Vanguard Appraisals, Inc.

Summer 2010

Excellence achieved through people, products, and service. ™

First South Dakota Workshop

By: Scott Johnson

On July 28th we had our 1st South Dakota CAMAvision workshop at the Baymont Inn & Suites in Sioux Falls, South Dakota. Four counties were represented with ten attendees. Scott Johnson taught the Land, Import and Export sessions and Donnie Campbell taught Sketch and Photovision.

As always everyone learned a lot about VCS and even more about each others' office procedures and more specifically on how they are using CAMAvision in their counties.

There was discussion regarding how they could start to standardize and work together to achieve better results.

Union County brought a couple of real good sketches that were done in their county. One included a dwelling that hardly had a straight wall in it. We talked about how you can utilize the rotate tool so that the majority of the sketch could be done with the Vertical and Horizontal lines instead of using the radial and diagonal tools. A great time was had by all. I would like to thank everyone for a great 1st Annual South Dakota workshop and I can't wait until the next one.

North Dakota Workshop

By: Ryan Ehli

This year the North Dakota Workshop was held on April 22nd in Minot at the Sleep Inn. We had 23 in attendance. The day started off with a session from Lori on the end of year procedures in North Dakota and batch processing, then a refresher on reporting and query wizard. This was followed by a session on commercial data entry from Ryan. In the afternoon we covered residential grading and condition and residential data entry from start to finish. The day ended with a summary of table maintenance. It was another great workshop. There was a lot of good discussion and questions on how the program was used by different jurisdictions in North Dakota. Thank you to all who could attend and we look forward to seeing everyone again next year!!

Other Successful Workshops Held this Summer

Missouri workshops were held at Osage Beach Tan-Tar-A Resort on May 11th and Macon Comfort Inn on May 12th.

A Minnesota workshop was held July 1st at the Country Inn & Suites in Mankato had 34 people attend. The tool kit door prize winner was Brian Ducklow of Goodhue County.

An Illinois workshop was held April 8th with 13 attendees and instructed by Mike Weeks and Stan Moellers. Drill bit set door prize won by Annette Gruhn and saw/drill combo kit won by Janet Bankley

Look for photos from the workshops throughout this newsletter

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Special points of interest:

- Workshop results
- The Heart of CAMAvision
- Using the Vangometer
- New Printnow
- Window XP
- Pricing a Bank

Inside this issue:

News
For friends of
Vanguard

Sales Ratio – The Heart of CAMAvision

By: Stan Moellers

Sales Ratio Analysis is the basis of all decisions made in adjusting your data in CAMAvision, so doing it right from the beginning will give you the foundation to make the decisions necessary for fair and equitable assessments. It is so important that it has its own place on the Main Menu in CAMAvision. Sales Ratio is the Comparison of the assessed value of an individual property to its sale price with a formula of: Assessed Value ÷ Sale Price

The International Association of Assessing Officers (IAAO) Standards on Ratio Studies approved 2010 Section 3.1 states that: Ratio studies generally involve seven basic steps:

1.   Define the purpose, scope and objectives,

2.   Design

3.   Stratification

4.   Collection and preparation of market data

5.   Matching of appraisal and market data

6.   Statistical analysis

7.   Evaluation and use of results

The purpose, scope and objective of the sales ratio study is defined by State Statute, typically a median range of 95% to 105% or 90% to 105% is a normal range of assessment.

Design: The assessor should identify the following factors: the groups or classes of properties to be included in the study, important legal, physical, and economic characteristics of the properties selected for study,and the quantity and quality of data available. Simply stated: Property Class, CAMAvision Data, and Sales Information

Stratification: CAMAvision will stratify your data by: Sale Price, Map Area, Building Style, Year Built, Building Condition, Total Living Area (TLA) / Gross Building Area (GBA), Occupancy and Sub-Division.

Collection and Preparation of Market Data: Many States require filing of Sale Price Verification, Examples would be: Iowa uses the Declaration of Value (DOV) and Minnesota uses the Certified Real Estate Value (CRV).

Assessor sales verification could include a letter or telephone call. And then sales Coding on each parcel.

Matching of Appraisal and Market Data: Is a simple process using CAMAvision and includes verifying Sales and sales Coding on each parcel.

Statistical Analysis   CAMAvision calculates your statistics which meet IAAO Standards: High and Low ratio, Weighted Mean, Mean, Median, Coefficient of Dispersion (COD) - Median, Coefficient of Dispersion (COD)- Mean, Coefficient of Variance - Mean, Price Related Differential (PRD).

