



# 73<sup>rd</sup> Annual Conference on Assessment Administration



Online Conference Registration Is Open!

**May 3 - 5, 2023**  
**Kalahari Resorts**  
**Pocono Manor, PA**



*AAP is a partner of the County Commissioners Association of Pennsylvania*



March 3, 2023

TO: All AAP Members  
FROM: Jennifer Pettina, CPE, President  
RE: AAP Annual Conference Registration

The Assessors' Association of Pennsylvania (AAP) is pleased to be holding our 73<sup>rd</sup> Annual Conference at the Kalahari Resorts in Monroe County. This Conference, scheduled for **May 3 to 5**, is one of the best ways to earn recertification credit hours with the State Board of Certified Real Estate Appraisers (SBCREA), network with your peers and enjoy this unique venue. The enclosed agenda outlines the classes offered and other Conference activities.

### CONFERENCE DETAILS

**Conference Registration.** Online registration is available on the AAP website, [www.paassessors.org](http://www.paassessors.org). Please print out your confirmation and send it along with your check made payable to "AAP" to the address listed on the confirmation. If you have registration questions, please contact Lori Lawyer at (717) 736-4712 or [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

If you prefer to mail in your registration form and check to the address on the form, please scan it first and email it to Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

**Hotel Reservations.** Members staying overnight at the Kalahari Resorts can make reservations online or over the phone. For online reservations, please visit the hotel link on the AAP Annual Conference page on our website, [www.paassessors.org](http://www.paassessors.org). The Kalahari's link will automatically take you to the group reservation site for our Conference to receive our Conference room rate. You must secure your room with a credit card. If you would like to make your reservation over the phone, you can reach the Kalahari at (877) 525-2427. **Our Conference room rate is available until April 2 or until the room block is sold out, whichever comes first.** Don't delay in making your reservations!

The Kalahari is now a cashless facility so don't forget to bring your credit card to the Conference.

**Kalahari Waterpark.** Admission for up to four people for the Kalahari's famous indoor waterpark is included in your hotel room rate. Be sure to register everyone in your room (there is no extra charge), including any family accompanying you to the Conference.

**AAP Education Auction!** We will be holding our annual auction to benefit the AAP Chapter Education Fund after the dinner on **Wednesday, May 3**. We are asking each county to donate items for both a **silent and regular auction**. ALL auction contributions are welcome with the following exceptions - any type of tobacco products, weapons or ammunition. **In order to organize the auction, please share with AAP any auction items your county will be donating. Please send a description of your items by April 12 to Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org).**

**Officer/Board Appointment.** I have appointed Immediate Past President Susan Miller as Chair of the Nominating Committee. Nominations for Vice President, Secretary and Treasurer should be emailed by **April 4** to Terry Cochran, executive director, at [tcochran@pacounties.org](mailto:tcochran@pacounties.org). Please see the enclosed letter from Susan. **Local chapters, please share with Terry Cochran the names of your AAP Board of Governors' representatives for 2023-24 (term starts at July 2023 virtual board meeting).** If your Chapter hasn't taken care of this item, please make sure that it is on the agenda for your next chapter meeting.

**General Membership Meeting.** Please plan to attend the AAP General Membership Meeting on **Thursday, May 4**, where all AAP members in good standing will be voting for AAP's next Vice President, Secretary and Treasurer and conducting other AAP business.

**Award Nominations.** The Awards Committee, co chaired by Darrell Lutz and Michelle Hasker, both of Monroe County, is seeking nominations for the AAP Awards. A nomination form and award criteria can be found at the awards link on the AAP website. Nominations should be sent to Terry Cochran at [tcochran@pacounties.org](mailto:tcochran@pacounties.org) by **April 4**.

**Service Awards.** AAP's service awards are presented to "members in good standing for service in the county or municipal assessment field." This means that cooperative members are also eligible for these awards. Also, persons who have worked in the assessment profession but have not always been members of AAP are still eligible as long as they have accrued enough years in the assessment field. The service award form can be found on the AAP Annual Conference awards webpage and the deadline is **April 10**. A nomination form and award criteria can be found at the awards link on the AAP website. Nominations should be sent to Terry Cochran at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

**New CPEs, Monitors, Extra Meal Tickets.** Please fill out the enclosed form if you'd like to volunteer as a class monitor, you're a new CPE and haven't received your CPE pin yet, or you need to order extra meal tickets for a Conference guest.

