

# M-201

# facilities management

## Learn how to preserve and enhance your association's property and prepare for emergencies.

This course provides a hands-on approach to help you analyze, evaluate, communicate and plan for property maintenance. Your community will benefit from your increased understanding of the various types of maintenance—routine, previous, emergency, corrective and scheduled. Topics include:

- Evaluating existing maintenance programs and management controls
- Analyzing maintenance contracts
- Overseeing maintenance of common areas, using checklists and reports
- Making maintenance requests and recommendations to the board
- Identifying the basic elements of a disaster plan
- Preparing a request for proposal, including bid specifications
- Monitoring fulfillment of a contract
- Interpreting and invoking contract warranties
- Understanding the concept of sustainable lifestyles
- Using a reserve study for repair and replacement

### COURSE MATERIALS

Participant guide and flash drive with articles and additional resources  
CAI Guides for Association Practitioners: *Bids and Contracts*,  
*Natural Disasters* and *Reserve Funds*

### COURSE LENGTH

1.5 days | 8:30 a.m.–5:30 p.m. | 8:30 a.m.–noon

### TUITION

CAI manager member: \$445 | Nonmember: \$545

### DESIGNATION CREDIT

M-201 is required for the PCAM designation.

### CONTINUING EDUCATION CREDIT

M-201 is approved for 12 hours of continuing education for CMCA recertification. Visit [www.camcib.org](http://www.camcib.org) for details.

For information on continuing education for state licenses, visit [www.caionline.org/managerlicensing](http://www.caionline.org/managerlicensing).

### ADVANCE REGISTRATION IS REQUIRED

Visit [www.caionline.org](http://www.caionline.org) and register for this course online. Register online four weeks ahead and receive a \$25 discount.

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