



MANAGEMENT OF MAINTENANCE (300.3)

DATE/TIME: JULY 17 - 18 • 9:00 - 5:00
 SITE: GRAPEVINE • Embassy Suites • 2401 Bass Pro Drive, Grapevine, TX 76051
 LODGING: Embassy Suites • \$149 (Incl Brkfst) • 972-724-2600 • Room Block Group Code: THA
 CUT-OFF: June 25 (room reservation)
 COST: \$600

REGISTER THE FOLLOWING (Please include email):

PHA: _____

# of Registrants	Cost	Total
_____	x \$600	= _____

Make checks payable to Texas Housing Association
 Texas Housing Association • 104 Westmeadow Drive • Cleburne, TX 76033



MANAGEMENT OF MAINTENANCE

COURSE DESCRIPTION

Maintenance is a very important part of property management. Every person at your agency does some type of maintenance, maintaining units, files, relationships, etc. This 2-day course will take an in depth look at the world of maintenance and is designed for ALL maintenance staff and executive/administrative staff. Come prepared to learn, share, brainstorm, troubleshoot and maybe have a laugh or two.

AGENDA

- Why Maintenance Management Is Important
- Whose Job Is Maintenance
- Effective Maintenance Plan
- Maintenance Approaches
- Maintenance Strategies
- Inventory & Purchasing
- Inspections
- Documenting Lease Violations
- Developing Good House Rules
- Reasonable Accommodations
- Harassment
- Relationships
- Personalities
- Confidentiality
- Safety

THA prides itself on offering affordable, quality training, conducted by Texas trainers with direct programmatic experience. For additional information on our services and programs, visit our website at www.txtha.org



MANAGEMENT OF MAINTENANCE

TRAINER

STACIA WATERS has been working with Public Housing since 2006 when she was hired as the Executive Director of Atlanta Property Management (Housing Authority). She began managing Hughes Springs Housing Authority in 2017 and Linden Housing Authority in 2018. She loves working with Public Housing and enjoys encouraging and inspiring other agencies to help their residents be successful. In addition to her Public Housing experience, Stacia has over 25 years of experience in office administration, file management, finance, and accounting. She has worked for a Texas-licensed residential childcare facility, an architectural manufacturer, and a travel agency with an in-house attorney where she developed policies and procedures, wrote waivers, handled all aspects of finance and accounting, developed inventory and purchasing systems, and interpreted blueprints and contracts. Stacia is a Texas Certified Occupancy Professional/Public Housing, a Texas Certified Housing Administrator/Public Housing, Certified Rent and Income Specialist, Public Housing Occupancy Specialist, and a Texas Real Estate Agent. She has served on several Emergency Services Districts, Community Service boards, and helped other organizations develop Bylaws, Articles of Incorporation and assisted them in obtaining their Tax-Exempt status. Stacia has served on various committees and boards for THA. Stacia has been married to Jason since 2005 and she has one daughter, McKenslei.

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