Evaluation and Use of Results   CAMAvision gives Users the ability to look at many different Value Sources such as Appraised Value or theValue Generated from Main or Test Table. The Current Value which is the Appraised, Board of Review, or Equalized value from each parcel without Exempt adjustments. The analysis can consist of a mixture of parcels with different assessed values.

Pricing Table Sources include Main Tables or the current data being used by CAMAvision to value properties or Test Tables which allows a "What-if" Analysis. Change any table and see the results of that table change. Historical Values may be used which includes values as of the Date of Sale or Prior Years.

Time Adjustment will Increase or Decrease older Sales prices by a percentage per month. Time Adjustments can also be developed by using CAMAvision sales ratio analysis.

Sales ratio studies depend on the quantity and quality of data available.

* Quality of information can be controlled by the assessor through physical inspections of properties; review of lot sizes and conditions affecting lot valuations; review of sales information and internal quality control of data entry and review is necessary. These are internal issues that can be controlled by the assessor's office, but sometimes it can be affected by budgetary restraints, such as lack of funding for reappraisal projects, office staff restraints etc.   When using CAMAvision you can still produce quality assessments with less than optimal data.

* Quantity of data (sales) is controlled by local market conditions. Smaller jurisdictions will typically not have as many sales and sales of homogeneous properties which will affect sales ratio studies. A 20 Coefficient of Dispersion in a small jurisdiction will be acceptable, but large jurisdictions should expect a Coefficient of 10 or less. Smaller jurisdictions may need to use multiple years of sales to determine acceptable assessment criteria.

Always remember that in making assessments you are trying to interpret the wants and needs of the buyers and sellers in an open market place.   You must avoid predetermined concepts or market areas.   If the sales indicate you have properties over assessed, even if the property owners have not complained, you must make the adjustments to reflect the current market.   Market values are constantly changing as the tastes of the buyers change.
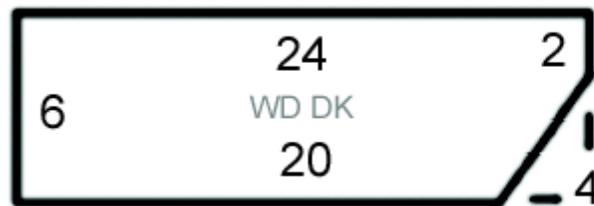
Now is the time to prepare for 2011 values. Do you need help with your data? Vanguard can help with onsite sales ratio training and analysis or if necessary a complete property inspection and reappraisal.   Give us a call.

How Do I Use the Vangometer?

By: Reed Kinne and Rick Fritz

When listing properties, measuring angles can be a difficult task. It can become even trickier when the angles do not involve standard 45 degree angles. Smaller walls that are built at an angle can be measured with an "offset" measurement. An "offset" measurement can be obtained by Imagining the wall continued into a nice, square measurement. The sketch of a wood deck below illustrates this technique:

The offset of the angled sides of this wood deck would be 4' x 4'. This measurement would be entered into CAMAvision sketch by selecting the "diagonal line" button on sketch. Press 4 and the DOWN Directional arrow. Finally, press 4, and then the LEFT directional arrow button. The line will appear as a diagonal line
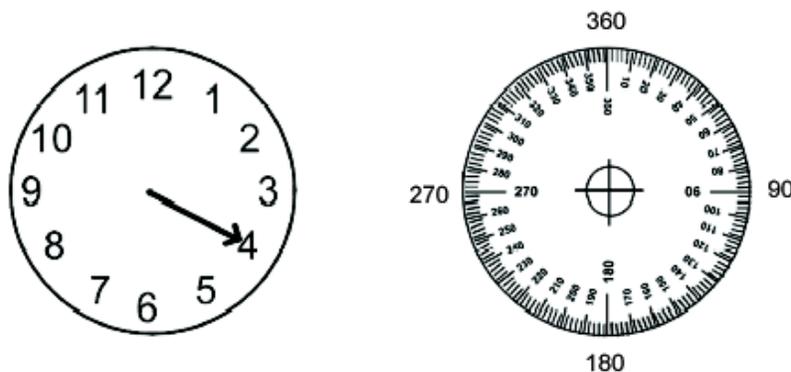
 on the sketch. Then continue with your sketch.

