

MICHIGAN ASSESSORS ASSOCIATION



2017 Fall Education Program Bellaire Sessions October 2 - 6, 2017

**Shanty Creek
5780 Shanty Creek Road
Bellaire, MI 49615
(800) 678-4111**

Registration Deadline is September 1, 2017

Registration and payment must be RECEIVED (not postmarked) by
September 1, 2017

MAA 2017 FALL EDUCATION PROGRAM

BELLAIRE SESSIONS

Tested Course Descriptions

Basic Property Tax Administration: (STC tested) – Instructors: Robert Brandmier & Jamie Houserman
October 2 – 6, 2017; Monday-Friday; 8:00am to 5:00pm (*Friday 8:00am to 1:00pm*)

This course provides instruction on a variety of topics that are not covered through other MAAO courses but are critical to the requirements to hold MAAO certification. This course will cover the most common property tax exemptions and abatements including the principle residence exemptions, transfer of ownership and personal property tax valuation and administration, including the recently implemented personal property exemptions.

This class is available only to students pursuing MAAO certification
Approved 20 hours of STC Assessor Continuing Education Credit/**Limit 35 students**

Michigan Certified Assessing Technician: (STC Tested)- Instructors: Shila Kiander & Donna VanderVries
October 2 – 4, 2017; Monday-Wednesday; 8:00am to 5:00pm (*Wednesday 8:00am to 1:00pm*)

This course is intended to provide education in assessment administration for assessing personnel that are not required to certify an assessment roll. This course will provide an "Overview of Assessment Administration" and will focus on matters such as Principle Residence Exemptions, Property Transfer Affidavits, the Board of Review process and requirements, as well as the clerical aspects of Personal Property. Other important topics will be a General Overview of Operations of an Assessing Office, Assessment Administration Terminology and a basic overview of Property Descriptions. This class is tested and provides limited certification: students must pass a written examination with a score of 75%. MCAT certificate holders may not certify an assessment roll.

Recommended for: Individuals who work in assessing but are not required to be certified
Approved 16 hours of STC Assessor Continuing Education Credit/**Limit 35 students**

Non-Tested Course Descriptions

Advanced Income: (STC Non-Tested): Instructor: Pete Arbour
October 2 – 5, 2017; Monday-Thursday; 8:00am to 5:00pm

In this course, the relationship of mortgage terms and conditions upon the equity position and consequently, investment decisions is explored. Students will develop mortgage constants, amortization schedules, balloon payments and the percentage of loan paid-off at any time. Returns to the equity position are discussed with the concept of leverage. Students will also be introduced to income property models, discuss the relationship of overall property rates to property yield rates and study yield capitalization and equity yield rates. Students must be familiar with the operation of a financial calculator. A Hewlett-Packard-12C, 17B or equivalent calculator is required. No class time will be devoted to instruction in the operation of the calculator. However, a power point is provided that should be reviewed prior to the course.

This class is available only to students pursuing MMAO certification
Approved 20 hours of STC Assessor Continuing Education Credit/**Limit 35 students**

Advanced Market Analysis: (STC Non-Tested) – Instructor: Michael Woolford
October 2 – 5, 2017; Monday-Thursday; 8:00am to 5:00pm

This course examines in detail the sales comparison approach, components of the approach and the application of the approach. Individuals interested in attending this course must possess a valid MAAO certification and be actively working toward MMAO certification.

This class is available only to students pursuing MMAO certification
Approved 20 hours of STC Assessor Continuing Education Credit/**Limit 35 students**

Appraisal Review: (STC Non-Tested) – Instructor: Deborah Ring
October 4, 2017; Wednesday; 8:00am to 5:00pm

This course is recommended for individuals wishing to apply to the STC MMAO Program. This course is not a required MMAO Pre-Requisite course. The Appraisal Review course is designed to pull together all the information students have studied during the MMAO Pre-Requisite courses. In Appraisal Review, students will analyze and review the components of an appraisal by reviewing the sections of a case study. Students will analyze each component of the case study, identifying errors, omissions and items that were completed correctly. The case study is broken down into five components to mimic the items covered in the STC MMAO course: Sales comparison and vacant land sales, cost approach with economic life analysis, income approach, highest and best use with area analysis, neighborhood analysis and tax analysis and finally reconciliation.

