

# C.A.T.A. Conference 2007

## Class Registration (Non Member Rates)

### Monday - October 1, 2007

#### DPT Classes

Basic Title Conveyance (½ day)	\$15.00	<input type="checkbox"/>	Abatements (½ day)	\$15.00	<input type="checkbox"/>
USPAP (7 hour update class) <i>Includes manual &amp; materials (Full Day/9:00amstart)</i>				\$90.00	<input type="checkbox"/>

#### Outside Providers

Mobile Technology for the Real Estate Professional - Presented by Apex (1/2 day/ 12:30pm start)	No Charge	<input type="checkbox"/>
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### Tuesday - October 2, 2007

#### DPT Classes

Advance Income (2- Days/Tested)	\$30.00	<input type="checkbox"/>	Cost Market & Income Review (2-Days)	\$30.00	<input type="checkbox"/>
Rural Structures (1-Day)	\$15.00	<input type="checkbox"/>	Oil and Gas Equip. Valuation( 1-Day)	\$15.00	<input type="checkbox"/>
Time Trending (1-Day) <i>Class size limited to 12</i>	\$15.00	<input type="checkbox"/>	Introduction to State Assessed (1-Day)	\$15.00	<input type="checkbox"/>
Certification to Taxing Entities (1-Day)	\$15.00	<input type="checkbox"/>	Manufactured Homes (1-Day)	\$15.00	<input type="checkbox"/>

#### Outside Providers

ASA--Introduction to Commercial Property Appraising (1-Day)	\$85.00	<input type="checkbox"/>
Kaplan College - Houses: Toxic Mold Alert and An Insiders Look At The Hazards Inside (1-Day)	\$85.00	<input type="checkbox"/>

### Wednesday - October 3, 2007

#### DPT Classes

Advance Income (2- Days/Tested)	2 <sup>nd</sup> Day	<input type="checkbox"/>	Cost Market & Income Review (2- Day)	2 <sup>nd</sup> Day	<input type="checkbox"/>
Complex Residential (2-Days/Tested)	\$30.00	<input type="checkbox"/>	Condominium Valuation (1- Day)	\$15.00	<input type="checkbox"/>
Oil and Gas Netback (1- Day)	\$15.00	<input type="checkbox"/>	Statistics (2-Day) <i>Class size limited to 12 not tested</i>	\$30.00	<input type="checkbox"/>
Personal Property (2-Day) <i>not tested</i>	\$30.00	<input type="checkbox"/>	Exemptions (1- Day)	\$15.00	<input type="checkbox"/>
			Sales Confirmation (1- Day)	\$15.00	<input type="checkbox"/>

#### Outside Providers

James G. Felt -Water Law I & II - Water Rights and Their Valuation (1 or 2 day)	\$75.00/day	<input type="checkbox"/>
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### Thursday - October 4, 2007

#### DPT Classes

Property Design & Measurement (1-Day)	\$15.00	<input type="checkbox"/>	Oil and Gas Pipeline (1- day)	\$15.00	<input type="checkbox"/>
Complex Residential Property (2-Days/ Tested)	2 <sup>nd</sup> Day	<input type="checkbox"/>	Statistics (2-Day) <i>Class size limited to 12 not tested</i>	2 <sup>nd</sup> Day	<input type="checkbox"/>
Personal Property (2-Days) <i>not tested</i>	2 <sup>nd</sup> Day	<input type="checkbox"/>	USPAP (7 hour update class) <i>(If over-enrollment warrants)</i>	\$90.00	<input type="checkbox"/>

#### Outside Providers

James G. Felt -Water Law I & II - Water Rights and Their Valuation (1 or 2 Day)	\$75.00/day	<input type="checkbox"/>
ASA- The Logic and Critical Thinking of Appraising & Communicating Appraisal Results	\$85.00	<input type="checkbox"/>
IAAO- How to Critique an Appraisal	\$85.00	<input type="checkbox"/>
McKissock- Appraisal of REO'S and Foreclosed Properties	\$85.00	<input type="checkbox"/>