However, it would not be feasible to use this technique on larger, longer sides of residential dwellings and Commercial or Industrial buildings. A more accurate method of obtaining longer angled measurements would

be to use "Radial" line . A radial line is entered into your sketch program using the actual angle of the corner where two walls meet. A good tool to use for this is a Vangometer.
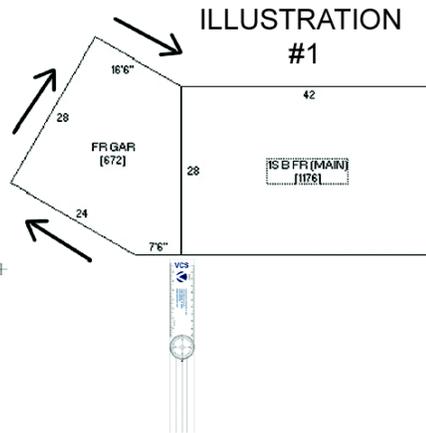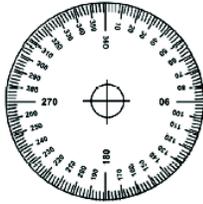
A Vangometer is a modified protractor that assists in obtaining angled measurements. Interpreting a Vangometer is similar to reading an analog clock. A diagonal line that goes from any point of origin to 30 degrees would be like a minute hand going from the center of a clock (point of origin) to 1 o'clock. 90 degrees would be to 3 o'clock, 150 degrees would be to 5 o'clock, 270 degrees would be 9 o'clock, etc. A line going straight up to 12 o'clock could be considered either 0 degrees or 360 degrees. The illustration below helps demonstrate this.

To the right, ILLUSTRATION #1, STEPS 1- 3 display an overview of a Vangometer. Obtain a point of origin VCS toward the front of structure and always work clockwise.

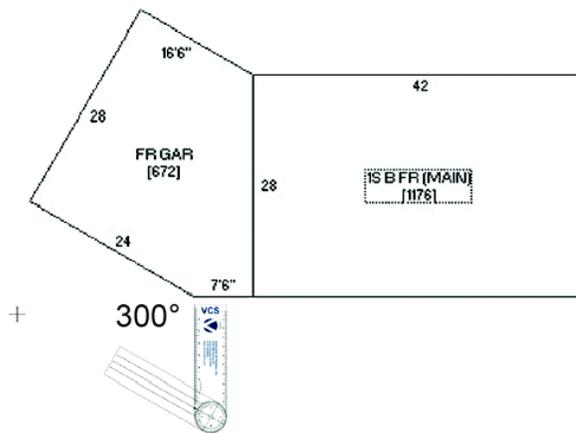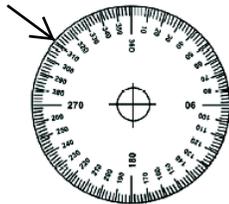ILLUSTRATION #1

TOWARD FRONT STRUCTURE
360° OR 0°

LEFT 270°   RIGHT 90°

SOUTH 180°

ENLARGED VIEW

STEP 1: Moving clockwise on FR GAR lower wing of Vangometer is parallel to 24' on FR GAR., arrow on dial points 300 °
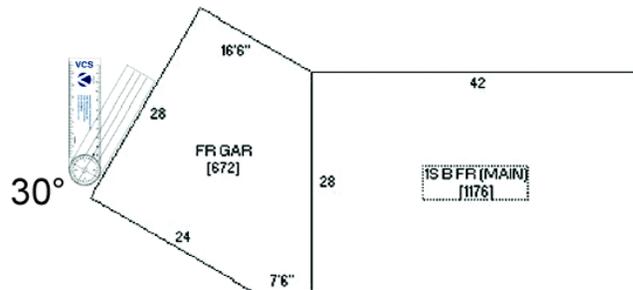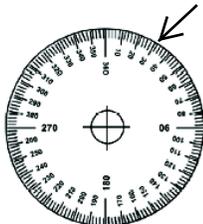
ENLARGED VIEW

300°

STEP 1:

Moving clockwise on FR GAR STEP 2: lower wing of Vangometer is parallel to 28' on FR GAR, arrow on dial points to 30
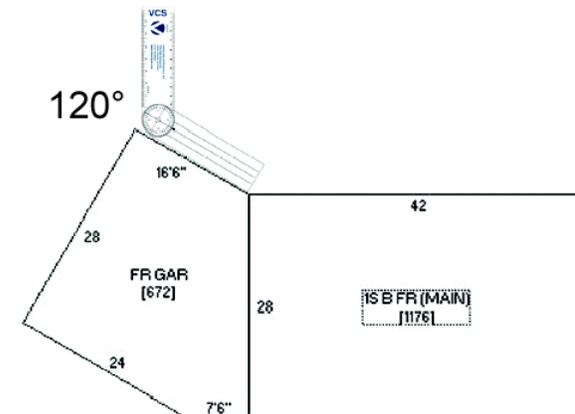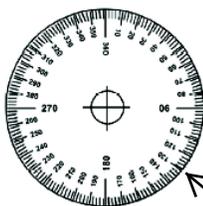
ENLARGED VIEW

30°

STEP 2:

Moving clockwise on FR GAR STEP 3: lower wing of Vangometer is parallel to 16.5' on FR GAR, arrow on dial points to 120

ENLARGED VIEW

120°

STEP 3:

How Do I Use the Vangometer?(Continued)
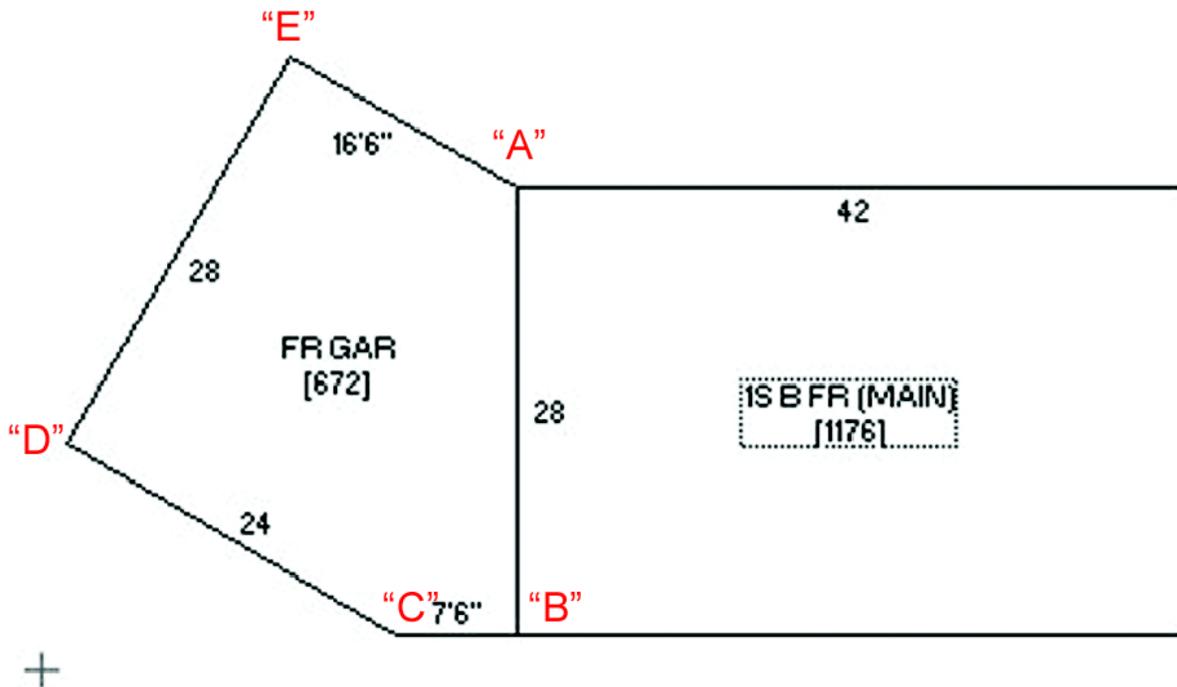
By: Reed Kinne and Rick Fritz

The next step would be to enter the measurements into CAMAvision sketch. An example of a garage built at an angle is given below.

To enter this sketch into sketch: Add the new object labeled "FR GAR" with the starting point at location "A" (should be attached to the 1S FR). Start by drawing 28' down (to location "B"). Then draw a line 7.5' (7' 6") to the left (to location "C"). To enter the first angled wall (location "C to D"), click the radial line button . Then enter the angle in a measure of degrees. This angle is 300 degrees (10 o'clock). Then press return. Finally, enter the length of the line (24') and press enter. The line will appear.

Follow the same steps for the next wall (location "D to E"). Press the Radial Line . Enter 30 degrees (1 o'clock) and press ente enter. Enter 28' for the length and press enter.