**Monitoring Procedures and Code of Conduct.** Included in this mailing is an explanation of AAP's monitoring and disciplinary procedures, the AAP Code of Conduct and the Commitment to Well-Being. Please read them over before signing up for classes. By registering for classes, you, as an individual, are agreeing to abide by both the monitoring and disciplinary procedures and the Code of Conduct.

**Commitment to Well-Being.** AAP considers the safety of all those onsite at the AAP Annual Conference as our top priority. With that in mind, we are committed to hosting a safe event for all participants, and in partnership with Kalahari Resorts we will be following best practices designed to mitigate exposure or spread of COVID-19 and other illnesses. However, by choosing to attend the AAP Annual Conference in-person, attendees are acknowledging that they fully and knowingly understand and accept the risk of exposure to COVID-19 or other illnesses. If you are experiencing any symptoms or other circumstances under current public health guidance, we ask that you respect your colleagues by refraining from attending to avoid the spread of illness.

**Questions.** If you have any questions about the safety protocols, please contact Terry Cochran, executive director, at (717) 736-4734 or [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

I look forward to seeing you at the Kalahari Resorts in the beautiful Poconos this Spring!

AAP 73<sup>rd</sup> Annual Conference  
Kalahari Resorts - May 3 to 5, 2023  
**AGENDA** - (This agenda is subject to change)

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**Wednesday, May 3**

8 a.m. **Conference Registration and Coffee Break**

8 a.m. - 4:30 p.m. **Exhibits Open**

9 a.m. - noon **Interpreting and Understanding Deeds** (3.0 hours)

This course is an introduction to real estate and real estate interests using skills learned by interpreting deeds.

*Lawrence B. Mansfield, Esquire*

**Understanding Manufactured Housing, Land Lease Communities and Abandoned Properties** (3.0 hours)

Manufactured housing is a viable option for Pennsylvanians and is considered an important contributor to the unsubsidized affordable housing stock. This unique housing option can be placed on leased land or on property owned by the homeowner. This session will offer a historical overview of the industry along with review of the laws that impact the building, sales, placement and taxing of manufactured homes.

*Mary Gaiski, PHC, Executive Vice President, Pennsylvania Manufactured Housing Association*

**IAAO Standards Supporting and Improving Performance** (3.0 hours)

The class will cover the history of the IAAO's standards with an in-depth analysis of Mass Appraisal of Real Property, Verification and Adjustment of Sales, Professional Development as well as additional IAAO standards. These standards are designed to facilitate strategic planning, promote excellence in assessment administration and create public trust in the profession.

*Shannon Hiss, RES, RMA, Assessment Advisor, International Association of Assessing Officers*

noon - 1:30 p.m. **Conference Lunch** (Included in conference fee)

1:30 - 4:30 p.m. **Big Box Valuation and Dark Store Theory** (3.0 hours) **NEW!**

What is a "big box?" How do I value this? What does someone mean when they say "dark store theory?" This class will review the difficulties and issues when working in the sensitive area of big box valuation and dark store theory properties. Included in the materials will be examples, how to respond to common issues, and a look at some of the problems faced in other jurisdictions.

*Bruce Witt, CPE, CA, Appraisal Senior Commercial Reviewer, Tyler Technologies, Inc.*

**Real Estate Litigation - Part II** (3.0 hours)

The purpose of this program is to update assessors regarding recent developments in assessment law throughout Pennsylvania. The session is intended to be interactive, with an opportunity not just to learn how courts have ruled, but also to share reactions with a lawyer who specializes exclusively in Pennsylvania assessment law. The audience is encouraged to reflect, react, and pose questions "from the trenches" regarding the real-world issues assessors confront daily, for discussion of how the courts might respond.

*Sharon DiPaolo, Esquire, Partner, Siegel Jennings Co., L.P.A.*

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**Wednesday, May 3**

**Basic Tax Assessment Office Mathematics \*** (3.0 hours)

Our instructor will cover the mathematics need for everyday functions in an assessment office.