**\*\*\*PLEASE CHECK THE ABOVE CLASSES AND COMPLETE THIS PORTION\*\*\***

EARLY REGISTRATION DEADLINE ~ July 20, 2007

Name: _____	Total All Days \$ _____
Daytime Phone: _____	Conference Fee + \$100.00
E-Mail Address: _____	Total Amount Due _____

I plan to attend the Wednesday evening dinner meeting. YES  NO

Your executive board has worked very hard to provide an array of classes that will meet your needs. Our goal has been, and continues to be, to provide Colorado County appraisal staff with very affordable continuing education. The CATA conference has grown to over 350 attendees, and it has become an important networking forum for many of the Assessor's office staff members.

We continue to contract with alternate providers to expand our educational offerings. These classes taken outside of the CATA forum would cost 3 to 4 times what we can offer them for. **Aside from negotiating a more affordable fee, we have been fortunate enough to receive a generous grant from the Colorado Assessors Association that has allowed us to offset our prices.** Unfortunately, due to the supplement provided to us by the CAA, we are unable to give associate members and non-members the credit that results from this contribution. Please complete the appropriate registration form depending on your status with CATA. Associate Member and Non-Member registrations are available on the CATA website at [www.cata-log.org](http://www.cata-log.org). Individuals who paid membership dues by the April 1<sup>st</sup> deadline, (County employees excluded,) are Associate members. If you did not pay dues, you are a Non-Member.

**Please note the cancellation policy at the bottom of this page.**

1. Please submit one registration form per member. One check may be submitted per County to cover all of those registering. Please make checks payable to: **Colorado Association of Tax Appraisers**. We prefer all forms be **faxed** (followed with payment by mail) to **THE CATA TREASURER** at:

**Mail To:**

Douglas County Assessor's Office  
Attn: Heidi Pleban - CATA Treasurer  
301 Wilcox Street  
Castle Rock, CO 80104

**Fax To:**

Heidi Pleban - CATA Treasurer  
Fax Number: 303-688-2517

2. Some class sizes will be limited this year and will be available until full. An e-mail will go out to everyone with an e-mail address registered at [www.cata-log.org](http://www.cata-log.org) when a class is full. Please register.
3. The classes offered by contracted providers do not necessarily pertain to Colorado Law or DPT guidelines and mandates. They will however, offer a different perspective (fee or otherwise) and broaden your knowledge as an appraiser. Although we have received high recommendations for each of the providers and their classes, you take them at your own risk. All classes are approved for continuing education by the Board of Real Estate Appraisers, unless otherwise noted.
4. The number of hours is designated with the class description by "CEH" for Continuing Educations Hours. Failure to attend at least 80% of the scheduled class time, (100% for USPAP,) will result in denial of any CEH for the class. The instructor will make the final determination on attendance.
5. The deadline for registering is Friday, July 20, 2007. Attempting to register after the deadline may limit your class options substantially. General questions can be directed to any of the board members. Contact information can be found at [www.cata-log.org](http://www.cata-log.org) under "Conferences."
6. Inadequate interest in any class may result in the cancellation of that class. If this should happen, you may be contacted to select another class offering.

## **ATTENTION NEW CANCELLATION POLICY**

**Cancellations of any classes from 30-10 days prior to the conference are subject to a 50% cancellation fee. Cancellations from 10 days prior to the conference date are subject to no refund.**

## D.P.T. ONE-DAY APPRAISAL CLASSES

### National USPAP - Standards & Ethics (7 CEH)

- Focuses on changes to the 2006 edition of USPAP
- USPAP will be applied to everyday appraiser practice
- Aids appraisers seeking competency in the Uniform Standard Professional Appraisal Practice (USPAP)

### Rural Structures Valuation (7 CEH)

- Rural Structures Policies, Procedures, and Definitions
- Classification and Valuation of Rural Structures
- Slide Show
- Work Problems