The last measurement (location "E to A") can be entered using the same steps or by simply pressing the "home" button on your computer's keyboard.

DICED—Flying out of the Starting Block

By: Patrick Alexander

BRRRRRING! BRRRRRING! Answering my telephone I was astounded to hear myself on the other end, "Hello present me, it is I, future you. I'm just calling to inform you that I am on my way." I hung up the phone quite perplexed, until I realized just what I was talking about. The future is NOW.

DICED has been released and is now running at multiple client sites. A letter-sized form for residential and agricultural buildings has been completed and is ready for use. Version two ideas are in the works and will revolutionize an already revolutionary product. Don't stay stuck in the present, come join us in the future of data entry.

For more information regarding DICED and how you can get it, call the Cedar Rapids office at 319-365-8625
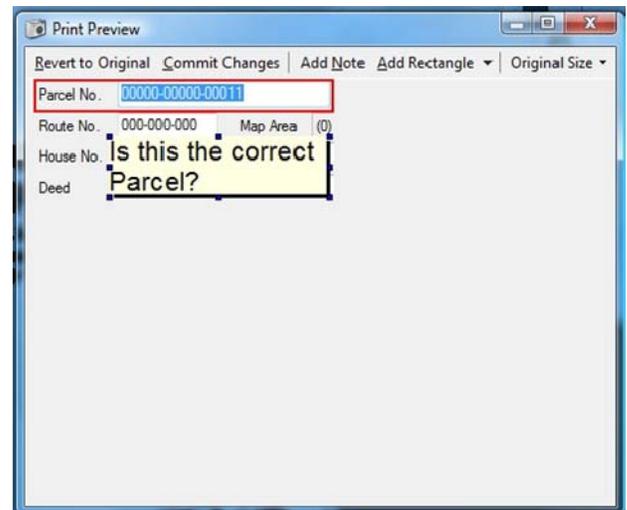
Annotate! Print Now 4.0

By: Marty Barrett

PrintNow 4.0 arrives with new and exciting features. PrintNow provides you with an easy way to annotate your screen shot. The new version allows you to add a simple text comment when you print. More advanced annotation features are now available as well.

When Preview is opened, in addition to the existing crop features, now it is possible to add notes and draw rectangles. This makes it incredibly easy to explain an image.

Print now is available from the downloads section of our website at http://camavision.com/downloads.php

As always if you need help call tech support at 800-736-8625.

NOTICE: It is our policy to email the Newsletter Notice to the assessor of every jurisdiction. We have had many other office personnel inquire as to how they can get that notice. If someone in your office would like the notice also, please email Teresa in the Cedar Rapids office at Teresa@camavision.com and she will get you on the email notification list.

Left—South Dakota workshop social gathering

Windows XP Not Supported?

By: Nick Klein

Some of you may have heard that on July 13th, 2010 Microsoft stopped support for Windows XP. What some reports may have failed to clarify was that they are only stopping support for XP *Service Pack 2 (SP2)*. Pretty much every client computer I've connected to in recent memory has long since updated to Service Pack 3 (SP3) which was released in 2008. But that's not to say there aren't some laptops, used but a couple times a year, or a lone counter computer that may still be running it. To check computers in your office simply open the "My Computer" explorer, and click the Help > About Windows menu. If you regularly run Windows updates, then chances are your computer is already updated. If you have an older computer without SP3, I suggest you check with our IT about your options to update or replace.

Microsoft will continue to support XP (SP3) through April 2014. Considering Windows XP was released in 2001, that's a long time! But according to Microsoft's own statistics, nearly 74% of businesses still run Windows XP. Even at Vanguard there are several machines with XP; particularly older laptops. We have a regular update cycle where a certain number of computers are replaced each year. So we currently have a mixture of XP, Vista and Windows 7. This actually works pretty well for us since it gives us an extra test bed for testing updates to CAMAvision and Personal Property. But there are pros and cons to this, too. XP is well known and reliable; but the newer operating systems have flashy new features. Features that we'd like to leverage but can't because they aren't supported in XP.

So while support for XP SP2 has stopped, support for XP will continue for another four years. Check your computers and make sure they are updated. And we'll do our best to support what the majority of client's use.

Sherry's Tips and Tricks

Did you know...In the query wizard, using the right mouse button, click under the column you wish to edit, a list of shortcuts become available. These shortcuts allow you to quickly change settings without always going into Value Editor to make the change.

