use Rentegration for tenant and property management, you can track history for each tenant, unit, or property. Although you will have your forms stored in this way, you may choose to additionally print and store physical copies of the forms or store the forms electronically on your computer for future reference, emailing, printing, etc. The old adage of "You can never back up too much" still applies!

## **Q. Will these forms print at the same quality as my physical forms?**

**A.** Our forms print crisp digital copies from Adobe PDF files. We also think that you and your tenants will appreciate improvements to readability thanks to having printed text.

## **Q. If I use any custom forms outside of what the ORHA offers, is there a way to use them alongside ORHA forms on Rentegration.com?**

**A.** We may be able to import your form into the system. Importing takes time and slight changes to our systems, so we offer quotes based on the projected time to introduce the new form(s).

## **Q. What process would you recommend for preparing to fill out a form on Rentegration?**

**A.** A good first step is to download the preview of the actual form so you have a good idea of what information you will need handy at the time of filling out the form. Another tip is to create one smaller form first, just to get used to the process of producing forms on Rentegration.com.

*Continued on page 8*

## President's Message ... continued from page 2.

been given all of the tools that they should have to allow them to be good landlords and property managers! EDUCATION is the key to making people understand the real value of our associations. An insurance policy that pays huge dividends in reducing and eliminating costly errors in any landlord and tenant business relationship! We want to be there to provide these tools! Seminars on landlord/tenant laws, landlording, fair-housing, maintenance, collections, marketing...to name a few subjects that are so important to all of us in this business!

**MENTORING:** Newer, less experienced landlords and property managers benefit greatly from the guidance from the more knowledgeable. We will endeavor to establish a mechanism to aid member associations to develop a system and procedure to mentor and teach the less experienced.

**VISITING THE ASSOCIATIONS:** What are your needs, where can ORHA help! We want to continue an effective networking system. We need your delegates more than ever before, to come and partake in ORHA business meetings! Remember, the challenges of today and tomorrow are not going to go away!

I am entering an association with a lengthy legacy of service to the many member associations! There are many unsung warriors from yesteryear who have been the contributors of

the success of ORHA! I don't know many of them by name, only by the results that they left for the rest of us to use and profit by!

Norton is not going to be as prominent in our business, but he promises to be around, thank goodness for this! In my own Southern Oregon Rental Owners Association, Roberta and Phil Claudson are going to enjoy their retirement beginning in January, 2010. How I will miss them! The Claudsons' were most instrumental in helping set up the Professional Rental Owner and Operator (PRO) series of educational seminars that have for years been a vital part of ORHA and the efforts to teach and educate! This PRO series must continue and it will continue! We will endeavor to continually update and expand knowledge that is contained in seminar manuals and teachings.

A lot of work, a lot of challenges for this very new officer! I look forward to this opportunity of service. I look forward to meeting many more of you! I look forward to listening to you! ORHA will do our utmost to be your association for this beautiful state that we live in!

Thanks!

Herb Neelund, *ORHA President*

## Online Forms ... continued from page 7.

### **Q. What if I have a question about filling in a particular form?**

**A.** If you have any issues using Rentegration, contact our support at [support@rentegration.com](mailto:support@rentegration.com). If you need advice on the proper use of a particular form, we recommend getting in touch with ORHA, or an attorney versed in Oregon landlord/tenant law.

### **Q. How many forms are available?**

**A.** All of the Oregon Rental Housing Association forms are available on Rentegration.com. If the ORHA makes a change to a form as an improvement, or as a reaction to changes in the law, we will update the forms on Rentegration.com to reflect that change.

### **Q. How are the forms protected?**

**A.** The forms can be printed or copied as many times as you like. The only limitation is that the forms are read-only.

I hope that this quick Q & A gives you some insights into using the ORHA's online forms on Rentegration.com. If you have any questions, don't hesitate to contact me.

