

## At This Month's Meeting...

Rose Hauge from Live Smoke Free will be presenting information about creating, enforcing and promoting a smoke-free policy at your rental properties. She will also be able to answer questions about benefits and available resources.

## 2015 A.R.M. Meeting Information

### 2015 Meeting Dates

May 14

July 9

September 10

November 12

**Where:** Brooklyn Center  
City Hall—Council  
Chambers

**When:** Second Thursday  
every other month starting  
in January

**Time:** 10-11 a.m.  
(unless otherwise noted)

## Keep It Clean—*Important Summer Yard Maintenance*

The weather is nice, the sun is shining, and Minnesotans are spending time outdoors. Yet the thought of yard maintenance leaves some people wanting to hideout inside. Now that the snow is gone, there is a trail of trash left behind. Also, substantial rain and warm weather has created ideal grass growing conditions.

These two factors can create a recipe for lawn disasters. Long grass, and trash, junk, or debris in the yard are both common property code violations, however they can easily be avoided.

City Ordinance states that grass cannot exceed 8 inches in height,

if it does, you will receive a letter from the City, if the grass is not cut, the City's contractor will do so at the property owner's expense. City Ordinance does not allow trash, junk, or debris in yards. If the City observes a violation, a letter will be sent, and citations can be issued until the problem is resolved.

Keeping your rental property's yard clean and maintained increases the curb appeal, attracts responsible tenants, and avoids possible fees and citations. We appreciate your assistance in keeping Brooklyn Center clean, safe, and attractive.

## Rental Recognition Program

### *New City Program Looks to Recognize Top Rentals*

High-quality rental properties benefit everyone; they are an asset to the City, attracting quality renters and providing profitable investments for owners.

In 2010 the City introduced a performance-based rental licensing program with the goals of improving public safety, property conditions, and overall quality of life. After five years, two- and three-year licenses account for nearly 90% of all active rental licenses.

The next step in the City's rental housing improvement strategy is to recognize those who invest their time and money and provide a high-quality rental property and community.

At the end of 2014, City staff began gathering information to help lay the ground work for a new rental recognition program.

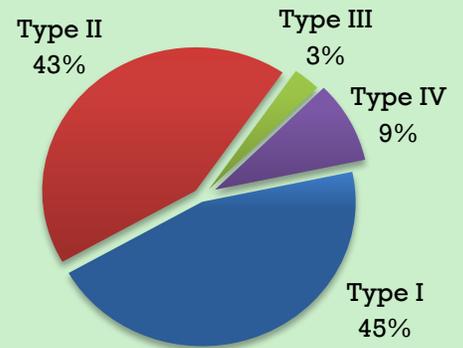
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**Rental Recognition Program continued...**

Focus groups were held with owners and their representatives, residents, tenants, and City staff to obtain feedback that will be used to help develop the program.

Implementation of the rental recognition program is anticipated to occur in 2015. If you have questions or comments about the program, please contact Vickie

Schleuning, Assistant City Manager/Director of Building and Community Standards at (763) 569-3309.



Active Rental Licenses by Type  
January 2014

**Stay Cool This Summer—Tips to Keep A/C Units Working Properly**

As Mother Nature continues to turn up the heat outside, we can be certain of one thing—air conditioners will be working hard this summer. Now is the time to make sure the A/C units in your rental property are working properly. Keep in mind that window or wall A/C units are usually easy to access and maintain, however larger house or building units should be left to the professionals. With that being said, no matter what size the air conditioner is, it is recommended they be serviced once a year, preferably before they are used each summer.

With window or wall A/C units there are a number of quick and easy things you or your tenants can do to ensure they are properly functioning. One of the easiest things that can be done to keep an

A/C unit working properly is cleaning the air filter.

Cleaning the air filter should be done once a month if possible, and can be done without ever going outside. Most unit's air filter is located on the front panel and does not require any tools to remove. Once the filter has been removed it can be cleaned with water and a small amount of dish soap. Let it fully dry before reinstalling it.

The remaining maintenance measures can take a little more time and effort, but are just as important for proper A/C unit functionality. Wall units are commonly semi-permanently installed and stay in place year round, which can cause undetectable issues. When spring arrives so do bees, who

occasionally make homes inside A/C units. To check for bees, remove the outside cover and look for signs of a nest, especially in the insulation. While the cover is off, you can clean the dust and dirt build-up off the condenser coils using a can of compressed air. Finally, to prevent mold or musty air, use a small amount of soapy water to clean the water pan at the base of the unit.

Doing these four things before tenants begin using window or wall A/C units will help prevent further maintenance later this summer!