This class is available only to students pursuing MMAO certification
Approve 8 hours of STC Assessor Continuing Education Credit

Apex Sketching – Integration and Beyond: (MAA Non-Tested) – Instructor: Brian Woolard
October 2 – 4, 2017; Monday-Wednesday; 8:00am to 5:00pm (*Wednesday 8:00am to 1:00pm*)

This class will focus on Apex within BS&A Software. We will be sketching land, residential, agricultural and commercial/industrial buildings. During this class, you will learn how to integrate Apex with BS&A.Net (pricing out residential, agricultural and commercial/industrial buildings to the sketch). We will show how to sketch in the field with an iPad and/or tablet, and you will also learn how to use the Photometrics application with Apex. If you have a laptop, please bring it (**Not required but highly recommended**). There will be at least one to practice on during breaks.

Recommended for: All assessors

Approved 16 hours of STC Assessor Continuing Education Credit

Land Descriptions-Property Tax: (MAA Non-Tested) – Instructor: Richard Steffens
October 2 – 4, 2017; Monday – Wednesday; 8:00am to 5:00pm (*Wednesday 8:00am to 1:00pm*)

This course will deal with REAL PROPERTY TAX DESCRIPTIONS for platted and un-platted land, parcel numbering and tax mapping procedures. Special emphasis will be placed on the basics relating to minimum description standards necessary for a valid Real Property Tax Assessment Description. Calculator is required along with an Engineers Scale and a Protractor.

Recommended for: All assessors

Approved for 20 hours of STC Assessor Continuing Education Credit

Assessing.NET Report Writer: (MAA Non-Tested) – Instructor: David Kirwin
October 4 – 6, 2017; Wednesday-Friday; 8:00am to 5:00pm (*Friday 8:00am to 1:00pm*)

This course will introduce users of the Assessing.Net System to the features and functions of the new Report Designer. Sample custom reports will be created in class in addition to instruction on creating and using filters and queries. In order to get the most out of this class Bring A Laptop.

Recommended for: All assessors

Approved 20 hours of STC Assessor Continuing Education Credit

Advanced Depreciation: (STC Non-Tested) – Instructor: Anthony Meyaard
October 2 – 5, 2017; Monday-Thursday; 8:00am to 5:00pm

This course will take a detailed look at where depreciation fits into the overall appraisal process, including a detailed study and analysis of all forms of depreciation, their calculation and application. Too often depreciation is seen as merely a mathematical exercise following a set formula or pattern. It is often used to shift the final value towards a predetermined level.

This class is available only to students pursuing MMAO certification

Approved for 20 hours of STC Assessor Continuing Education Credit/**Limit 35 student**

Lakefront Valuation: (MAA Non-Tested) – Instructor: Laurie Spencer
October 2, 2017; Monday; 8:00am to 5:00pm

This class includes basic development of land value determinations including land value development methods but with the primary focus being waterfront properties. The class is geared towards concepts that explain why waterfront is so difficult to value and covers six common waterfront valuation errors. Waterfront land appraisal differs from other land appraisal types. Waterfront land often carries a much higher value than land even a few blocks away from water. Identification of lakeshore characteristics, waterfront rights, setbacks, zoning and waterfront problem solving techniques will be covered. The class also covers some lake speaking terms.

Recommended for: All assessors

Approved 6 hours of STC Assessor Continuing Education Credit

Leadership in Today's World: (MAA Non – Tested) – Instructor: Phillip Bertolini
October 2 – 4, 2017; Monday-Wednesday; 8:00am to 5:00pm (*Wednesday 8:00am to 1:00pm*)

A course designed to build leadership skills amongst assessing officers. Whether a leader is born or made over time, they must be able to influence people to accomplish a goal. Assessors lead in many different ways as well as follow in many different ways. The effectiveness of their leadership can be the difference between failure and success. This course will identify the skills needed to become an effective leader.

Recommended for: All assessors

Approved for 20 hours of STC Assessor Continuing Education Credit

Developing ECF's Using Sale Data & Other Market Analysis: (MAA Non-Tested) – Instructor: Timothy Schnelle
October 4, 2017; Wednesday; 8:00am to 5:00pm

This course discuss the development of ECF neighborhoods and estimating Economic Condition Factors. Students will also evaluate two case studies involving a commercial and an industrial property where there may be insufficient sales data to develop an ECF in the traditional manner.