**Jeff Norsworthy, President**  
Rentegration.com • 503.933.6437



**Oregon Rental Housing**

**Click to  
Get ORHA  
Forms  
Online!**

**Rentegration.com**  
Integrated Solutions at your fingertips

# Legislative Director Wanted

**G**eneral Description: Facilitates communication between ORHA state officers and board, between and within the local associations, with landlord/tenant coalitions and with other Oregon landlord organizations to promote priorities of the ORHA at the state and local levels. Works with the ORHA board, board committees and the member associations to establish state and local legislative priorities and supervises the legislative function in Salem. This person provides information, analysis and recommendations concerning the effects of proposed state and local legislative activities on the priorities of ORHA members and associations.

Duties include the following activities:

- Attend (either board or membership) meetings of associations (OAA monthly; Lane bimonthly; SOROA, SWOROA, COROA quarterly; others semi-annually); share what other associations are doing; share what's going on in the industry and around the state.
- Supervise lobbying function in Salem; work with Board, Legislative Committee, and membership to determine legislative goals; work with lobbyist to determine legislative strategies; testify at public and legislative hearings.
- Work with local associations on local legislative issues; locate and provide information from other jurisdictions that have dealt with similar problems; help create local lobbying efforts.
- Interact with other landlord organizations, other trade groups with similar interests, and governmental and public entities; cultivate relationships with possible vendor members.
- Work with other housing associations to build relationships and promote mutual interests.
- Enhance the public image of ORHA.
- Attend landlord tenant coalition meetings (general and manufactured housing).
- Draft legislation when appropriate.
- Report regularly to Board and Associations on the status of legislative activities, coalition negotiations and discussions with other trade groups.
- Participate in BOLI meetings as related to rental housing issues as may be appropriate or as invitations allow.
- Speak and write on behalf of ORHA as capabilities permit.

## Qualifications:

- Knowledge of legislative processes and procedures.

- Significant experience with, and understanding of, Oregon Landlord/Tenant law and regulations.
- Strong written and verbal communication skills.
- Ability to proactively establish/recommend goals and objectives for Board consideration.
- Ability to work with unpredictable deadlines, handle multiple projects and generate proactive solutions to new problems.
- A strong landlord advocate.
- Proven ability to negotiate effectively with diverse interest groups to achieve association objectives.
- Ability to work independently and must exercise good judgment and common sense in the pursuit of association goals.

## Commitment

**Time requirements:** (Approx one quarter FTE on average) Average 500 hours per year with heavy time requirements (perhaps up to near full time during some months) during the state legislative season (preparation for and management of the session). The time commitment is limited to the management of relationships and monitoring of local activities outside of the legislative season.

This person Reports to ORHA Board.

## Salary

Anyone interested in the position should send a resumé and salary requirements to: Legislative Director Position, Oregon Rental Housing Association, 1462 Commercial St NE, Salem, OR 97301.

For more information about this position, contact Maren at the ORHA Office: (503) 364-5468 or [maren@oregonrentalhousing.com](mailto:maren@oregonrentalhousing.com)

## Rental Accounting Services

QuickBooks® for Property Management

### Karen Weibel

Certified QuickBooks ProAdvisor  
Licensed Property Manager

PO Box 18702  
Salem, OR 97305

(P) 1.503.999.2340

(F) 1.888.549.3803

[info@rentalaccounting.com](mailto:info@rentalaccounting.com)

[www.rentalaccounting.com](http://www.rentalaccounting.com)



# WebEX Classes Offered



NATIONAL TENANT NETWORK



NTN and several local Rental Owners Associations are catching the technology wave and will be offering WebEx classes this summer!

A WebEx class is like a Webinar. You log into a web site from your computer, call an 800 number and attend the class from the comfort of your own home. The only restriction is that you must have DSL or other high-speed internet access. Dial Up is way too slow to keep up!

**And the price of the classes? FREE!**

This summer we will be offering "Tenant Screening with NTN" and will also add several classes such as "Landlord Refresher" and "Turnover—New Tenants and Ex-Tenants" which will cover correct forms use, some Fair Housing and general policies you should have in place. The great thing about these classes is that they are only an hour

long; you get to ask questions and participate with the rest of the group—all from your own comfy office chair.

