

The

ANNUAL CIRCULAR

JAN 2007— SPECIAL OWNER EDITION

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2007 FOR CIRCLE C PROPERTIES OPENS NEW OFFICE

Circle Properties has opened a new office. The office located at the intersection of Plano Parkway and Preston Road will be in full operation soon.

The office will focus on the HOA management part of our company but will be a meeting, administration and service facility for all aspects of Circle C Properties.

5068 W. Plano Parkway is located on the South West of Preston and Plano Parkway corner behind the Lexus dealer.

Along with this office location we will have 7 locations in the DFW area available for conferences, lease signings or board meetings of HOA's including Lewisville, Allen, Richardson, Frisco and Ft worth.

We are very excited about the growth and success of Circle C Properties.

We now have also become a stand alone office under Dave Christensen's brokers license. We are looking forward to a great year with our growth continuing at the same brisk pace it did in 2006.

We have been asking you for comments on our service and how we are doing. We really want to know how we can improve our service to you and what is important to you. Please look for these requests with your monthly reports by e-mail.

**CIRCLE C PROPERTIES ENTERS NEW PHASE**

Though we have not left the Century 21 spirit of service, training, attention to detail and commitment behind, we have left the Banner behind. We now are a stand alone company as Circle C Properties and have moved all of our licenses under the brokerage of Dave Christensen. We are fully insured and



prepared now to service our clients. We still appreciate and still even utilize the knowledge of Tom and J.C. Posey of Posey Properties. They have been fabulous to us but for some time, and we leave on very good terms, have been more a

place to hang our licenses than critical to our operation. We are looking forward to serving you as Circle C Properties now and assure you we will give you the same service or better that we always have

NARPM NEWS

The NARPM organization continues to be an extremely valuable source of information and networking.

The new officers have been elected for 2007 and Dave with Circle C Properties is now President elect. He is working closely with Kevin Martin of Prime Properties the current president. The President elect is next in line to be President of the chapter so the role and duties are

important in support of the chapter.

In September Dave acquired his RMP designation (Residential Management Professional), a designation of the organization showing experience, professionalism and support of his peers in the industry.

We continually get great input on operations, procedures and policies and pro-

fessionalism in the property management industry.

Dave had been asked with his web expertise to be a liaison for the new web sites available to all national chapters. He will be attending the Seattle leadership symposium to help in training and the implementation of the new sites available to chapters.



HOME OWNERS ASSOCIATIONS AND CIRCLE C

Dave has completed the education needed to give Circle C The designation CMCA (Certified Manager of Community Associations) for CAI. What is left is the second test for the designation. Community Associations Institute is a fabulous network and source of information not only for Managers but, board members as well.

As of this year, we manage associations in Allen, Duncanville, Dallas, Mansfield, and Keller. We would like to welcome our newest clients,

High Meadow of Indian Creek in Carrollton HOA.

We take pride in helping to organize the communities and administer for the purpose of protecting property values.

Here at Circle C we keep busy with a steady stream of referrals. Being a smaller family owned business gives us an edge in the field of Home Owners Association Management; we have qualified agents working with the Associations on a daily basis

that are able to get familiar with the names and faces of the HOA.

Our new office is going to enable us to increase the focus on our HOA's. Sylvia is our new HOA coordinator for 2007. With her extensive experience in property management along with all the support of the Officers at Circle C and under Dave's direction, she will focus on keeping all the aspects, duties and communications of out HOA's under our careful watch.



**A growing part
of our business.**

FULL SERVICE COMPANY

Keep Circle C Properties in mind for all of your Real Estate needs.

We have had great success lately in the sale market. We have always handled a good amount of sales for our property owners in the management area.

We have taken more and more listings as we have grown in the sales area and

have been moving them for our clients with success. We have always been a full service company all of our officers being licensed agents but as we grow we have grown this area of our company too.

We Have done as much as 3 million in sales on the side selling and marketing for our owners and clients. We plan

to grow this area of our business more in 2007. We have agents currently working to locate investment properties for owners also.

Please keep us in mind when you or someone you know needs this service.



SHOULD I BUY A HOME WARRANTY ?