*Anthony Alu, CPE, Independent Consultant*

*\* Students will need to bring a calculator to this class.*

6:30 p.m.

**Dinner/AAP Chapter Education Auction** (Included in conference fee)  
Don't forget to bring your county's auction donations!

**Thursday, May 4**

7:30 a.m.

**Conference Registration and Coffee Break**

7:30 a.m. - 4:30 p.m.

**Exhibits Open**

8 a.m.

**Annual Membership Meeting**

*Presiding - Jennifer Pettina, CPE, AAP President, Centre County*

9 a.m. - noon

**Licensing and Valuation: Real Estate Salesperson vs. Appraiser** (3.0 hours)  
**vs. Assessors/CPE NEW!**

Real estate salespersons, appraisers, and assessors/CPEs are all issued licenses by the Commonwealth to practice in their respective profession. This course explores the initial education and testing requirements, the licensing exam requirements, and continuing education requirements, as well as the laws, ethics, rules and regulations that must be adhered to in the day-to-day practice of placing values.

*Rita Yannayon, CPE, Tyler Technologies, Inc..*

**Tax Exemption** (3.0 hours) *This class was held previously in this recertification cycle.*

The class will look at exemptions, religious and purely public charity as well as exceptions to the assessment law. Our instructor will also review website who advise agencies to file appeals.

*Thomas Hill, CPE, Monroe County Board of Assessment Appeals*

**Basic Income Formula  $V=1/R$  \*\*** (3.0 hours)

This course will present the basic concepts necessary to develop the income approach for commercial real estate, the steps necessary in developing the income approach including basic income and expense analysis, as well as the development of appropriate capitalization rate.

*Richard J. Drzewiecki, MAI, CPE, President, PA General Certified Appraiser  
Appraisal & Marketing Associates, Inc.*

*\*\*Students will need to bring a calculator to this class.*

noon - 1:30 p.m.

**Past Presidents Luncheon** (Included in conference fee)

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**Thursday, May 4 (continued)**

1:30 - 4:30 p.m.      **Basic Understanding of Act 319** (3.0 hours)  
Anyone working with Act 319 in their county should plan to attend this class! Our experienced panel will review the basics of Clean and Green and then answer your questions with both their individual knowledge and group discussions. Be sure to bring your burning questions with you.

*Deborah Crawford, CPE, IAAO-P, PQMC, Administrative Director of Assessment Tax Claim, Planning and Farmland Preservation Administrator, Tioga County  
Randy Waggoner, CPE, Chief Assessor, Perry County  
Cathy Voda, CPE, Chief Assessor, Wyoming County  
Stephanie Zimmerman, Director, Bureau of Farmland Preservation, PA Department of Agriculture*

6 p.m.      **Banquet** (Included in conference fee)  
*Business dress is requested for the banquet.*  
**Annual and Service Awards Presentations**  
**New CPE Recognition**  
**Changing of the Gavel**

**Friday, May 5**

8 a.m.      **Conference Registration and Coffee Break**

8 a.m. - noon      **Exhibits Open**

9 a.m. - noon      **Effective Communication in Assessment NEW!** (3.0 hours)  
An often-overlooked skill for assessors is the ability to communicate effectively with complicated subject matter to emotionally charged individuals. Improving communication skills can help de-escalate conflict and improve overall job satisfaction. Effective communication can build relationships with municipal officials, third party agencies, and taxpayers to ensure assessors obtain necessary information for a complete and thorough ad valorem valuation.

*Janet Courson, CPE, Crawford County*

**Appraisal of Golf Courses** (3.0 hours)  
A summary of practices and procedures for valuation of golf course and club properties and discussion of current market conditions, along with assessment issues will be covered in this class.

*Laurence A. Hirsh, CRE, MAI, SGA, Golf Property Analysts*

**Reassessment from a Chief Assessor's Perspective** (3.0 hours)  
This class will provide a look at the reassessment process and ways to ensure a successful implementation. Topics will include beginning the process, administration of the process, public relations as well as sharing real-life experiences.