Recommended for: All assessors

Approved 8 hours of STC Assessor Continuing Education Credit

MAA 2017 FALL EDUCATION PROGRAM BELLAIRE SESSIONS

October 2 - 6, 2017 - Shanty Creek, 5780 Shanty Creek Rd., Bellaire, MI 49615

Registration is available on-line at www.maa-usa.org

(All fields are required to be completed)

Name: _____ **STC Cert. #:** _____

Title: _____ **Cert. Level:** _____

Unit/Company: _____

Email Address: _____

Membership Status

(will be verified)

☐

Member

☐

Non-Member

Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: (_____) _____ **Home Phone:** (_____) _____

Class sizes are limited and the registration deadline is SEPTEMBER 1st

**LATE REGISTRATIONS OR REGISTRATIONS NOT ACCOMPANIED WITH
FULL PAYMENT OR A P.O. NUMBER WILL NOT BE ACCEPTED.**

October 2 - 6 Monday – Friday (5 day course)

☐ **SCBPTA**-Basic Property Tax Administration (MAAO/3)

**Check box to
apply STC Exam Fee**

STC Exam Fee ☐

Member/Non-Member Fee

\$300.00/\$425.00 _____

October 2 - 5, Monday - Thursday (4 day courses)

☐ **SCAI**-Advanced Income (MMAO/4)

~ not a tested class

\$240.00/\$365.00 _____

☐ **SCAM**-Advanced Market (MAAO/3)

~ not a tested class

\$240.00/\$365.00 _____

☐ **SCAD**-Advanced Depreciation (MAAO/3)

~ not a tested class

\$240.00/\$365.00 _____

October 2 - 4, Monday - Wednesday (3 day courses)

☐ **SCMCAT**-Michigan Cert. Assessing Technician (MCAT)

STC Exam Fee ☐

\$150.00/\$275.00 _____

☐ **SCAPEX**-Apex-Sketching-Integration and Beyond

~ not a tested class

\$150.00/\$275.00 _____

☐ **SCLDPT**-Land Description-Property Tax

~ not a tested class

\$150.00/\$275.00 _____

☐ **SCLEAD**-Leadership in Today's World

~ not a tested class

\$150.00/\$275.00 _____

October 4 - 6, Wednesday - Friday (3 day course)

☐ **SCARW**-Assessing.NET Report Writer

~ not a tested class

\$150.00/\$275.00 _____

October 2, Monday (1 day course)

☐ **SCLFP**-Lakefront Property

~ not a tested class

\$60.00/\$185.00 _____

October 4, Wednesday (1 day courses)

☐ **SCAR**-Appraisal Review

~ not a tested class

\$60.00/\$185.00 _____

☐ **SCECF**-Dev. ECF's Using Sale Data & Other Market Analysis

~ not a tested class

\$60.00/\$185.00 _____

Course Material/STC Exam Fee

☐ **Add \$50.00 exam fee** per tested course checked above. *Failure to submit exam fee(s) will result in no exam being available at the course location (no P.O. #).*

\$50.00 \$ _____

☐ **Text Fee** - I select to have MAA print and deliver my course material on the first day of class.

(include a \$25.00 fee for each registered course)

\$25.00 \$ _____

~ Leave this box unchecked if you prefer to download/print the course material prior to class **at no additional cost.**

Instructions for downloading your course text will be sent to the email address listed above no later than two weeks prior to the start date of the course.

REGISTRATION GRAND TOTAL ENCLOSED \$ _____

Make Check Payable to: **Michigan Assessors Association**

Mail Course Registration and payment to: P.O. Box 638, Grand Ledge, Michigan 48837 - (517) 925-8862

Questions? Call or email Evelyn Markowski: (517) 206-5015 or markowski137@comcast.net

Registration is available on-line at www.maa-usa.org



Michigan Assessors Association

Membership Application

Please Print Clearly
 ** ALL Fields must be complete
 Register Online at: www.maa-usa.org

First Name: _____ Last Name: _____

Title: _____ District #: _____

Certification Level: _____ Certification #: _____
 (MCAT, MCAO, MAAO/3, MMAO/4, PPE, Not Certified)

Primary County: _____

Unit/Company: _____ Unit Type: _____
 (City, County, Township, Private, Retired, Other, etc.)

