

# m-100

## The Essentials of Community Association Management



### 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. on first two days | 8:30 a.m.–noon on day three



### TUITION

CAI manager member: \$459  
Nonmember: \$559



### 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](http://www.camicb.org) for details.



### CONTINUING EDUCATION CREDIT

Visit [www.caionline.org/pmdp](http://www.caionline.org/pmdp) for information on continuing education for state licenses.

## SUCCESSFUL COMMUNITY MANAGEMENT STARTS WITH THE ESSENTIALS.

This comprehensive community association management course provides a practical overview for new managers and an essential review for veteran managers. 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

» Visit [www.caionline.org/m100](http://www.caionline.org/m100) and register for this course! Register four weeks ahead for the classroom course and receive a \$25 discount.

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soon

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