M-100

THE ESSENTIALS OF community association management

Successful community management starts with the essentials.

This comprehensive community association management course provides a practical overview for new managers, an essential review for veteran managers and an advanced course for board members. You'll receive a 400-page participant guide filled with dozens of sample forms and time-saving tips for working with homeowners, vendors, managers and other professionals. Successful completion of this course is the first step in obtaining a professional designation in community association management. Topics include:

- Roles and responsibilities of managers, owners, committees and the board
- Management ethics
- Developing, implementing and enforcing rules
- Organizing and conducting board meetings
- Preparing budgets and funding reserves
- Assessment collection policies and procedures
- Collecting delinquent payments
- Financial statements, reporting methods and operations
- Evaluating risk management and insurance programs
- Implementing maintenance programs
- Preparing bid requests and identifying key contract provisions
- Recruiting, selecting and managing personnel
- Managing sustainable and developing communities

COURSE MATERIALS
Participant guide and flash drive with bonus readings and materials

COURSE LENGTH
2.5 days | 8:30 a.m.–5:30 p.m. | 8:30 a.m.–5:30 p.m. | 8:30 a.m.–noon

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

DESIGNATION CREDIT
Successful completion of the M-100 can be the first step toward earning the CMCA credential, awarded by CAMICB. Visit www.camicb.org for details.

CONTINUING EDUCATION CREDIT
Visit www.caionline.org/managerlicensing for information on continuing education for state licenses.

ADVANCE REGISTRATION IS REQUIRED
Visit www.caionline.org and register for this course online. Register online four weeks ahead and receive a $25 discount.

community
ASSOCIATIONS INSTITUTE