Meetings, be they regular or closed Board meetings or full community meetings, instantly take on a life of their own. Some mimic the orderly conduct and decorum of a courtroom; others create so much drama, they could be a hit television reality show! We’ve all been to at least one of “THOSE” meetings where chaos reigns, personalities conflict, voices erupt and three hours have gone by with little or nothing having been accomplished.

Attend this year’s Symposium & Expo and learn how to manage such meetings properly and effectively. One word sums it up…PROCESS. If you have it and follow it, you will have a peaceful and productive meeting; if you don’t…the result will prove troubling.

Join the Chesapeake Chapter as we re-enact a closed Board meeting followed by a special open community meeting. You will readily pick up quick and easy methods to accomplish control and direction for your meetings…and you will be entertained while learning! Program will be followed by a lunch, tradeshow, afternoon seminars and a reception.

ATTENTION EASTERN SHORE MANAGERS AND HOMEOWNERS
Special arrangements have been made for our Eastern Shore Managers and Homeowners to attend. Transportation will be provided and a limited number of registration fees will be complimentary. For information, contact Iris Hobbs at 410-591-3262 or email iris.hobbs@casinc.biz

Thank You to Our Sponsors (as of press time):

Grand Door Prize Drawing:
- MainCapes, Inc.
- Falcon Engineering, Architecture & Energy Consultants
- Miller-Dodson Associates
- Quiza Management
- Village Lock & Key

Giveaway Jar Opener:
- MainCapes, Inc.
- Village Lock & Key

Server Aprons:
- Kolb Electric

Door Prizes:
- Chocolate Fountain & Dessert Station
- Nature’s Wonders
- Village Lock & Key

Beverage Cups:
- MainScapes, Inc.
- Sposato Landscape

Carving Station:
- MainCapes, Inc.
- Village Lock & Key

Wrap Party Prize Drawing:
- Chesapeake Landscape & Design

Onsite Program:
- Chesapeake Landscape & Design
- Unlimited Restoration

CHAPTER MISSION
To increase public understanding of condominium and homeowner association governance, to provide guidance to those board members and managers working on behalf of these communities and to provide a forum for networking among the service providers and consumers within the industry.

Advance Registration and Payment are required! Space will be limited.
October 16, 2012

“CONTROLLED CHAOS—MANAGING MEETING MAYHEM”

Witness the re-enactment of an Executive (closed) Session which will then progress to a Community’s Special Meeting

SCHEDULE FOR THE DAY

8:00—9:15 am
Continental Breakfast & Early Bird Preview—Expo Open
Grocery Tote Giveaway sponsored by Linowes & Blocher, LLP

9:15—11:15 am
Keynote Presentation—“CONTROLLED CHAOS—MANAGING MEETING MAYHEM”
Join the Chesapeake Chapter as we re-enact a closed Board meeting followed by a special open community meeting. You will readily pick up quick and easy methods to accomplish control and direction for your meetings…and you will be entertained while learning!

CAI Chesapeake Actors Guild—Cast of Characters
Narrator: Scott Silverman, Nagle & Zaller, P.C.
Board President: Vicki Eaton, Community Management Corporation
Vice President: Valerie Robinette, Community Management Corporation
Secretary/Treasurer: B. K. Wallbrunn, Community Management Corporation
Board Member: Allan McLeod, Village of Mill Run Condominium
Board Member: Carmen Paral, Community Management Corporation
Unit Owner: Leslie Crockett, Potomac Basin Group Associates
Unit Owner: Chris Majerle, Majerle Management
Landlord: Gary Saylor, MainScapes
Manager: Kerrie Wilson, Professional Community Management
Attorney: Ellen Throop, Elmore, Throop & Young, P.C.
Deputy Sheriff: Neil Moreland, Purofist of Metro Washington

Homeowners:
Paul Curry, SPC, Inc.
Donna Kolb, Kolb Electric
Jason Lacayo, Sandy Spring Insurance
Judyann Lee, Linowes & Blocher, LLP
John Piana, CertaPro Painters
Banoo Zeinali, Tidewater Property Management

Registration Form (One form per person—duplicate for multiple attendees)
CONTROLLED CHAOS—MANAGING MEETING MAYHEM • Tuesday, October 16, 2012

Name
Association or Company (required) __________________________
Address _______________________________________________________________________________________
City __________________ State __________________ Zip Code __________
Email Address ________________________________________________ Phone _______________________
❑ Check Enclosed (made payable to CAI/CRC) OR
❑ Please charge my Visa Mastercard (we do not accept AMEX)
Printed Name (exactly as it appears on card) ______________________
Company Name (if Corporate Card) _______________________________
Card Billing Address (if different than above) __________________________________________________________
City/State/Zip _______________ Phone _____________________________
Card Number ___________________ Exp. Date ______
Signature (required) ____________________________________________
Total Amount $ __________________

The above signed agreement to pay the charges according to the card issuer agreement.