### Time Trending (7 CEH) \*\*Class size limited to 12\*\*

- Introduction to Statistics
- SBOE Statistical Requirements
- Time Trending Techniques
- Basic time Trending Analysis
- Performance Evaluation Analysis
- Case Study

### Oil & Gas Equipment Valuation (7 CEH)

- Analysis and Use of BEL's
- Valuation of Installed Equipment
- Valuation Stored Equipment
- Valuation Steps
- Valuation Grids

### Introduction to State Assessed (7 CEH)

- Definition of a Public Utility for Property Tax Purposes
- Public Utility Industry Descriptions
- Terms and Definitions Used in Public Utility Valuation
- Understanding the Valuation Process
- Colorado Public Utility Allocation
- Apportionment of Public Utility Values
- Review of Frequently Asked Questions
- Hot Topics-Changes Coming for Public Utility Valuation

### Manufactured Homes (7 CEH)

- Constitutional and Statutory Provisions
- Distinguishing Characteristics of Manufactured Homes, Modular, Prefab, and Stick-built homes
- Classifications and Sub-Classification Issues
- Manufactured Homes Made Permanent
- Moving Manufactured Homes
- Discovering Manufactured Homes
- Judicial Decisions Concerning Manufactured Homes
- Valuation, Sales Confirmation, and Sales Ratio Analyses

### Oil & Gas Netback Valuation (7 CEH)

- Constitutional and Statutory References
- Oil and Gas Valuation Process
- Wellhead Pricing - Methodologies
- Examination of Netback Spreadsheets
- Accessing and Using COGCC Information

### Condominium Valuation (7 CEH)

- Colorado Condominium Ownership Act
- The Developer and Investor
- Cost, Market & Income Approaches
- Valuation of Common Elements
- Planned Unit Development
- Conversions
- Mixed-use
- Timeshares
- Case Studies

### Sales Confirmation (7 CEH)

- Statutory Requirements - Sales Confirmation
- Court Case Discussion
- Title Conveyance
- Sales Confirmation Data - Implementation
- Sales Confirmation Data-Management
- Preliminary Sales Ratio Analysis
- Final Data Analysis
- Special Issues

### Property Design & Measurement (7 CEH)

- Design and Measurement Practices
- Architectural Design
- Determining Size and Style
- HUD, FannieMae, and Ad Valorem Standards
- Condominium Measurement
- Determining Net Rentable Area
- BOMA Guidelines

### Oil & Gas Pipeline Valuation (7 CEH)

- Statutory References
- Pipeline Definitions
- Pipeline Classification and Procedures
- BIA Assessments
- Pipeline Apportionment Procedures
- Pipeline Assessment Case Study

## D.P.T. TWO-DAY APPRAISAL CLASSES

### Cost Market & Income Review (15 CEH) \*\*Not Tested\*\*

- Valuation Process and the Principles of Value
- Principles of Value
- Market Approach to Value
- Cost Approach to Value
- Income Approach to Value
- Reconciliation

### Advanced Income (15 CEH) Test - Mandatory

- Investment Expectations
- Capitalization Techniques
- Compound Interest Tables
- Discounted Cash Flow
- Discount Rates
- Glossary

## D.P.T. TWO-DAY APPRAISAL CLASSES (cont'd)

### Complex Residential Property and the GRM (15 CEH) Test - Mandatory

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| <ul style="list-style-type: none"> <li>➤ Definitions and Examples</li> <li>➤ Building Materials and Structures</li> <li>➤ Historical Designation</li> <li>➤ USPAP Applications</li> <li>➤ Valuation Strategies</li> </ul> | <ul style="list-style-type: none"> <li>➤ History of the GRM</li> <li>➤ Definitions</li> <li>➤ Limitations of the GRM</li> <li>➤ Using the GRM</li> <li>➤ GRM as a Unit of Comparison</li> </ul> |
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### Personal Property (Two-day/no test) (14 CEH)

