

2017 A.R.M. Meeting Information

Where: Brooklyn
Center —West Fire
Station for the 1/12/16
meeting
Brooklyn Center City
Hall-Council
Chambers -other
dates

When: Second Thursday
every other month starting
in January
Time: 10 AM- 11 AM

2017 A.R.M. Meeting Information

January 12
March 9
May 11
July 13
September 8
November 9

Discussion topics to be
Determined

At This Month's A.R.M. Meeting

Laura Jo Busian is the Housing Resource Attorney and Program Manager at Volunteer Lawyers Network. After years of working as a litigator at a local Twin Cities law firm, Laura further pursued her education at Humphrey School of Public Affairs, graduating with a Master of Public Affairs with a concentration in Community and Economic Development in 2015. Laura serves as a resource and mentor to volunteer attorneys and manages the Housing Program, which includes both landlord/tenant and real estate departments.



Ms. Busian will be presenting on Top Landlord/Tenant Issues: A Review for Landlords. The presentation will provide an overview of the most common issues that arise during the landlord/tenant relationship, including evictions, repairs, security deposit disputes, notices to vacate, and more. The presentation is to inform landlords/property managers and answer questions, and assist landlords in successfully navigating the landlord/tenant relationship.

January 12th A.R.M. Meeting

Due to the construction in the City Council Chambers, the January 12, 2017 A.R.M. Meeting has changed locations. The meeting will be held at:

Brooklyn Center West Fire Station
6250 Brooklyn Blvd
Brooklyn Center, MN 55429

For directions call Building and Community
Standards at (763)-569-3330.

A.R.M. Meeting Sign-In

Part of the Type III and IV rental license requirement is to attend two (2) A.R.M. meetings within the rental license period. There are no A.R.M. meeting requirement, manager, at their discretion, attendee does not have to be the The attendee must sign-in with located in Brooklyn Center prior to



exceptions or substitutions to the two however, the City allows the owner or determine who should attend. The owner or manager of the property. their name and the property address the start of the meeting to receive

credit for their attendance. If the attendee does not sign in with all the required information, arrives more than 15 minutes late, or leaves early, they will **NOT** be awarded the credit for attending the A.R.M. meeting.

There has been an increase in attendees not signing-in and later request for credit for their attendance. Due to the increase in requests and the inability to verify the attendee's attendance, this policy will be strictly adhered to and no exceptions will be made for credit at a later date.

Carbon Monoxide Poisoning

Carbon monoxide gas is odorless and not easily detectable. Proactive maintenance on gas appliances and providing functioning carbon monoxide alarms is the key to preventing carbon monoxide poisoning. Simple and easy things to do before each year to ensure gas fueled appliances are not spewing carbon monoxide.

- Heating system, water heater, and any other gas, oil, or coal burning appliances should be serviced by a qualified technician each year.
- Perform bi-annual checks and/or replacement of Smoke and Carbon Monoxide alarms. Replace the batteries and be sure tenants do not disable them. Once batteries are replaced, test the alarm to be sure it is working properly.
- Educate your tenants regarding the hazards of using generators, charcoal grills, camp stoves, or other gasoline or charcoal-burning device inside the home, basement, or garage or near a window.
- Tenants should not be heating the house with the gas oven or a gas burning appliance. Furnaces should be properly functioning and used to heat the home.

Crime Free Housing Training

The City of Brooklyn Center will be hosting a Crime Free Housing training for owners and property managers. All rental license types, with the exception to Type I—3 year license, are **required** to attend a Crime Free Housing training within the duration of their rental license period.

Date: March 22, 2017

Start time: 8:30 am to 4:30 pm

Location: City of Brooklyn Center Community Center

Owners and Managers who have property in Brooklyn Center will be given priority, however, the course will be open to all participants. There is a 30 participant maximum. The fee is \$35.00. Contact (763)-569-3330 to sign up.