



# April 23, 2020

## IRWA Chapter 42 Presents:

### Course 703: Real Property/Asset Management



**Course Description:**

This intensive course is designed to teach participants the necessary skills and knowledge to introduce and implement an asset management program within an organization. Asset management is the comprehensively planned management of a diverse portfolio of real estate for the optimum use of available assets. Participants will explore the comprehensively planned management of a diverse portfolio of real estate for the optimum use of available assets.

**Course Level:**

Intermediate

**Course Tuition:**

\$265.00 Member / \$330.00 Non-Member

**includes:**

Participant Manual

**Who should take this course:**

This course is designed for right of way professionals and individuals who manage real estate for organizations (large or small) who are in need of additional resources to adequately meet the defined mission of their organization.

**Topics:**

- Definition of asset management
- Aspects, considerations and goals of asset management
- Prerequisites of successful asset management
- Identifying need for asset management
- Establishing an asset management program
- Steps and team formation
- Implementation of asset management programs
- Strategies and computer assistance options

**DATE/TIME**

April 23, 2020  
8:00am-5:00pm

**LOCATION**

Valley Water  
5700 Almaden  
Expressway,  
Room A-143,  
San Jose, CA 95118

**HOW TO REGISTER**

1. Online:  
[www.irwaonline.org](http://www.irwaonline.org)
2. Fax:  
(310) 538-1471
3. Phone:  
(310) 538-0233 x138

Contact Course Coordinator:  
Sue Turner  
at (408) 630-2266  
[sturner@valleywater.org](mailto:sturner@valleywater.org)

**COURSE INSTRUCTOR**



**Course Instructor:**

Lisa L. Amos, SR/WA, has over 30 years real estate experience, and since 2018 as Real Estate Program Manager with the City of Glendale, Arizona. Previously she was Property Management Supervisor with Maricopa County, Arizona, overseeing a flood control district's and transportation department's real estate holdings. From 1984-2000 Ms. Amos managed a Fortune 500 industrial company's Arizona and New Mexico real estate holdings.



\_\_\_\_\_  
 Last Name First Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip/Postal Code  
 (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Yes  No  
 Phone Member Member ID Number  
 \_\_\_\_\_  
 Email Address

If payment includes the fees for registrants other than yourself, check here:   
 (Please submit names of other registrants on a separate paper along with this form)  
 Will you also be attending?  Yes  No

	Registration Deadlines	Member Tuition	Non-Member Tuition	Total Tuition Amount
On and Before:	April 15, 2020	\$265.00	\$330.00	_____
On and After:	April 16, 2020	\$290.00	\$355.00	_____

Total Member Registrants: \_\_\_\_\_  
 Total Non-Member Registrants: \_\_\_\_\_

PRINT NAME AS IT APPEARS ON CARD: \_\_\_\_\_ 3-DIGIT CVV: \_\_\_\_\_

AMEX  MC  VISA  Card #: \_\_\_\_\_ EXP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_

**Course 703: Real Property/Asset Management April 23, 2020 San Jose, CA**

Sponsor: IRWA Chapter 42  
 Date: April 23, 2020  
 Time: 8AM to 5 PM  
 City: San Jose, CA

**Accommodations:**  
 Wingate by Wyndham  
 5190 Cherry Avenue  
 San Jose, CA 95118  
 Phone: (480) 266-3535  
 Rate: \$189.00 + tax per night  
 Contact Leah Meadows at Wingate for this reduced rate  
 Mention Valley Water IRWA class

[Wingate by Wyndham San Jose](#)  
**Group Code: CG1G202**  
 Make reservations no later than **Friday, April 3<sup>rd</sup>, 2020**

**Class Location:**  
 Valley Water Conference Room A-143  
 5700 Almaden Expressway  
 San Jose, CA 95118  
 Phone: (408) 630-2266  
 Participant Capacity: 20

**Course Coordinator:**  
 Sue Turner, SRWA  
 5750 Almaden Expressway  
 San Jose, CA 95118  
 Phone: (408) 630-2266  
 Fax: (408) 979-5645  
 Email: [sturner@valleywater.org](mailto:sturner@valleywater.org)

**Four Ways to Register:**  
 Online: [www.irwaonline.org](http://www.irwaonline.org)  
 Fax: (310) 538-1471  
 Phone: (310) 538-0233, x138  
 Contact Course Coordinator

**Course Instructor:**

Lisa L. Amos, SRWA, has over 30 years real estate experience, and since 2018 as Real Estate Program Manager with the City of Glendale, Arizona. Previously she was Property Management Supervisor with Maricopa County, Arizona, overseeing a flood control district's and transportation department's real estate holdings. From 1984-2000 Ms. Amos managed a Fortune 500 industrial company's Arizona and New Mexico real estate holdings. She is former PDC chair of IRWA Kachina chapter #28, and a past president of the greater Phoenix chapter of the National Association of Women in Construction. Ms. Amos is a Planning Commissioner for a local municipality and city appointed member of an EPA Superfund site advisory group. She holds an Arizona real estate license, and completed her AAS degree in Mass Communication, BS degree in real estate, and Masters degree in Public Administration. She facilitates IRWA 700 series courses.

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Tuition Refund Policy:** Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff ([education@irwaonline.org](mailto:education@irwaonline.org)) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.