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| <ul style="list-style-type: none"> <li>➤ Constitutional Provisions and Statutory References</li> <li>➤ Assessment Calendar</li> <li>➤ Court Decisions</li> <li>➤ Discovery and Listing</li> <li>➤ Administrative Issues: Confidentiality and Penalties</li> <li>➤ Classification</li> </ul> | <ul style="list-style-type: none"> <li>➤ Depreciation Tables and Factors</li> <li>➤ Valuation Procedures</li> <li>➤ Taxpayer Remedies and BIAs</li> <li>➤ Special Issues</li> <li>➤ Performance Analysis</li> <li>➤ Case Study</li> </ul> |
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### Statistics (15 CEH)-Not Tested Need to have a Calculator \*\*Class size is limited to 12\*\*

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| <p><b>STATISTICS-</b></p> <ul style="list-style-type: none"> <li>➤ Purpose of Statistics</li> <li>➤ Basic Assessment Statistics</li> <li>➤ Auditory/SBOE Statistical Requirements</li> <li>➤ Manual Statistical Calc. &amp; Problems</li> </ul> <p><b>COMPUTER LAB</b></p> <ul style="list-style-type: none"> <li>➤ Basic Statistics Using SPSS 11.0</li> <li>➤ General Data Manipulation</li> </ul> | <p><b>TIME TRENDING</b></p> <ul style="list-style-type: none"> <li>➤ Importance of Time Trending</li> <li>➤ Required Data</li> <li>➤ Required Format</li> <li>➤ Data Tricks and Traps</li> <li>➤ Basic Time Trending Analysis</li> <li>➤ Computer Hands-on Case Study</li> </ul> | <p><b>PERFORMANCE ANALYSIS</b></p> <ul style="list-style-type: none"> <li>➤ Spotting Outliers</li> <li>➤ Useful Statistics</li> <li>➤ Required Data</li> <li>➤ Required Format</li> <li>➤ Auditor/SBOE Statistical Requirements</li> <li>➤ Data Tricks and Traps</li> <li>➤ Utilizing SPSS 11.0 for Performance Analysis</li> <li>➤ Computer Hands-on Case Study</li> </ul> |
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## D.P.T. ½ -DAY ADMINISTRATIVE CLASSES

### Abatements (5 CEH)

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| <ul style="list-style-type: none"> <li>➤ Due Process</li> <li>➤ Purpose of Abatements</li> <li>➤ Clerical Errors, Erroneous Assessments, Overvaluation Issues</li> <li>➤ Abatement Situations</li> </ul> | <ul style="list-style-type: none"> <li>➤ Abatement Hearings</li> <li>➤ Review by Property Tax Administrator</li> <li>➤ Abatement Statutes</li> <li>➤ Case Law</li> </ul> |
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### Basic Title Conveyance (5 CEH)

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| <ul style="list-style-type: none"> <li>➤ Basic Title Transfer Issues</li> <li>➤ Elements of a Deed</li> <li>➤ The bundle of Rights</li> <li>➤ Types of Ownership</li> </ul> | <ul style="list-style-type: none"> <li>➤ Types of Conveyance Documents</li> <li>➤ Decedents' Estates</li> <li>➤ Assessor's Role in Keeping Ownership Records</li> <li>➤ Assessor's Transfer Process</li> </ul> |
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## D.P.T. ONE-DAY ADMINISTRATIVE CLASSES

### Exemptions (7 CEH)

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| <ul style="list-style-type: none"> <li>➤ Introduction to Exemptions</li> <li>➤ Exemptions handled by the Assessor</li> </ul> | <ul style="list-style-type: none"> <li>➤ Exemptions handled by the PTA</li> <li>➤ Division/County Interaction</li> </ul> |
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### Certification to Taxing Entities (7 CEH)

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| <ul style="list-style-type: none"> <li>➤ Filing Deadline</li> <li>➤ Constitutional and Statutory Requirements</li> <li>➤ Distribution of State Assessed Properties</li> <li>➤ Annexations/Disconnections</li> </ul> | <ul style="list-style-type: none"> <li>➤ Inclusions/Exclusions</li> <li>➤ Tax Increment Financing</li> <li>➤ Omitted Property</li> <li>➤ Certification/Recertification of Levies</li> <li>➤ Tax Warrant</li> </ul> |
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# OUTSIDE PROVIDERS