To get on our class mailing list, please send an email to [mgohman@ntnonline.com](mailto:mgohman@ntnonline.com) with Class as your subject. We will send you a reminder a week before the class and an invitation a day or two before the class, and if you have friends that wish to participate, you can either forward the invite or send us their email to add to our list of class participants.

We will have a notice about upcoming classes in the your local ROA newsletter and at the dinner meetings.

Hope to be talking and Web Exing with you soon!

*Marcia Gobman • NTN - Oregon*



presents...



Only \$29.95

## QuickStart Your QuickBooks for Rental Accounting

Property owners, we have done the work for you with our "Get Started" CD. This time savings tool will save hours of setup time. It is a preset template that works with your copy of QuickBooks Pro 2006 or higher. The trial comes ready to use and preset for 20 RENTAL UNITS.

- Chart of Accounts
- Tenant List
- Owner List
- Item List
- Class List
- Waiting List
- Reports List



QuickStart Your QuickBooks™  
Preset 20 Unit Setup

Only \$29.95  
Click Here to Order Now

Only \$29.95 (includes shipping and handling)

Click here to  
Buy  
Now

More Information?

Call 503-999-2340

or

Email Us

Rental Property Accounting Services | Contact Us

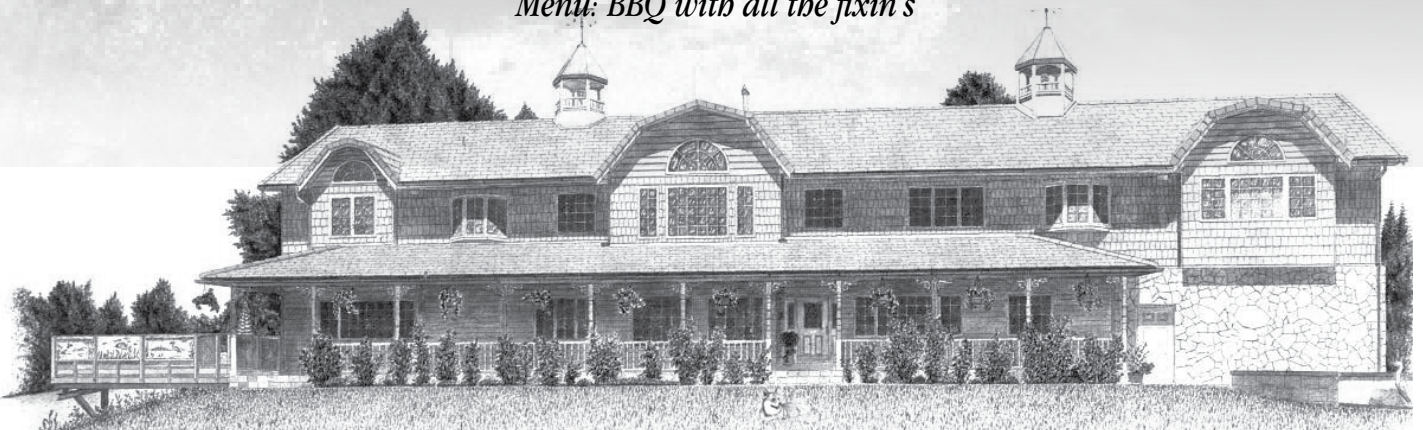
Please join us!  
**ORHA BBQ**

September 19, 2009 • 1:00 pm

**BECK'S LANDING**

- Local Associations' President Reports • Music • Legislative Director Position Update •
- Visit with new and old friends • Awards •

*Menu: BBQ with all the fixin's*



*You must RSVP before **September 10th** to receive directions to Beck's Landing  
(Sibylle & Richard Beck's Home) on the beautiful Willamette river.*

Name \_\_\_\_\_ Association \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Yes, I plan to attend      Number of attendees \_\_\_\_\_

*RSVP to: ORHA, 1462 Commercial Street NE, Salem, OR 97301.  
For more information contact Maren at (503) 364-5486 or [maren@oregonrentalhousing.com](mailto:maren@oregonrentalhousing.com)*



1462 Commercial Street NE  
Salem, Oregon 97301

PRST STD  
US POSTAGE  
**PAID**  
VALLEY MAILING  
SERVICE INC.

