

THE ESSENTIALS OF community association volunteer leadership

A ONE-DAY WORKSHOP FOR ASSOCIATION LEADERS AND HOMEOWNERS

CAI's Center for Community Association Volunteers (CCAV) offers the most comprehensive review of community association operations available. The Essentials of Community Association Volunteer Leadership is the third tier of CCAV's Community Volunteer Leadership Development Program. Through this course you'll learn the history, organization and financial structure of community associations and time-saving, problem solving techniques to help you better run your community.

Do you need to know about...

- The role and obligations of your developer
- How much control the board has and which documents spell it out
- Sources of income for an association
- How to prepare an operating budget
- Principles for enacting new rules
- How to read financial reports
- How to hire professional help
- How to reduce risks
- Who has fiduciary responsibility?

If so, the Essentials Workshop is for YOU!

Who should attend?

- Community association board members and trustees
- Homeowners living in an association-governed community
- Community association committee members

Why should you attend?

- You will learn proven strategies to implement in your association.
- You will be brought up to date on industry trends.
- You can exchange ideas with other association leaders.
- You will sharpen your skills.

FILL OUT AND RETURN THE REGISTRATION INFORMATION ON THE NEXT PAGE TO RESERVE YOUR SPACE. ADVANCE REGISTRATION IS REQUIRED.

COURSE DATE AND LOCATION:

Saturday, April 18, 2015
9:00 a.m. – 3:00 p.m.
First Colony Community
Association
3320 Double Lake
Missouri City, Texas 77459

This is what your colleagues are saying in....

Fort Myers, Florida:

"As president of my association [this course] gave me the greatest insight into what was needed to better understand association management from the board level. I referred to my course [manual] on a continual basis."

Silver Spring, Maryland:

"Best workshop I've EVER attended."

"The entire program was good."

"The quality of the speakers was excellent!"

Fairfax, Virginia:

"[This was] my first CAI meeting and I was very pleased!"

Houston, Texas:

"This was an extremely informative class—am looking forward to attending more..."

**Sponsored By:
The Urban Foresters**



The Essentials Course Registration Information

IMPORTANT—ADVANCE REGISTRATION REQUIRED

COURSE OUTLINE:

The course covers:

- Legal foundation and organization of community associations
- Problem solving
- Maintenance
- Rules creation and enforcement
- Risk control insurance
- Finances
- Board meetings
- Hiring a professional team

You'll value the interaction with your facilitators and peers at this workshop. You'll be able to ask questions, get detailed explanations, and receive feedback. Plus, visual aids that help explain

and clarify new concepts and ideas will enhance your learning experience.

YOU WILL RECEIVE A COMPREHENSIVE MANUAL

With your course registration, you will receive *The Essentials of Community Association Volunteer Leadership* by Katharine Rosenberry, a 150-page manual which includes sample forms and documents, discussion questions, and helpful hints. You'll use these additional resources even after the class is finished.

IS THERE AN EXAM?

No, but you will receive a certificate of completion.

This workshop is an excellent investment for your community association! Associations should consider paying registration fees with association funds.

Saturday, April 18, 2015

9:00 a.m. — 3:00 p.m.

First Colony Community

Association

3320 Double Lake

Missouri City, Texas 77459

REGISTRATION FEES:

Member: \$55

Non-member: \$65

SEND APPLICATION AND PAYMENT TO:

GHC-CAI

9525 Katy Freeway, Suite 303

Houston, TX 77024

QUESTIONS

Call— Chapter office

713-784-5462

This class requires a minimum of 10 people. Please contact the Chapter office the day before the class to make sure we have met the minimum.

THE ESSENTIALS OF
**community
association
volunteer
leadership**

SPACE IS LIMITED—RESERVE YOUR PLACE NOW!

☐ YES, I want to enroll in the following *Essentials* workshop:

COURSE DATE: _____ **LOCATION:** _____

1. Complete information

NAME _____

TITLE _____

FIRM/ASSOCIATION _____

STREET ADDRESS _____

CITY/STATE/ZIP+4 _____

PHONE _____ FAX _____

EMAIL _____

2. Sign up additional attendees from your association

(make additional copies as needed)

NAME _____

TITLE _____

FIRM/ASSOCIATION _____

STREET ADDRESS _____

CITY/STATE/ZIP+4 _____

PHONE _____ FAX _____

EMAIL _____

3. Calculate payment:

(Make check payable to CAI)

Number of Attendees x Cost = Total

_____ x \$ _____ = \$ _____

TOTAL ENCLOSED: _____

CHECK NUMBER: _____

CREDIT CARD # _____

EXP. DATE _____

NAME ON CARD _____

SIGNATURE _____

4. Send application and payment to address above.