Street Address: _____ Apt./Ste.: _____

City: _____ State: _____ Zip: _____
 Please enter the address you wish to have Association correspondence and magazine mailed to.

Office Phone: _____ Home/Cell Phone: _____

E-mail Address: _____
 (IMPORTANT! Your e-mail address is our main form of communicating with you. Please be sure it is correct and current)

Fax Phone: _____ Other Designations: _____

Other Counties/Units: _____

Other Professional Memberships: _____

♦ **Regular Membership** is available to any employee of any department, commission, board, bureau or agency of the state, county, city, village or township who has duties that are directly concerned with assessment administration in the State of Michigan.

♦ **Subscribing Membership** is available to those individuals not eligible for regular membership but interested in assessment administration and the objectives of the Association.

♦ **Lifetime Membership** is available to a regular member who retired from active service in assessment administration. Within one (1) year after retirement, the member may petition the Board of Directors in writing for life membership status.

Membership Status: ☐ New Member ☐ Renewing Member

Sponsoring Member: * _____ * Only valid for new memberships

Requested Membership Type: ☐ Regular ☐ Subscribing ☐ Lifetime **Amount Enclosed**

☐ 2017 Membership Fee: (effective 01/01/2017 - 12/31/2017) (Regular & Subscribing) \$75.00 _____

☐ 2017 Life Membership Fee: (effective 01/01/2017 - 12/31/2017) (Lifetime) \$45.00 _____

NOTE: \$45.00 of membership dues is for "The Michigan Assessor" magazine.

Total Enclosed: _____

☐ YES! I would like an "eMagazine" subscription to "The Michigan Assessor" magazine.
 ("eSubscriptions" help save the Association printing and mailing cost. eSubscriptions are sent monthly, via e-mail, in a PDF format and usually arrives two weeks earlier than contemporary mail).

☐ YES! I would like to receive "MAA eAlert!".
 ("MAA eAlert!" Subscribers receive periodic e-mail alerts regarding MAA events, opportunities and legislative updates).

☐ YES! I would like to receive "MAA eNotes".
 ("eNotes" is a periodic newsletter containing information regarding events such as educational opportunities, conferences, legislation, and other information of interest to assessors and appraisers).

Membership Application and Dues may be paid on-line at: www.maa-usa.org

Mail application and membership fees, made payable to:

Michigan Assessors Association, P.O. Box 638, Grand Ledge, MI 48837

MAA 2017 FALL CONTINUING EDUCATION BELLAIRE SESSIONS

Register on-line now at: www.maa-usa.org

Accommodations

Shanty Creek Resorts, 5780 Shanty Creek Road - Bellaire, MI 49615, United States

Reservation information can be obtained by calling Shanty Creek directly at:

(800) 678-4111; Fax: (231) 533-004

Ask for Block Name: "Michigan Assessors Association."

TAX EXEMPT STATUS REQUIREMENTS: In order to have room costs be tax exempt, the hotels MUST have a copy of the "Certificate of Exemption" for the unit of government AND the bill MUST be paid with either a unit of government check or unit of government credit card. (Otherwise 6% sales tax must be applied to the bill.)

Cancellation/Transfer/Substitution Policy

State Tax Commission (*tested courses*):

STC courses are non-transferable; substitutions are not allowed; exam fees are non-refundable

Cancellation Fees (*all courses*):

- \$25.00 processing fee for cancellations made on or before September 1, 2017.
- \$50.00 processing fee for cancellations made on or before September 15, 2017.
- **No refunds will be made for cancellations requested after September 15, 2017.**

Transfers & Substitutions Fees:

- State Tax Commission courses cannot be transferred or substituted.
- \$25.00 Processing fee for transfers to another course or location made on or before September 1, 2017.
- \$50.00 Processing fee for transfers to another course or location made on or before September 15, 2017.
- **No transfers or substitutions are allowed after September 15, 2017.**

Dated Material - Registration Deadline is September 1, 2017

The Michigan Assessors Association is pleased to offer a new series of educational opportunities for Assessment Administrators and Appraisers. All courses will be held at the **Shanty Creek Resorts**, 5780 Shanty Creek Road - Bellaire, MI 49615. (800) 678-4111.