*Anthony Alu, CPE, Independent Consultant*

noon      **Adjournment**



# AAP 73<sup>rd</sup> Annual Conference\*\*

## Kalahari Resorts - May 3 to 5, 2023

**Full Conference Rates: Members - \$585      Non Members - \$685**

*Your registration fee includes Wednesday's Lunch and Dinner, Thursday's Lunch and Banquet, Classes, all Breaks and Materials.*

**Please check the class(es) you wish to attend:**

**Wednesday, May 3 - Please check the class(es) you wish to attend:**

- ☐ A) Interpreting and Understanding Deeds (3 Hours, morning)
- ☐ B) Manufactured Housing (3 Hours, morning)
- ☐ C) IAAO Standards (3 Hours, morning)
- ☐ D) Big Box Store Valuation (3 Hours, afternoon)
- ☐ E) Real Estate Litigation Part II (3 Hours, afternoon)
- ☐ F) Basic Math (3 Hours, afternoon)

**Thursday, May 4 - Please check the class(es) you wish to attend:**

- ☐ G) Licensing and Valuation (3 Hours, morning)
- ☐ H) Tax Exemption (3 Hours, morning)
- ☐ I) Basic Income (3 Hours, morning)
- ☐ J) Act 319 (3 Hours, afternoon)

**Friday, May 5 - Please check the class you wish to attend:**

- ☐ K) Effective Communication (3 Hours, morning)
- ☐ L) Appraisal of Golf Courses (3 Hours, morning)
- ☐ M) Reassessment (3 Hours, morning)

\*\* Recertification forms will be issued based on the classes selected.

**Final Amount \$ \_\_\_\_\_**

### 2023 AAP ANNUAL CONFERENCE REGISTRATION INFORMATION

(Don't forget to make a copy of this form for your records)

Name \_\_\_\_\_ Title \_\_\_\_\_  
(as you want it to appear on your name badge)

AV Number \_\_\_\_\_ County/Firm \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Years of Assessment Service \_\_\_\_\_

ADA Accommodations Needed (physical, dietary or other) \_\_\_\_\_

**REFUNDS:** There will be a \$50 service charge for each refund requested before **April 14**. No refunds will be processed after **April 14, 2023** Substitutions are allowed.

Make check payable to "AAP" and return with registration form to: **AAP Annual Conference, PO Box 60769, Harrisburg PA 17106-0769 or email (highly recommended!) to llawyer@pacounties.org.**

## Kalahari Resorts & Conventions

230 Kalahari Boulevard  
Pocono Manor, PA 18349  
1-800-535-2427  
[www.kalahariresorts.com](http://www.kalahariresorts.com)



**Kalahari Resort & Conventions** are full service meeting and convention facilities that share the magic of Africa.

### Important Hotel Information for Your Stay

- The AAP Conference room rate is \$162 (single/double/triple/quadruple occupancy - per room/night). This rate does not include the six percent sales tax and the three percent local tax.
- The AAP Conference room block contains rooms with two queen beds and a sleeper sofa.
- Hotel check in time is 4 p.m. and check out is 11 a.m.
- Traditional housekeeping stay-over service is available upon request. Daily 'refresh' service will be offered to exchange towels, remove trash, and replenish any amenities needed. Contactless options are always available too. The reservation holder's cell phone number will be entered into a communications program upon check-in so that you can text the hotel front desk directly to request these items.
- All luggage needs to be stored in your personal vehicles before/after staying in your guest room. Luggage is not permitted within the waterpark.
- The Kalahari is a cashless property so don't forget your credit card!
- **The room reservation deadline is April 2, 2023.**

### Each Room Includes -

- Complimentary parking; valet parking is available for a \$39.99 per day.
- Admission to America's Largest Indoor Waterpark is included for each registered hotel guest. *Our AAP conference rate includes up to four people in a room. If you are bringing your family, be sure to register them as guests so they receive a water park admission band.*
- A microwave, refrigerator, coffee maker, iron, ironing board, television and hairdryer
- Complimentary high speed wireless Internet access is available throughout the resort.

**Cancellation Policy:** You must cancel your room reservation more than 72 hours in advance of your expected arrival in order to receive a refund of your deposit minus a \$25 processing fee. Cancellations received less than 72 hours in advance will forfeit one night's deposit.

**Payments by Check:** The Kalahari does not accept personal checks. County checks must be received two weeks prior to the Conference. Checks cannot be accepted at check in unless it's a cashier's check. Payments at check in must be made with a credit card or cash. Checks should be sent to Guest Billing at the address above. Please include your reservation confirmation number on the check.

