



February 2008

Dear AHMA-PSW Member:

YOU are the person who knows your employees best! Here is an opportunity for you to reward your exemplary staff members in an easy “no-cost” way by submitting them for AHMA-PSW’s Supervisor, Resident Manager, Maintenance Person or the Occupancy/Compliance Specialist of the Year award. We also added a “Spirit of AHMA-PSW” Award under the auspices of the AHMA-PSW Foundation. Who in your company would you like to honor with one of these distinguished awards?

IT CAN BE AS EASY AS WRITING ONE LETTER OF NOMINATION!

Just think what a thrill it is to receive this honor, to be called to the stage at the Annual AHMA-PSW Convention/Seminar & Trade Show in front of all your peers and to be presented with accolades for a job well done. Take a look at some of the comments from a Management Agent and some past year’s winners:

“An excellent way to pay tribute to a well-deserving employee who puts his/her best foot forward by demonstrating outstanding service to the affordable housing industry”.
Debbie Atilano, RPK Development Corporation

“It was a terrific honor to be recognized. We were humbled to get the nod from such a prestigious group.” *Tim and Lannette Hollowell, Arrowhead Vista Apartments/SK Management*

Now is the time for you, as a Management Agent, to honor your outstanding staff members who have done such a great job for your company and your properties. The deadline for submissions is April 7, 2008. Just being nominated will give your employee(s) a sense of pride and accomplishment that they will never forget.

Complete details are enclosed. Send in your nominations NOW!

Very truly yours,

Nancy Bills
President

ANNOUNCING THE 26th ANNUAL



2008 Industry Awards of Excellence

CALL FOR NOMINATIONS

- Supervisor of the Year**
- Compliance Specialist of the Year**
- Resident Manager of the Year**
 - Family
 - Senior
- Persons with Disabilities/Special Needs
- Maintenance Professional of the Year**
- “Spirit of AHMA-PSW” Award**

AHMA-PSW Members:

You are cordially invited to submit outstanding candidates from your company for Supervisor of the Year, Resident Manager of the Year, Maintenance Professional of the Year, Occupancy/Compliance Specialist of the Year and Spirit of AHMA-PSW Award. The criteria for all of the categories are included in this brochure. You will want to take advantage of this easy, excellent "no-cost" opportunity to recognize the unsung heroes on your staff who help make your properties so successful!

NOW is the time to submit your recommendations on your company letterhead, using the checklists below to be sure that you have included the required information. Supporting documentation is optional; however, if you choose to include additional material, please keep it to a standard 1" three-ring binder – no larger! You may provide your own notebook, or AHMA will be glad to provide you with one upon request.

Since the Awards Committee gives great weight to the letter of recommendation, all required information should be contained in your letter.

Each person (or couple) submitted will not only receive personal recognition, but recognition for your company as well:

- Introduction before 700 of their peers at the Opening Session of the AHMA Seminar
- Special ribbons for winners and nominees
- Article in Seminar Program featuring all winning candidates
- Press releases distributed to geographical areas of properties for all winners
- Lovely engraved plaque for all winners

Here is a great chance for your company to reward the quality people at your properties with an award of excellence! Eligible nominees should be responsible for supervision / compliance / management / maintenance at an affordable housing complex which is managed or owned by a current AHMA-PSW member.

Special Note:
Focus should be on the accomplishment of the individual – not the merits of the properties.

Nomination Checklist for Supervisor of the Year Award

(More than one award may be given)

- Nominee's name
- Responsible for # ____ properties
- Responsible for # ____ units
- Outstanding personal achievements
- Special citations/awards received in connection with the management company/complex/community
- Demonstration of commitment to professionalism through participation in ongoing education and training
- Description of nominee's personal involvement in the following:
 - Implementation of programs at properties or for Management Company
 - Improvement at properties seen through increase in cash flow, physical betterment, property stabilization

Suggested Supporting Documentation

(Examples of optional items to include)

- Photograph of Supervisor
- Letters from managers, residents, co-workers
- Copies of special handouts prepared for managers or residents
- Other special recognition

Submissions are due by Monday, April 7, 2008

AHMA-PSW Industry Awards
275 E. Hillcrest Drive, Suite 215
Thousand Oaks, CA 91360
(866) 698-AHMA (2462) or info@ahma-psw.org

**Nomination Checklist for Occupancy / Compliance
Specialist of the Year Award**

(More than one award may be given)

- Nominee's name
- Responsible for # _____ of units or # _____ communities
- Brief description of the Nominee's job responsibilities.
- Outstanding professional achievements.
- Demonstration of commitment to professionalism through ongoing education and training, including industry designations (CPO, HCCP, SHCM, COS, FHC, etc.)
- Description of nominee's professional involvement in the continued compliance with their community's regulatory agreements.
- In what way does the Nominee contribute to the Affordable Housing Industry as a whole?
- Brief description of relationships with managers, residents, local and state agencies, such as HUD, PHA, CTCAC, CalHFA, etc.