# Oregon Calendar

## Meeting Dates for Local Associations

### CENTRAL OREGON ROA

Fourth Tuesday  
Contact: Becky Ozrelic  
(541) 388-8989  
beckyo@beckyo.com

### CLATSOP CO. ROA

First Monday Quarterly  
Contact: Carla Sowins  
(503) 861-1717  
carla\_sowins@msn.com

### DOUGLAS CO. ROA

Fourth Tuesday  
Contact: Virginia Rice  
(541) 672-1725  
vrice76@charter.net

### KLAMATH RHA

Second Wednesday  
Contact: Donna Volpe  
(541) 885-6050  
ddvvdv22@yahoo.com

### LANE CO. ROA

Fourth Thursday  
Contact: ROA Office  
(541) 485-7368  
info@laneroa.com

### LINN-BENTON RHA

Third Thursday  
Contact: Althea Madison  
(541) 754-6851  
althea@peak.org

### MID-COLUMBIA ROA

Third Tuesday  
Contact: Lori Stiles  
(541) 296-8203  
loristiles@charter.net

### ROA of NORTHEAST OR

Second Thursday  
Contact: Leslie Hasse  
(541) 963-2544  
leslieh@uci.net

### RENTAL HOUSING ASSOCIATION OF GREATER PORTLAND

Third Wednesday  
Contact: RHAGP Office  
(503) 254-4723  
info@rhagp.org

### SALEM RHA

Second Tuesday  
Contact: Sibylle Beck  
(503) 370-4020  
sib@nu-teksupply.com

### SOUTHERN OREGON ROA

Fourth Tuesday  
Contact: Roberta Claudson  
(541) 842-7676  
roberta@ccountry.net

### SOUTHWESTERN OREGON ROA

Last Thursday  
Contact: JuLene Gerami  
(541) 290-7673  
prestigeproperty@verizon.net

### TREASURE VALLEY ROA

Fourth Tuesday  
Contact: Beth McDaniel  
(541) 889-5600

### UMATILLA CO. ROA

Second Tuesday  
Contact: Richard Hampton  
(541) 278-0519  
lorrich@wtechlink.us

### YAMHILL RHA

Second Tuesday  
Contact: Beverly Hughes  
(503) 538-7572  
afgry@msn.com

### DIRECT MEMBERSHIPS

*Only if a local association is not available in your area.*  
Contact: Maren Winters  
(503) 364-5468  
maren@oregonrentalhousing.com

## 2009-2010 Officers



Herb Neelund  
*President*



Marcia Gohman  
*Vice President*



Sibylle Beck  
*Treasurer*



Virginia Rice  
*Secretary*



Dennis Chappa  
*Past President*

## ORHA STAFF



Maren Winters  
*Administrator*



Shawn Miller  
*Lobbyist*



Norton Cabell  
*Legislative Director*

## ORHA BOARD MEETING

~ September 19, 2009 • Salem ~

## ORHA Advertising Rates

Full Page: \$350.00  
1/2 Page: \$250.00  
1/4 Page: \$150.00

Inserts:  
Price  
Varies

For more information contact  
Maren at: (503) 364-5468  
or [maren@oregonrentalhousing.com](mailto:maren@oregonrentalhousing.com)

VISIT US ONLINE  
AT  
[www.oregonrentalhousing.com](http://www.oregonrentalhousing.com)

### FROM THE EDITOR:

The articles in this newsletter are intended to inform the membership and are not intended to convey legal, accounting or other advice. The articles are the opinions of the authors and are not necessarily the official positions and/or the views of Oregon Rental Housing Association. The editor and ORHA assumes no liability for loss or damage as a result of reliance on the material provided in this Newsletter. Appropriate legal, accounting or other expert assistance should be sought from competent professionals.