Edit Properties: Opens Value Editor

Copy Filter: Copies highlighted filter to clipboard

Paste Filter: Pastes filter from clipboard to highlighted filter

Insert Value: Inserts an empty column in current location

Remove Value: Removes the current column

Show: Allows quick setting of functions (Group, Hide, Sum, Count, Mix, Max, Average, etc)

Sort: Allows quick sorting changes. (Unsorted, Ascending, Descending)

Clear Filter: Clears the highlighted filter

Clear All Filters: Clears ALL the filters in the highlighted column

Help: Launches query wizard help file

Bank Listing and Pricing

By: Ryan Brunssen

This past April, I started the sixth year of my career with Vanguard Appraisals, Inc. I'm currently an Appraisal Associate II assigned to listing commercial and industrial properties. One of my favorite properties to list is banks. It's enjoyable to be around a lot of money. Seriously though, each bank is unique and different from each other. Here are a few tips that I have learned over the past few years regarding banks.

Banks should be priced as a precomputed structure. The base price doesn't include basements. Linking the sketch to the structure screen in VCS, will automatically allow you to price the basement area. Basement finishes can vary from good quality office finish to low quality kitchen and dining finish. Typically, you will find a cement block or concrete record vault in the basement. Record vaults should be measured using interior measurements. The record vault door is priced based on the fire rating. The UL tag is typically found on the hinged side of the door. This tag will state the fire rating. Many unfinished basements are used for old record storage.

Drive up windows and night depositories are included in the base price. If these items don't exist, deductions for these can be found in building extras. Double or triple drive up windows will also need an adjustment. This is because only a single drive up window is included in the base price. To add a drive up window to a structure you should add for them in building extras. However, an adjustment to add the difference in cost from a single to a double window can be found in adjustments screen.

Interior finish can range from low quality, typically found in older branch banks, to excellent high quality found in most new banks and older main bank structures. Banks constructed today are typically good quality as an image of being successful has become very important in the banking industry. It is particularly important to pay close attention to the detail and quality of the interior finish when inspecting a bank.

When measuring the money vault, the interior measurements are needed. Money vaults should be priced as modular vaults. This is because you are calculating a replacement cost; the vast majority of vaults constructed today are of modular construction. The measurement of the vault door is important as the thickness drives the replacement cost. Page 6-53 of the 2008 manual has an excellent diagram showing how to measure a money vault door. Circular vault doors are very expensive and will only be found in high quality main bank structures.

Remote pneumatics should be priced as a yard extra. This will keep them from getting the grade multiplier of the building. They have a shorter economic life and depreciate more quickly than the bank itself. The depreciation for pneumatics can be found on page 5-17 of the 2008 manual. Often, remote pneumatics will have a service tunnel located off the basement. These tunnels do not need to be priced because they are included in the replacement cost of the pneumatic itself.

If you are inexperienced with listing and pricing a bank it is very important that you review the manual before beginning. There are many adjustments you need to look for during your inspection. I hope I have made it a little easier for your next inspection.

Patty Caster of Pennington Co South Dakota at SDAAO

Shirley Shaw Burleigh County North Dakota winner of the door prize at ND Workshop

Are you Ignoring your Land Values?

By: Mike Weeks

We at Vanguard have been busy with New Manual conversions for the last couple years. I have run into a common theme throughout my travels and conversion training. Land seems to be ignored. With a new cost manual changing every value in your jurisdiction isn't now the perfect time to adjust your land values as well? How do you know your land values need adjusted? Ask yourself these questions.

When's the last time I changed land values?

Am I having trouble getting value high enough on higher end or totally remodeled homes?

Is the land value of my sales between 18-20% of the total Sale Price.

If you can't remember the last time you changed a land value or the answer is more than 5 years ago or you answered YES to question 2 and NO to question 3, you may need to make some changes.

But how does one effectively and accurately value land using VCS? Easy! You should already have, PDF's and Map Areas determined in your jurisdiction, first step - Done. Using VCS Sales Ratio sort or Stratify by PDF, Map Area, Subdivision and NUT Code. After performing a Get Sales, you can then Time Adjust, if you need to use sales from previous years. Now Prepare your sales. After preparing your sales and clicking next you should receive a list of Reports. The very last two reports will assist you in your land valuation, Vacant Lot and Land Ratio(Residual).