## APEX INC. (3 CEH Approval Pending)

### Mobile Technology for the Real Estate Professional - ½ Day (3 CEH)

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| <p><b>WHAT'S AVAILABLE</b></p> <ul style="list-style-type: none"> <li>➤ Mobile Computing Hardware Solutions</li> <li>➤ Mobile Sketching Software vs. Manual Solutions</li> <li>➤ Measuring Hardware Solutions</li> </ul> | <p><b>WHAT'S HOT &amp; WHAT'S NOT</b></p> <ul style="list-style-type: none"> <li>➤ Mobile Computing Solutions</li> <li>➤ Measuring Solutions</li> </ul> | <p><b>HOW TO</b></p> <ul style="list-style-type: none"> <li>➤ Measure in the Field</li> <li>➤ Sketch in the Field</li> <li>➤ Tips for finding the right hardware to suit your needs</li> </ul> |
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# AMERICAN SOCIETY OF APPRAISERS - DEANE WILSON

## Introduction to Commercial Property Appraising (7 CEH)

Introduction to Commercial Property valuation is designed to introduce a student's previous knowledge and experience with the correct application of procedures and techniques required to estimate market value of general commercial properties, which include office properties, industrial properties, and retail properties. This class sets forth a methodical process for appraising general commercial properties and their intricacies. The material presented in this class is designed to promote the ability to apply basic appraisal judgment and how this discernment applies.

The course covers appraiser qualifications, inspection of commercial properties, nuisances and details regarding commercial properties, neighborhood concerns, site analysis, improvements analysis, and the three traditional approaches to value, adjustment techniques, the reconciliation process, as well as the necessary addenda items. This is an introductory course, which also covers property types, data sources, for sales, rents, expenses, and capitalization rates, as well as general concepts regarding commercial property appraising.

## The Logic and Critical Thinking of Appraising & Communicating Appraisal Results (7 CEH)

This course covers the logic and critical thinking skills needed to convey sound conclusion and write more convincing reports. A brief look at English as a second language and deeper insight into: problem solving: decision theory: argument analysis: deductive reasoning: inductive reasoning: rhetoric versus reasoning: and much more! This is a seminar that teaches not just improved writing skills, but improved thinking. By learning the skill of appropriate precision and the art of making sense, appraisers can better defend their conclusions, their readers will have fewer questions, and their conclusions will have less challenges.

## JAMES G. FELT ~ WATER LAW

### COLORADO WATER LAW - James G. Felt Instructor

- The Riparian Doctrine
- The Hydrologic Cycle
- The Appropriation Doctrine
- Perfecting a Colorado Water Right
- Characteristics of the Appropriation Doctrine
- Duty of Water
- "Zoning" of a water right
- Waste
- Change of Water Right
- Water Augmentation Plan
- Water Right Administration
- Wells
- River Compacts
- Reserved Water Rights
- Denver Basin Rules
- Ditches and Ditch Rights
- Springs
- Reservoirs
- Colorado Water Conservation Board (CWCB)
- Conveyance of Water Rights
- Buying and Selling of Water Rights
- Contract Considerations
- Water Rights Appraisals
- Geothermal Resources
- Colorado Ground Water Commission

### Colorado Water Law - Day One(7 CEH)

The above listed content is designed as a two-day course but according to the instructor can be condensed into a one day class that omits much detail and gives a general exposure to the subject matter.

### Colorado Water Law - Day Two (7CEH)

The above listed content is designed to be presented as a two-day course with in depth information on appraising water rights and considerations to be addressed and considered in water law.

## Kaplan College

### Houses: Toxic Mold Alert & An Insider Look At The Hazards Inside (8 CEH)

#### Toxic Mold Alert!

Mold is the hot topic in the housing markets. This course zeros in on the key issues of mold, moisture, liability and disclosure. Mold is present in most houses, but until recently was not perceived to be a health hazard. And this new perception is changing how houses are listed and sold. In this course, you'll understand what contributes to moisture and water problems and how they interact to promote mold growth. We'll teach you how to educate clients about mold and present their houses honestly and accurately. The content also covers mold troubleshooting and corrective issues.