**Debit/Credit Card Policy:** Guests are encouraged not to use a debit card to pay for incidental charges at the Kalahari. The resort will put a \$100/person/night hold on the card. Any unused balance is released back to the card at check-out. Major credit cards typically only take one to three business days to see this refund processed, while debit cards take on average about 14 days.

**Important Payment Information from the Kalahari:** Due to a high volume of inquiries, Kalahari Resorts cannot accept completed Letters of Authorization forms, Tax Exemption forms, or Purchase Orders at the hotel check-in. The hotel has a dedicated team that approves these forms to ensure validity prior to attachment to the reservations prior to check-in. These forms should be submitted no later than seven days in advanced to the Kalahari at [dellscallcenterfax@kalahariresorts.com](mailto:dellscallcenterfax@kalahariresorts.com) or fax them to (608) 254-6116. The resort highly suggests that the attendees submit these forms at minimum two weeks in advanced prior to the hotel check in so their team can process them in a timely manner. Failure to follow this procedure may result in full room and tax charges to the attendees on their personal cards, since the Front Desk will not accept these forms at check-in.

If you have any questions the forms, please visit the Kalahari's website for additional information - <https://www.kalahariresorts.com/pennsylvania/help/faq/>





March 3, 2023

**TO:** All AAP Members

**FROM:** Susan Miller, CPE, Immediate Past President

**RE:** Nomination for Offices of Vice President, Secretary and Treasurer  
Term 2023-2024

As called for by the Bylaws of the Assessors' Association of Pennsylvania (AAP), Article V, Section 1, nominations are being accepted and considered for the offices of Vice President, Secretary and Treasurer of AAP for the 2023-24 term.

If you wish to have your name placed in consideration or if you wish to nominate someone else for any of these offices, please submit a resume to Terry Cochran at AAP - mail to PO Box 60769, Harrisburg, PA 17106-0769 or email to [tcochran@pacounties.org](mailto:tcochran@pacounties.org). If you are nominating a colleague, please be certain they are willing to serve and meet all qualifications as listed below. All resumes must be received by **April 4, 2023**. Resumes received after this date will not be considered for nomination. If you have any questions, please contact Terry at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

## **AAP Bylaws**

### **Article V - OFFICERS - QUALIFICATIONS FOR OFFICE AND VACANCIES**

#### **Section 1**

The following Officers of this Association shall be elected at the annual meeting by a majority vote of all members in good standing then present at said meeting:

- A. President, President-Elect, Vice President, Secretary and Treasurer.
- B. The President, President-Elect and Vice President may not succeed themselves in office.
- C. The Secretary and Treasurer may succeed themselves in office for an additional one-year term.
- D. No person may be a candidate for an officer before first serving at least two (2) years on the Association's Board of Directors.
- E. It's the intention of these Bylaws that the President-Elect, and Vice President shall automatically move to the next higher office on an annual basis.

# **AAP Monitoring & Disciplinary Procedure/Policy**

(excerpted from Article V, AAP Policies and Procedures)

## **Section 15 -- AAP Board of Appeals Monitoring Procedures**

- a. All AAP sponsored sessions for recertification credit will be monitored by two designated active members to control entrance into and exit from the classroom. The education committee shall instruct the monitors in the proper procedures. Beyond the normal assigned breaks, each student will be allowed ten minutes during the morning session and ten minutes during the afternoon session to be used towards late arrivals and/or unscheduled breaks not to exceed ten minutes per session.
- b. Students will be required to sign out and sign in with the monitor noting the times. The official starting time for class shall be the advertised starting time. An official clock/timepiece for each class will be used to record all individual breaks and assigned breaks.
- c. Failure to comply with this procedure will result in not being issued a certificate for the seminar. (Amended January 13, 2006.)
- d. Requests for Certificates by non-AAP members will require a \$10.00 processing fee, payable to the AAP, either directly to or through the local education chapter. (Amended January 21, 2022)