When using the Vacant Lot report you will be asked for an Adjustment Factor. As explained in VCS this is the percentage that a current vacant lot sale must be increased to reflect a sales price with improvements. This factor may vary between jurisdictions and possibly even map areas or classes, for example Res or Rural Res. Whatever obsolescence you apply to a vacant lot, I would use that figure. After running your query, clicking Report then Preview you will receive your Vacant Lot Report. This report gives us a lot of good information including an Indicated Unit Price.

What if you don't have many or any vacant lot sales? Using the Land Ratio (Residual) report, aka Abstraction Method, you can determine a vacant lot value. First you must enter the residual percentage. This is usually between 18 and 20% but may vary by jurisdiction and even location within a jurisdiction. ie: Water front properties and/or properties located on a Golf Course. Below is an example of the report you get when using the Land Ratio (Residual) report.
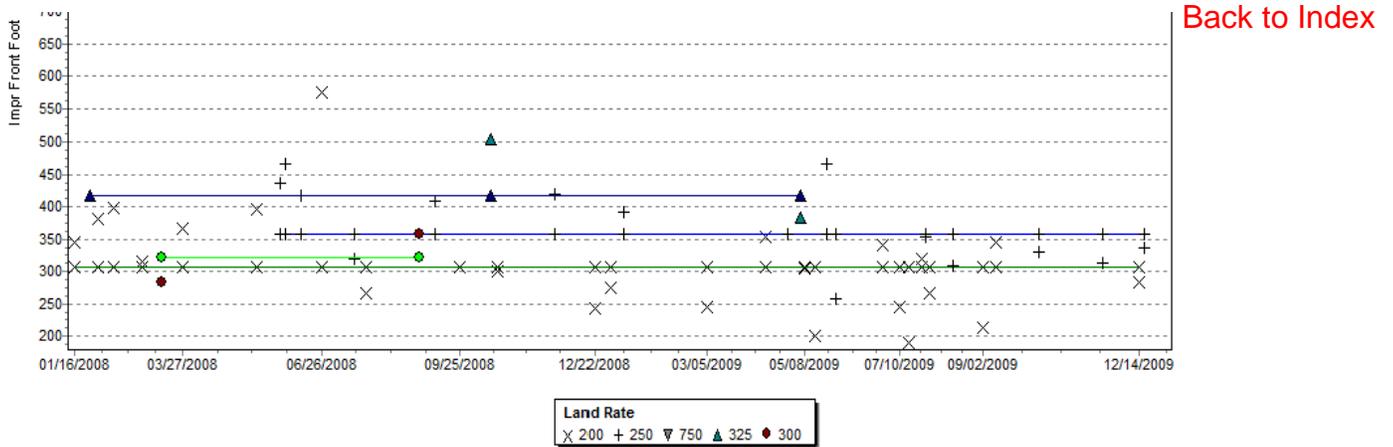
Notice that the sales in this map area are all currently valued at $200 a Front Foot.
Also notice to the right that the Indicated Front Foot value should be between $190 and $398 a Front Foot.

After looking at the entire report it's determined that you should raise land values $100 a Front Foot to $300. The last page of this report includes a graph that my be very helpful.

An example of this graph is below.

Lot Type	Frontage Ave. Depth Depth Fctr E. F. F.	Acres Sq Ft Main Rate Test Rate	Sale Date Sale $ Price Residual	Topo Obs Econ Obs Other Obs Other $ Adjs	Impr $ Front Foot
Front Foot	70.00 125.00 0.97 67.90	N/A N/A $200.00 $200.00	2/11/2008 135,000 $27,000	0 0 0 0.00	$ 398
Front Foot	125.00 75.00 0.74 92.50	N/A N/A $200.00 $200.00	7/25/2008 98,500 $19,700	0 0 20 0.00	$ 266
Front Foot	79.00 125.00 0.97 73.72	N/A N/A $200.00 $200.00	7/16/2009 70,000 $14,000	0 0 0 0.00	$ 190
Front Foot	70.00 120.00 0.95 66.50	N/A N/A $200.00 $200.00	9/11/2009 115,000 $23,000	0 0 0 0.00	$ 346

On this page find the $200/FF indicated by the "X". A green line shows that most of the sales with a $200/FF value, at 20% land to building ratio, should be priced at just over $300/FF. This also shows the other land rates of the other sales. $250/FF should be $350/FF, etc... This report has just proved that land values across the board need to be adjusted $100/FF. Now what?

