



City of Brooklyn Center
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www.cityofbrooklyncenter.org

ARM Newsletter

(Association for Responsible Management)

Fulfilling the Need for Quality Housing

Meeting Date: January 10, 2013 at 10 a.m.

Cockroaches, Mice, and Bedbugs

Brent Kostka from Bug Busters will be presenting on how to prevent, get rid of and treat pest problems. Bug Busters began service on November 10th of 1986 in Rochester, Minnesota, and today ten full routes service east central Minnesota including the greater ten county metro area. They provide a variety of pest control services from the elimination of rodents to the treatment of the vast variety of insects that infest homes and structures.

Winter Weather Reminders

Heavy snowfalls create hazards. Please help to keep your properties safe for tenants and residents by promptly removing snow and ice along walkways and driving areas. City ordinance Section 12-314 states that any snow falls of one inch or more shall be removed within eight hours and snowfalls of three inches or more shall be removed within 24 hours in parking lots and driveways.



The Fire Department requests your assistance in keeping fire hydrants accessible by clearing a path to the hydrant and clearing snow at least three feet around the hydrant. All exit ways, including emergency exits, from buildings should be checked to make sure they are accessible, and clear of snow and ice buildup. Be sure address numbers are not covered by snow. Emergency vehicles have a quicker response time when they arrive to a safe, accessible property.

Prevent back injuries - Snow shoveling techniques

We have already received a lot of snow and there is more to come since we are only one-third of the way through winter. Many owners and tenants do not have snow throwers and rely on the good old shovel to get the job done. It is often a daunting task to shovel snow but doing it the right way is important to avoid injuries.

Picking an small, lightweight, ergonomic snow shovel can make it easier on your body and minimize your chances for injury. Choose a shovel that has a curved handle or adjustable handle which will minimize the degree of which you have to bend your back and knees.

A small, lightweight handle will help reduce the weight if you are required to lift or transfer it.

When your muscles are cold and tight it is more likely that injuries will occur. Be sure to warm up your muscles and joints by walking, marching, or doing full body exercises. Be sure to stretch your lower back and hamstrings before going out and shoveling. Once you are out shoveling, take your time. Do a little at a time, take a little off the top each time, and take frequent breaks.

****2013****

ARM Meeting Dates

ARM Meetings are held the second Thursday of the month (every other month) starting in January.

Brooklyn Center City Hall
City Council Chambers
6301 Shingle Creek Pkwy
10:00 a.m.

January 10

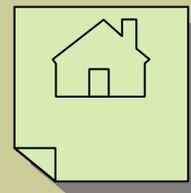
March 14

May 9

July 11

September 12

November 14



If your rental license is a Type III or Type IV, please remember that you or your representative must attend at least two ARM meetings before the expiration of the license.

Pushing snow out of the way is the easiest to move snow but if you must lift the snow, make sure to use the ergonomic lifting techniques below:

- Always face towards the object you intend to lift (i.e. have your shoulders and hips both squarely facing it).
- Bend at the hips, not the low back, and push the chest out, pointing forward. Then, bend your knees and lift with your leg muscles, keeping your back straight.
- Keep your loads light and do not lift an object that is too heavy for you .
- If you must lift a shovel full, grip the shovel with one hand as close to the blade as comfortably possible and the other hand on the handle (handle and arm length will vary the technique).
- Avoid twisting the back to move your object to its new location – always pivot your whole body to face the new direction.
- Keep the heaviest part of the object close to your body at your center of gravity - do not extend your arms to throw the snow.
- Walk to the new location to deposit the item rather than reaching or tossing.
- When gripping the shovel, keep your hands about 12 inches apart to provide greater stability and minimize the chances of injuring your low back.



CNA (Capital Needs Assessment) – The Most Important Tool

Every property needs a Capital Needs Assessment (CNA) plan. A CNA is a report that summarizes the current condition of hard-cost items (appliances, floor coverings, roofs, parking lots, windows, walkways, brick/siding, etc.) and the estimated time and cost of future replacement. It does not cover soft-costs (rent, utilities, operating budgets, fees, expenses, etc.).

To do a CNA you should go through and physically assess each item in the unit using a similar table below.

Item	Age	Condition	Action	When	Quantity	Notes
Furnace, water heater, roof, sidewalk, etc.	Look for a label, otherwise best guess looking at physical structure	Good / Bad	Repair / Replace	Date when the Action will take place	How many items in the unit/ development?	Any notes pertinent to the Item

It is important to keep in mind that the age is not the only factor for determining if it should be repaired or replaced. An item may be improperly used, damage by tenants, suffer weather related damages, or not hold up due to its quality of material or construction. Keep in mind there are many other factors in determining what action to take.

Once you have gone through and completed a physical assessment, compare each item its Expected Useful Life (EUL). There are several EUL charts available online, including one from Fannie Mae. The Fannie Mae report provides a narrative that describes the current type, condition, and age of each component along with a table that estimates time of replacement.

Keep in mind that every item has a replacement schedule and cannot simply be repaired for its entire life. As a property owner/manager you must look ahead and gauge when you will be required to do these repairs/replacements because it maybe a large capital expense that you may not prepared for.