Suggested Supporting Documentation

(Examples of optional items to include)

- Photograph of Nominee
- Letters from co-workers and managers
- Other special recognition

Nomination Checklist for Resident Manager of the Year Award

(Note: Awards will be presented in each of the categories listed below; please identify the appropriate one in your submission.
More than one award may be given.)

Category of Nomination:

- Family
- Senior
- Persons with Disabilities/Special Needs

- Nominee's name
- Special citations/awards received in connection with the management company/complex/community
- Demonstration of commitment to professionalism through participation in ongoing education and training
- Description of nominee's personal involvement in the following:
 - Community/property participation: i.e. safety meetings, seminars, neighborhood watch programs, etc.
 - Resident participation: newsletters, gang and drug intervention, trips/parties, resident involvement
 - Site's physical needs and daily operations
 - Anything over and above required managerial duties

Suggested Supporting Documentation

(Examples of optional items to include)

- Photograph of Manager
- Letters from residents
- Photograph(s) of property
- Copy of complex newsletters
- Copies of special handouts prepared for residents

Nomination Checklist for Maintenance Professional of the Year Award

(More than one award may be given)

- Nominee's name
- Special citations/awards received in connection with the management company/complex/community
- Demonstration of commitment to professionalism through participation in ongoing education and training
- Description of nominee's personal involvement in the following:
 - Relations with residents
 - Physical needs of the complex
 - Maintenance systems in place
 - Turnaround time on maintenance requests

Suggested Supporting Documentation

(Examples of optional items to include)

- Photograph of Maintenance Professional
- Photograph(s) of property
- Letters from resident manager and/or residents



275 E. Hillcrest Drive, Suite 215
Thousand Oaks, CA 91360

Industry Awards Call for Nominations

DEADLINE IS APRIL 7, 2008



“SPIRIT OF AHMA-PSW” AWARD

Recognizes an AHMA-PSW Member or resident who represents the true spirit of the AHMA-PSW Foundation

What a wonderfully exciting way to honor a colleague or friend! This person should personify the AHMA Foundation’s commitment to enhance the quality of life for youth, families, seniors and persons with disabilities/special needs living in member communities in addition to the wellbeing of those in the larger community.

Eligibility – This Award is open to:

Supervisors
On-Site Staff

Social Service Coordinators

Associate Members
Residents

(AHMA Board Members and Foundation Board Members are ineligible)

A letter of nomination is all that is needed, but you might wish to include photos, news articles, testimonials and civic and organizational recognition certificates and awards as supporting documentation. Your nomination will be reviewed and considered by a committee of the Foundation Board. Winners and nominees will be acknowledged at the Annual AHMA Seminar in May. Thank you for recognizing the extraordinary caring of this special individual and for furthering the mission of the AHMA Foundation by taking the time to articulate your nominee’s kind efforts.

Checklist for the “Spirit of AHMA” Award

(More than one award may be given)

- Name of nominee
- Name of person/company submitting nominee
- Name of residential community/management company/associate member
- Description of the nominee’s personal involvement in the following:

AHMA-PSW Foundation programs and activities, i.e.:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Rap & Chat <input type="checkbox"/> Scholarship Program <input type="checkbox"/> “AHMA Drug Free Kid” Calendar Contest | <ul style="list-style-type: none"> <input type="checkbox"/> Success Skills <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Promoting participation in fundraisers like E-Scrip/Ralph’s/Food 4 Less |
|---|--|

Other programs and activities of the Resident Community, i.e.:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Mentoring endeavors / tutoring <input type="checkbox"/> Cultural or educational activities <input type="checkbox"/> Youth organizations/activities on site | <ul style="list-style-type: none"> <input type="checkbox"/> Older adults activities and programs <input type="checkbox"/> Health and wellness activities |
|---|--|

Programs of the Greater Community

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Neighborhood Watch <input type="checkbox"/> Community theater and other performing arts <input type="checkbox"/> Citywide celebrations | <ul style="list-style-type: none"> <input type="checkbox"/> Local school activities <input type="checkbox"/> Local senior center functions <input type="checkbox"/> Local youth activities <input type="checkbox"/> Crime-Free Multi-housing Program |
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Submissions are due by Monday, April 7, 2008 to:

**“Spirit of AHMA-PSW” Award
275 E. Hillcrest Drive, Suite 215
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