## **Section 16 -- AAP Board of Appeals**

- a. The Board of Appeals will consist of three (3) active members and one (1) active member alternate to be appointed by the AAP President and approved by the AAP Board..
- b. Appeals from the decision of the designated monitors not to issue a certificate of completion must be submitted with all the facts in writing within ten (10) working days to the AAP Board of Appeals. Written review and final action by the Board of Appeals will be given within thirty (30) days. Copies will be furnished to the student, the President and the Chair(s) of the Education Committee.
- c. In the event that the student is dissatisfied with the decision of the AAP Board of Appeals, the student may petition The President and the Chair(s) of the Education Committee within ten (10) working days. The President and the Chair(s) of the Education Committee may pick an additional Officer, so the total may be three people. This group shall be called the AAP Executive Board of Appeals. Final action by the Executive Board of Appeals will be given within thirty (30) days. (Section added January 13, 2006)

## **AAP Code of Conduct**

Effective February 1, 2018, the AAP Code of Conduct applied to all AAP events, conferences and classes. The code has been published on the AAP website and is included in your Conference materials.

## **Commitment to Well-Being**

AAP considers the safety of all those onsite at the AAP Annual Conference as our top priority. With that in mind, we are committed to hosting a safe event for all participants, and in partnership with Kalahari Resort we will be following best practices designed to mitigate exposure or spread of COVID-19 and other illnesses. However, by choosing to attend the AAP Annual Conference in-person, attendees are acknowledging that they fully and knowingly understand and accept the risk of exposure to COVID-19 or other illnesses. If you are experiencing any symptoms or other circumstances under current public health guidance, we ask that you respect your colleagues by refraining from attending to avoid the spread of illness

**ADA Accommodations:** If you have any special dietary or physical accommodation needs as defined by The Americans with Disabilities Act (ADA), please notify the AAP staff in advance of the Conference. Please contact Lori Lawyer at (717) 736-4712 or [llawyer@pacounties.org](mailto:llawyer@pacounties.org) or Terry Cochran at (717) 736-4734 or [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

# AAP Monitor Volunteer/New CPE/Meal Tickets

Please fill out the appropriate portion(s) of this form and send it in with your registration or send it to Lori Lawyer via email to [llawyer@pacounties.org](mailto:llawyer@pacounties.org) by **April 1, 2023**.

Name \_\_\_\_\_ County/Firm \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

## AAP Monitor Volunteer\*

☐ I want to volunteer as a monitor for the following courses:

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

*\* If you volunteer to be a monitor for the Conference classes, you will be required to attend one of the monitor briefing sessions at 8 a.m. on Wednesday or Thursday during the Conference.*

## New CPEs

☐ Yes, I am a new CPE and have not been recognized (must be a member of AAP). I will be attending the banquet on Thursday, May 4, 2023.

## Extra Meal Tickets

If you would like to purchase extra meal tickets for a spouse or guest who is not registered for the AAP Conference, please fill out the information below. **Remember, if you are registered for the conference, your meals are included in the registration fee.** Please make your check payable to AAP.

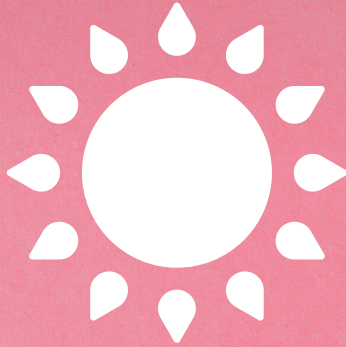
Please indicate how many extra tickets you will need:

_____ Wednesday Lunch	\$46
_____ Wednesday's Dinner	\$75
_____ Thursday Lunch	\$45
_____ Thursday Annual Banquet	\$60

Amount Enclosed: \$ \_\_\_\_\_

Special Requirements \_\_\_\_\_





# EDUCATION DINNER AND AUCTION BEACH PARTY

WEDNESDAY, MAY 3 AT 6:30 P.M.

BRING YOUR COUNTY'S AUCTION ITEMS!

CHASE AWAY THE WINTER BLUES!

WEAR YOUR TROPICAL ATTIRE!

PLEASE SEND A DESCRIPTION OF YOUR AUCTION ITEMS TO LORI  
LAWYER AT [LLAWYER@PACOUNTIES.ORG](mailto:LLAWYER@PACOUNTIES.ORG) BY APRIL 12!