In the Batch Process portion of VCS, you can choose Update Land. Using this tool you can factor your land in any PDF/Map Area by the Land Basis type. Simply select Front Foot for a basis, enter the current rate of R-200 and the new rate of R-300.
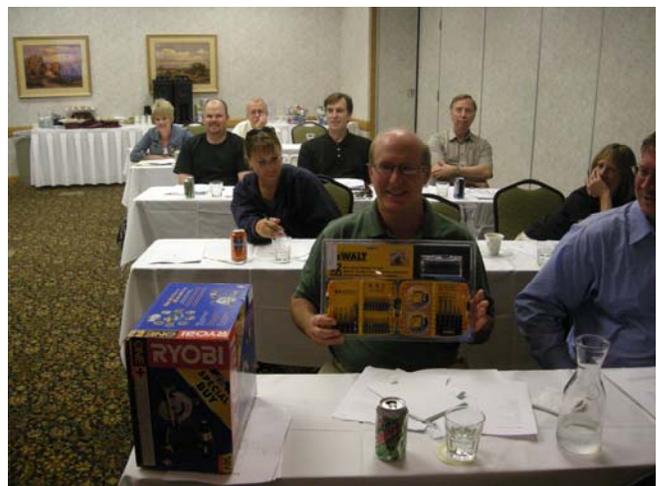
Be sure to use the **TEST** only option and review the report given before making actual changes. Also, be cognizant of the rates you're changing. **If you start with the lower numbers, R-200, and move all to R-300, then all R-300 to R-400 so on and so on, you will end up with all Land Values at the highest rate you chose, for example R-1000.** (A restore would be needed at that point.) Start with higher land rates and work your way down. You can also Factor your land within the Land Table itself. Simply go into the Land Test Table chose the factor option and increase by percentage, value adjustment or set to a fixed value.

Updating land might take some time but it could mean the difference between an equalization order or not, as well as knowledge that your values are fair and equitable.

Missouri workshop attendees

Brian Ducklow of Goodhue County Minnesota

Since 1968, Vanguard Appraisals has been at the forefront of the mass appraisal industry. Our trained staff includes specialists in field data collection, appraisal review, pricing, mass appraisal project management, court preparation and testimony, data entry, software engineering, technical support and training,

Our Flagship CAMAvision product has been developed specifically to operate in the assessor's environment. Vanguard is a full service company. We provide a wide range of appraisal products and services for assessors, we also see all the projects through completion.

Customer satisfaction is our main goal.

Why Can't I See My Help Contents?
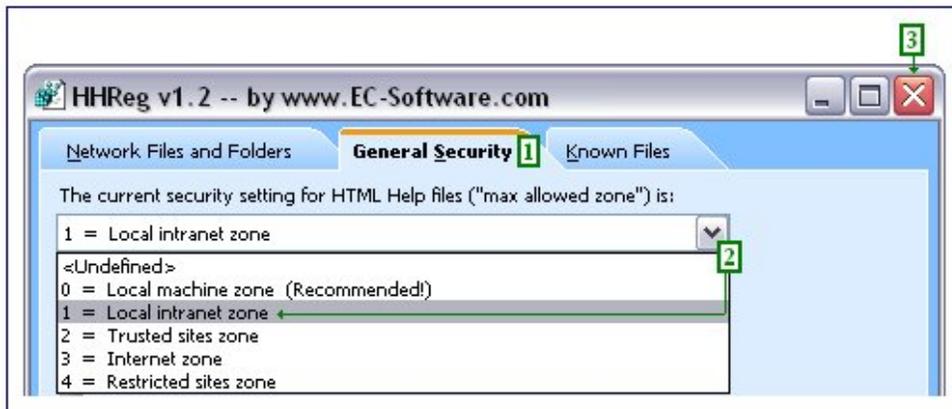
By: Virginia Molina-Steen

You cannot see the Help File contents displayed, or it appears blank? To fix this, apply the HTML registry patch that is available on our corporate website. The patch is an update because of a change Microsoft® has done regarding displaying external HTML help files. *The instructions are:*

Close CAMAvision.

Download the patch from our website: http://www.camavision.com/dn/HTMLRegPatch.exe

Open the zip file to run the application.   HHReg.exe

After the application appears:

Select the "General Security" tab

Click the drop down arrow and select number 1   (1 = Local Intranet zone)

Close the screen. The settings are automatically saved.

After the user logs into CAMAvision, presses the Help File button to view the contents and the contents appear in its entirety, the patch file can be deleted. If the Help File cannot be viewed and appears blank, please call Technical Support at (800) 736-8625.