#### Topics include:

- Indoor moisture and mold growth
- Mold and disclosure issues

#### Houses: An Insiders Look At The Hazards Inside

Learn the real stories and the myths about the hidden dangers inside homes. Lead, formaldehyde, asbestos, radon and mold are large issues in residential transactions. Learning the facts about toxic substances lets you help clients reduce exposure and devise the right strategy for a successful sale. In this course, you'll develop a good understanding of the most common indoor hazards. You'll look at how construction and remodeling materials, like carpeting and wall sheathing, may pose concerns. The course also explores the myths and issues surrounding radon. Discover, too, why abatement is crucial to lead and asbestos programs. This is your chance to get information on the hot issues surrounding noxious homes.

Topics include:

- Asbestos, lead and abatement
- Formaldehyde indoors
- Radon: facts and myths
- Techniques to protect children and seniors

## HOW TO CRITIQUE AN APPRAISAL USED TO CHALLENGE AN ASSESSMENT (7 Credit Hours)

This forum will look at appraisals submitted in support of assessment reduction requests and teach participants a methodical approach for reviewing and critiquing these types of appraisals. Is the appraiser acting as an advocate for the client, or have they truly approached the assignment as a disinterested unbiased third party. Participants will learn how to review every area of the appraisal to determine the credibility and reliability of the work submitted.

## McKissock

### Appraisal of REO'S and Foreclosed Properties (7 CEH)

This course provides a greater understanding the lending and foreclosure processes leading to Real Estate Owned (REO). Included is the development of the traditional approaches for residential appraisals with a special emphasis on the unique challenges associated with REO and foreclosure properties from accepting the assignment to delivering the final report.

An overview of the lending process is discussed and the role of valuation experts is explored and explained. The loan may ultimately end up in foreclosure and result in REO requiring the services of a professional appraiser.

Examination of an appropriate Scope of Work is discussed and explained with special attention paid to the differences in traditional mortgage appraisal assignment and a foreclosure assignment. Special attention is paid to clearly identifying the definition of value as well as assignment conditions and client requirements.

Cost to Repair and Cost to Cure are explored with data sources to support cost estimates as well as investor incentive (risk demand) estimates extracted from the market.

Finally a clear understating of specific Development and Reporting requirements are explored. References to Uniform Standards of Professional Appraisal Practice (USPAP) are noted as well as Statements on Standards, Advisory Opinions to assist in empowering the appraiser in developing creditable analysis.

- Understand the lending and foreclosure process
- Understand the need for professional valuation experts
- Understand the specific role different experts play in an assignment
- Understand accepting a REO assignment
- Develop an appropriate Scope of Work for this type of assignment
- How to support repair cost estimates with data sources
- Explore Investor Incentives and Risk Demand in REO appraisals
- Explore each approach to value in relation to the assignment and assignment conditions
- How to describe specific depreciation estimates as extracted from the local market
- Understand the difference in appraising REO and foreclosure properties
- Understand the need for a clear definition of value and its source
- How multiple value estimates may be part of one assignment and the need for a concise understanding of the clients intended use
- Explore how to develop and report REO and foreclosure appraisal reports in a manner that is meaningful to the client and other intended users.
- Explore limitations of form report formats and the burden placed on the appraiser to clearly and accurately set for the analysis and conclusion in a manner that will be meaningful and not misleading

**President - Loren Morrow**

**1st Vice President - Raelene Churyk**

**Secretary - Mike Peterson**

**Board Member - Jeremy Maldonado**

**Board Member - Chris Bellegante**

[www.cata-log.org](http://www.cata-log.org)

**2nd Vice President - Debbie Fangmeier**

**Treasurer - Heidi Pleban**

**Board Member - Kathy L. Aumand**