There are many pros and cons with rental properties. If it is an older property and the systems are old, it may pay off somewhat. With a newer home however, you could pay close to \$400 a year and not need it for several years. What the home warranty companies do not tell you is that, they do not cover inspections and cleanings, and if these items are not done on a regular basis, they will deny claims. They also do not tell you that they do not cover evacuating Freon and putting it back. They also do not

cover "bringing property up to code", which they usually, (in my opinion), overcharge for. Therefore, as an example, replacement of an older water heater may cost several hundred dollars, even though the actual water heater replace cost is just the cost of the deductible, and the time involved to get them out there to do the work (2 trips on different days) is often a real aggravation to a tenant.

We have had many instances in which it has taken prolonged periods of time to make fixes on heating and air

issues; it is usually the hottest days in the summer and the coldest days in the winter. We have seen it take a month to fix a compressor in August.

This would make any tenant justifiably angry. It is totally unacceptable. When this happens sometimes I have to step in and make a repair just to keep a tenant.

We can send a handyman to do several small things at the same time; whereas a home warranty person will charge a deductible for every little repair separately, so it can cost much more than a handyman.



Overall, we are not convinced that it saves you money.

WHAT IS SECTION 8 AND SHOULD I TRY IT ?

Section 8 is government assistance for certain people that qualify. Single mothers with children that cannot afford day care, or are going to school, etc.

The advantage for the owner is that the rent check is in our box right on the 1st. If they lose their job, section 8 will adjust the amount paid so they cover it all. Thus you are assured of getting your rent on time. They often stay a long time because relocating is difficult.

We have to an additional pool of prospective tenants by accepting Section 8.

Disadvantages are, section 8 is extra work and we have to pass inspection every year thus a slightly higher management fee. We cannot just raise rent when we want to. Section 8 tenants are less familiar with proper maintenance on homes, (such as yard maintenance).

We still as a policy screen them just like everyone else. We get full deposits.

The first thought an owner often has is what is the risk of this kind of tenant. There is always some kind of risk associated with tenants. We cannot say that these tenants are any higher risk than usual. We have many that stay in the properties for long periods and keep house very well. Some become very loyal to us and when they do want to move we relocate them in another Circle C managed property.

There are advantages and disadvantages. It is up to the owner discretion to accept the program

THANK YOU FOR YOUR BUSINESS

The numbers are in for the end of 2006 and we are proud to report a 55% growth in our business for 2006. We added close to 100 business units and have been working very hard at organizing our staff to handle the new business.

The addition of Sylvia Managing the HOA section of the

business has been a great decision as she is working very hard along with education to increase her expertise in those areas.

Beverly is the property manager. Liz is accounting and HOA support. Frank is marketing manager and Dave as broker is in charge of general operations, marketing, new

clients and HOA support.

We anticipate a growth spurt again for 2007. We again thank you so much for your business and pledge to give you the best possible service we can. Remember also

we always want to hear how we are doing.



2007 starts with 265 business units

circlec.com

Happy New Year

CIRCLE C PROPERTIES

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Circle C Properties was founded back in 1992 by Beverly and has grown now to include two sons, a niece and other assistants. 2007 has brought us to stand alone brokerage, 4 agents, and 2 assistants, managing 265 business units.



Circle C Properties Management/Sales

This newsletter is best viewed in full color in it's PDF format on a computer screen. Please e-mail careof@circlec.com to subscribe to the electronic version . Or download the current version anytime from circlec.com.

FROM THE BROKER

With the huge amount of growth this last year, we have created some real challenges for our company.

We have grown from a small business run by Beverly with basically assistance, to a viable family mid-sized family business.

We have delegated and reorganized all year to try and keep every aspect under our thumb managing for more business with the same attention to detail that you have become accustomed to.

We hold weekly meetings to assess our performance and methods to bring you the best service we can.

Now that we have left Century 21 and stand on our own, the name Circle C Properties means even more.

We leapt to 265 business units in 2006 and expect to see the growth continue.

We love your referrals, and some of you have helped this business grow by relaying your success stories in the form of references.

I continue to pursue education and involvement with organizations constantly to soak up all the information I can to make us more successful in managing your properties, Gathering designations along the way.

We also are creating affiliations with other top management companies in the metro-plex to further our marketing and knowledge strengths.

2007 is going to be one of our best years with our new

systems in place. We are

upgrading software and bringing automatic fund transfer into implementation. We are working very hard to streamline, improve methods, keep cost down, and expedite your funds getting to you. You have seen us ask you every month how

we are doing. Please continue to let us know how we can improve, and let us know when we are doing a good job for you.

