



2017 Educational BREAKFAST SEMINARS

Location

All seminars are at
Michael's Eighth Avenue
7220 Grayburn Drive
Glen Burnie, MD 21061
410-768-7901



“Best Seminar yet!
Great content
and speakers.”

“Great topic!
Excellent information!”

Programming created specifically for:

- Managers
- Homeowners
- Board Members
- Service Providers
- Anyone Involved with the community Association Industry

The seminars are designed to provide the tools, resources and contacts to help YOU manage and work with your communities.



Chesapeake Region Chapter, CAI
1985 Fairfax Road
Annapolis, MD 21401
410-540-9831
410-540-9827 fax
contact@caimdches.org



Our Mission

The Chesapeake Region Chapter of the Community Associations Institute (CAI), headquartered in Annapolis, MD, is an organization dedicated to fostering vibrant, responsive and competent community associations throughout the State of Maryland including the Baltimore and Annapolis areas, Frederick and the Eastern Shore.



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Seminar Faculty

Experienced Professionals in their field representing many different segments of the association industry.

CAI programs encourage attendees to be proactive, involved and informed.



Seminar Agenda

8:45 AM–9:30 AM

Breakfast/
Networking

9:30 AM–9:45 AM

Welcome &
Announcements

9:45 AM–11:15 AM

Program

2017 Educational BREAKFAST SEMINARS

Wednesday, February 22, 2017

“PROACTIVE SITE MANAGEMENT PRACTICES” ROUNDTABLE PROGRAM

Bring your burning questions to this Ask the Experts roundtable program. There will be 12 different topics, one assigned to each table. There will be an “expert” facilitator at each table.

Attendees will have the opportunity to sit at three different table topics during this program, approximately 35 minutes per topic. The industry expert will briefly introduce the session topic and then table participants will shape the session content based on their own specific needs and questions.

The twelve topics are:

- Power Up—Charging Stations
- Space Invaders—Drones
- Swamp Thing—Stormwater Management
- Curb Appeal—Landscaping
- Brick by Brick—Building Envelope/Structural
- What's In Your Pipes?—Mechanical/Plumbing Maintenance
- Recreational Upgrades—Landscape Architect & Pools
- Selling the Dream—Getting Funding with an Effective RFP
- Security Technology—Is There An App For That?
- Project Management
- Reserve Studies
- Risk Management Basics

PLEASE NOTE:

Payment must be received before the event



Wednesday, March 22, 2017

DEFINING ROLES—DEVELOPER, MANAGEMENT, PROFESSIONALS, OTHER VENDORS, THE BOARD, COMMITTEES AND HOMEOWNERS (THE ACTIVIST, THE APATHETIC AND THE GADFLY)

This seminar will explore the roles of each type of participant in the community association

- Who has the authority?
- Who has the legal responsibility?
- Who has legal rights?
- What should be done?
- What may be done?
- Where to step in—Areas that are not within the responsibility of Developer, Management, Professionals, other Vendors, The Board, Committees and Homeowners
- When should the manager decline work that belongs to others? (the accountant, the engineer, the attorney)
- When should the Board act?
- When should the parties ignore a situation?—Never
- How to define these roles to establish boundaries and expectations, foster efficient working relationships and avoid misunderstandings and unnecessary conflict.

Wednesday, April 19, 2017

WHEN A COMMUNITY IS IN CRISIS—HOW DOES THE BOARD MANAGE THE CALAMITY? FIND OUT WHAT YOU CAN DO AND WHERE YOU CAN GO FOR HELP

When a community has high delinquencies, foreclosures and bankruptcies and not enough money to pay its bills, what can it do?

When there's not enough money in reserves for replacements or not enough money for preventative maintenance, what can it do?

How can a community avoid financial crisis? Hear from a panel of legal, risk management, and association management experts on how to avoid a financial crisis and what to do if your community is already experiencing one.

Wednesday, May 24, 2017

DEVELOPING LEADERSHIP SKILLS TO BE SUCCESSFUL AT WORK & IN YOUR COMMUNITY

This “personal development” workshop will address those skills that make a Leader stand out from the crowd! Hard-working individuals aspiring to get to the next level in their career will benefit from learning to **transform management skills into Leadership skills.**

The secret to being a great leader is understanding that Leadership is a way of bringing people together to accomplish a common goal.

- Great Leaders learn every day—from everyone
- A Leader is an effective listener
- Leaders embrace the past when planning for the future
- Leaders help everyone feel like part of the solution
- Leaders are optimistic and model positive behavior

CAI is working with a skilled professional to develop a program designed to help you earn the respect of your clients, board members and colleagues. With polish and professionalism, you can turn your leadership skills into quality actions. Mastering those skills can tip the scales for those who want to advance in their careers. Becoming a great leader is within everyone's reach!

Wednesday, September 20, 2017

“LEGAL” ROUNDTABLE PROGRAM

Bring your burning questions to this “legal” roundtable program. There will be 12 different topics, one assigned to each table. There will be an “expert” attorney facilitator at each table.

Attendees will have the opportunity to sit at three different table topics during this program, approximately 35 minutes per topic.

The “expert” attorney will briefly introduce the session topic and then table participants will shape the session content based on their own specific needs and questions.

Possible table topics:

- Ethics
- Drones
- Air B&B
- Election process
- Parking
- What legal documents need to be mailed versus electronic
- What can and can't be done if someone does not pay their dues
- Collections
- Cybersecurity

2017 Breakfast Seminars Registration Form

Chesapeake Region Chapter, CAI

SEND YOUR FORM/PAYMENT TO: CAICRC, 1985 Fairfax Road, Annapolis, MD 21401

Company Name		
Street Address		
City, State	Zip Code	Telephone Number
Email		

Names of Attendees			
	Member of CAI?		Member of CAI?
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	4.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please select the seminar you wish to register for			
<input type="checkbox"/> Wed., Feb. 22	“Proactive Site Management Practices” Roundtable Program	<input type="checkbox"/> Wed., May 24	Developing Leadership Skills to be Successful at Work & in your Community
<input type="checkbox"/> Wed., March 22	Defining Roles—Developer, Management, Professionals, other Vendors, the Board, Committees and Homeowners (The Activist, the Apathetic and the Gadfly)	<input type="checkbox"/> Wed., Sept. 20	"Legal" Roundtable Program
<input type="checkbox"/> Wed., April 19	When a Community is in Crisis—How does the Board Manage the Calamity? Find out what you can do and where you can go for help		
Program Costs: Fees include a buffet breakfast and handout materials.			

Number of People		
	@ \$40 Advanced Member Registration	\$
	@ \$45 On-Site Registration	\$
	@ \$55 Non-Member Registration	\$
	TOTAL	\$

Payment must be received before event. PLEASE NOTE: Verbal or faxed commitment obligates the participant to pay for the event if they choose not to attend unless cancellation is made 5 business days prior to seminar. No-shows will be invoiced. No refunds for cancellations within 5 business days of event due to food guarantees.

Payment Options	
<input type="checkbox"/> Check Enclosed or Please charge my: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card (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 Code Telephone Number
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Exp. Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> CVC code: <input type="text"/> <input type="text"/> <input type="text"/>
Signature: (required) _____	Total Amount: \$ _____
The above signed agrees to pay the charges according to the card issuer agreement	

CLIP AND RETURN