



Grace Property Management & Real Estate  
2200 E 104 Ave #105  
Thornton, CO 80233  
303-255-1990  
RentGrace.com

---

Visit Grace – Event Information:

Hello!

I am excited that you will be joining us at our Visit-Grace event. Please read the below information in detail as it has information about the event.

**Meeting dates:**

August 30 – 31, 2023. (Wed & Thurs)

**Meeting Location:**

We will spend both days at the Grace Management office.  
2200 E. 104<sup>th</sup> Ave. #105, Thornton, CO 80233

**Meeting times:**

Wed 8/30: 9:30am – 4:30pm.

(lunch will be provided and we will have a working lunch)

Group dinner Wed evening 6:30pm at Hideaway Steakhouse.

2345 W. 112<sup>th</sup> Ave, Westminster, CO.

If you are traveling with a guest they are welcome to join us for dinner. Just let Marc know in advance and he will add them to the group reservation.

Thurs 8/31: 9:30am – 2:00pm

(lunch will be provided and we will have a working lunch)

**Transportation:**

The Grace Management office is located 35 minutes from Denver International Airport. If you are planning on making a mini-vacation for the event you should consider renting a car. Otherwise Uber is available in the area.

**Agenda:**

A detailed topic agenda is below. Plan on a fast-paced, highly interact time. You will hear from different Grace Management team members and Marc will be sharing information on a variety of topics.

**Hotels:**

As this is a 10-person event we are **not** reserving any type of group hotel. There are many hotels in the area, and we have links below to two that are close to the office.

<https://www.marriott.com/en-us/hotels/denww-the-westin-westminster/overview/>

<https://www.marriott.com/en-us/hotels/denwt-fairfield-inn-and-suites-denver-north-westminster/overview/>

**Dress:**

Our team dress is business casual.

**What you should do to prep for the event:**

Bring your problems and questions.

**Other Things To Do In Denver:**

If you are looking for a mini-vacation while you are here – there are many things to do in Denver.

Marc's personal recommendation is to rent a car and make the 1 hour 45 min drive to Vail – it is one of the most beautiful mountain drives you will ever make, and Vail is a great place for a day trip.

**Questions?**

If you have specific questions please e-mail Andrew Solano. Andrew is on our leasing team at Grace Management and will be helping to coordinate our event.

[LC@RentGrace.com](mailto:LC@RentGrace.com)

See you soon!

# Itinerary

## Wednesday, Aug 30

9:00 – 9:30am – arrive and check in

- 9:30 introductions and preview
- 10:00 organizational chart & organizational roadmap
- 10:30 meet Founder / VP Property Management / VP of Operations
- 10:50 break
- 11:00 First Principles of PM
- 11:30 system manual overview
- 12:00 break & lunch served
- 12:15 1x1 meetings
- 12:45 Performance / Evaluation (PE sheet) review
- 1:10 Q&A
- 1:50 break
- 2:00 meet Property Managers
- 2:30 meet leasing team
- 2:50 meet Resident Services Coordinator (RSC)
- 3:10 meet Director of Accounting (DA)
- 3:30 break
- 3:40 CEO Dashboard
- 4:00 Q&A
- 5:00 Day 1 ends
- 6:30 Dinner at Hideaway Steakhouse / 2345 W. 112<sup>th</sup> Ave, Westminster.

## Thursday, Aug 31

9:00 – 9:30am – arrive and check in

9:30 Vendors we use

9:45 Website essentials

10:10 Google reviews

10:30 Education based marketing

11:00 break

11:10 Q & A

11:30 New owner-client leads: process & presentation

12:00 break and lunch served

12:15 Income streams

12:45 Increasing fees on current owners

1:00 Company culture & behavioral values

1:30 Q&A

2:00 Day 2 ends