BUSINESS PARTNERS: Please initial here ________________ to indicate that you have read the Chapter’s “suitcasing” policy

CAI/CRC has a no-tolerance policy regarding “suitcasing” which describes the practice of non-exhibiting companies or individuals soliciting sales or business on the tradeshow floor, in the aisles, or in the lobbies, and/or representing their services or products to conference attendees and/or participants. Distribution and/or display of commercial literature/business cards are restricted to the Exhibit Hall and may only be distributed by participating exhibitors. Unauthorized literature/business cards and signs are prohibited. Visitors will be asked to leave the Exhibit Hall and will be escorted out by the Chapter Expo Manager.

CANCELLATION POLICY: Verbal, faxed or email commitment obligates the participant to pay for the event if you choose not to attend unless the cancellation is made one week prior to the scheduled event. Cancellation must be in writing.

CONCURRENT BREAKOUT SESSIONS
Plan on attending the
❑ Open Forum on Managing Meetings
❑ Condo/HOA Loans
❑ MD-LAC Legislative Update & Forecast

Make check payable to CAI/CRC and send it with the completed form to:
Chesapeake Region Chapter, CAI
5836 Rockburn Woods Way, Elkridge, MD 21075
410-540-9831 • contact@caimdches.org

Advance Registration and Payment are required! Space will be limited.

A CAI Member is someone whose name is listed in the CAI National Database.
CAI Member? Yes ☐ No ☐
COST
❑ Association Board Member or Homeowner.............$15
❑ CAI Manager.........................................................$40
❑ Non-CAI Member—Manager.............................$45
❑ Non-Exhibiting CAI Service Provider ...............$60
❑ Non-Exhibiting Non-Member Service Provider ...$80
Total Amount Due ________________________________ $____

Directions to Martin’s West: Take I-695 to Exit 17, Security Boulevard West. Turn right on Belmont Avenue. Follow Belmont Avenue approximately ½ mile and Martin’s West will be on your left, facing the Baltimore Beltway.
Phone: 410-944-9433

Directions to Martin’s West: Take I-695 to Exit 17, Security Boulevard West. Turn right on Belmont Avenue. Follow Belmont Avenue approximately ½ mile and Martin’s West will be on your left, facing the Baltimore Beltway.

Office: MainScapes
Address: 1406 College Avenue, Annapolis, MD 21401
Phone: 410-944-9433

Space will be limited.

$500 Value Grand Prize Drawing sponsored by MainScapes

11:15 am—1:30 pm
Expo & Lunch in the Exhibit Area
Carving Station sponsored by MainScapes & Purofist of Metro Washington

1:45—2:45 pm
Afternoon Concurrent Sessions
1. Open Forum on Managing Meetings
As a follow-up to the morning general session, a panel of attorneys consisting of Elizabeth Hileman (Hileman & Williams, P.C.), Susan Rapaport (Davis, Agnor, Rapaport & Skalny, LLC), Raymond Via (Whiteford, Taylor & Preston, LLP), and Craig Zaller (Nagle & Zaller, P.C.) will answer questions from the audience regarding meetings.
2. Condo/HOA Loans
Panel Moderator: Cynthia Hill Kent, Attorney
A panel moderated by attorney Cynthia Hitt Kent will address the legal nuts and bolts of obtaining a loan for Condominiums/ HOA’s (and, yes, FHA loan aspects will likely creep in).
3. Maryland Legislative Action Committee Legislative Update & Forecast

3:00—4:30 pm
“Wrap Party”—Happy Hour Reception
Sponsored by MainScapes & Majerle Management

Complimentary Beer, Wine & Hot Hors d’oeuvres!

CAI Chesapeake Region Chapter, CAI
5836 Rockburn Woods Way, Elkridge, MD 21075
410-540-9831 • contact@caimdches.org

Make check payable to CAI/CRC and send it with the completed form to:
Chesapeake Region Chapter, CAI
5836 Rockburn Woods Way, Elkridge, MD 21075
410-540-9831 • contact@caimdches.org

Advance Registration and Payment are required! Space will be limited.