



# The SCAOR e-Scoop

Volume 1  
Issue 3  
April 25, 2008

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[www.scaor.org](http://www.scaor.org)

**SCAOR OFFICE HOURS**  
8:00am to 5:00pm Monday-Friday  
Every Thursday the office is closed from  
9:00am-10:30am for a staff meeting



## **GOT BBQ? GOT YOUR TICKET?**

### **SPRING FLING BBQ & BAKING CONTEST COMING SOON!**

On Wednesday May 7th from 11:30am to 1:30pm come and enjoy a tasty BBQ lunch, delicious desserts, margaritas & welcome our new CEO Kathy Hartman. The cost to attend is only \$10 and RSVP's are a must. Also, enter your delectable treats in the baking contest. The categories are Cakes/Tortes, Tarts/Pies/Pastries, Cookies, and Breads.

Deadline to enter your treat is May 2nd. Call SCAOR at 831-464-2000 to R.S.V.P.

## **SCAOR Housing Expo—It's A Wrap!**



Thank you to the Housing Opportunity committee and especially Housing Expo Chair, Janee Del Colletti for all their hard work in creating an event that helped provide housing education outreach to more than 275 people on April 12<sup>th</sup>. A full list of Thank You's will appear in the May newsletter, but we wanted to take this chance to say thank you to our volunteers, exhibitors and sponsors for their support and enthusiasm over the past few months in planning the Housing Expo! Thank you!

### **BROWN BAG LUNCH SERIES:**

#### **Introduction to Microsoft Outlook**

This first in a series of 5 classes will provide attendees a basic understanding of how Outlook functions within the concepts of time and task management.

#### **Topics include:**

- ◇ Outlook is an information processor
- ◇ Panes & Views in Outlook
- ◇ Configuring the Navigation Pane

#### **Upon completion students will be able to:**

- ◇ Know how to use Outlook as an information processor
- ◇ Navigate Outlook quickly and easily
- ◇ Understand the purpose of each Outlook tool
- ◇ Customize Outlook for everyday use



**Class 2:**  
**Effective Use of Email**  
on 5/28

**BRING YOUR OWN LUNCH AND WE'LL BRING THE KNOWLEDGE! Click [here](#) for flyer**

### **COMING UP IN EDUCATION:**

May 12th MLS: Advanced CMA 10:00am-12:00pm

May 13th Housing Assistance Programs 10:00am-12:00pm

May 16th [Fiscal Fitness: How to Prevent Mortgage Transmitted Diseases](#) 11:30am-1:00pm

May 22 & 23 [Resort & Second Home Markets RSPS certification core class](#) 8:30am-4:00pm

May 30th [How to Handle an Upside/Underwater Sale](#) 9:00am-12:30pm

[How to Analyze and Price Small Rental Properties](#) 1:00pm-4:30pm

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**Effective May 1, 2008** the Association will charge a \$25 office transfer fee. If you are changing from one office to another it will be necessary for you to fill out the SCAOR Office Transfer Form along with the Department of Real Estate (DRE) Form 214 – *Salesperson Change Application*.

When these forms are completed and signed by your “new” broker, please submit them to the Association Office along with the \$25 fee and the office transfer changes will be made.

The annual **Display Key and Open House Tour** billing statements have been mailed and are due on May 15, late May 27. If you pay after May 27 there will be a \$25 late fee enforced. To ensure that your services are not interrupted, please pay in a timely manner. You must be a current MLS subscriber in order to be eligible for these services. If you do not receive your statement by May 1, please call the Association at 464-2000.

For a complete list of classes being offered at SCAOR click [here](#). Suggestions? Comments? Contact Karen Kirwan, Director of Education & Professional Services at 831-464-2000 or karen@scaor.org