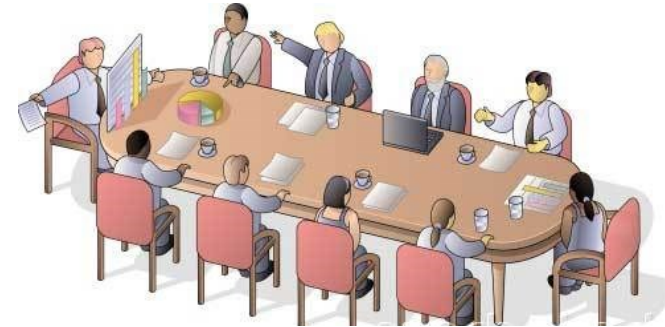


HOMEOWNER PROGRAM -

“A Year in the Life of a Board Member—A Road Map to Managing a Successful Community”



Saturday, February, 25, 2017

**Hilton Garden Inn
8241 Snowden River Pkwy
Columbia, MD 21045
410-750-3700**

**Registration: 9:00 am—9:30 am
Program: 9:30 am—11:30 am**



1985 Fairfax Road
Annapolis, MD 21401

Phone: 410-540-9831
Fax: 410-540-9827
E-mail:
contact@caimdches.org
www.caimdches.org



“A Year In the Life of a Board Member— A Road Map to Managing a Successful Community”

Congratulations! Thank you for being a member of the Board and making your community’s mission YOUR mission!

Your mission cannot be accomplished in a day, a week or perhaps even a year. Balancing your fiduciary duties as a Board member while building a sense of community is challenging and perhaps the most satisfying part of belonging to a community board.

The seminar Instructors will show you how to **develop an effective Annual Work Plan** that includes ideas and projects for financial security, facility maintenance, vendor management and running Board meetings.

The course will concentrate on evaluating bids and contracts following a timeline for major areas such as:

- Elections
- Committee Appointments and Goals
- Bylaw and Governing Documents Review
- Budgeting & Financial Planning
- Insurance
- Seasonal Inspections
- Volunteer Recruitment
- Resident Support & Social Event
- Reserve Studies
- Audits
- Contractor Reviews
- Long Range Planning



Whether you are a newly elected or a seasoned Board member, you will learn how effective planning can eliminate stress and lead to a successful year for your community!

Cost: \$20.00 per person. Pre-registration is required. First come, first served– space limited!

Location:

**Hilton Garden Inn
8241 Snowden River Pkwy
Columbia, MD 21045
410-750-3700**

Questions?

Call 410-540-9831 Fax: 410-540-9827
Email: contact@caimdches.org
Visit our website www.caimdches.org

If you are not a member of CAI, you can join the day of the seminar!

“A Year in the Life of a Board Member— A Road Map to Managing a Successful Community”

SATURDAY, FEBRUARY 25, 2017

NAME: _____

ASSOC: _____

ADDRESS: _____

CITY, ST, ZIP: _____

PHONE: _____

EMAIL: _____

PAYMENT OPTIONS: CHECK ENCLOSED
 VISA MASTERCARD AMOUNT DUE:\$_____

CARDHOLDER NAME: _____

BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

CARD NUMBER: _____

EXP. DATE: _____ CVC CODE: _____

SIGNATURE: _____

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

*NOTE: Verbal or written commitment obligates the participant to pay for the event if they choose not to attend unless cancellation is made 5 business days prior to the seminar. No-Shows will be invoiced. No refunds for cancellations within 5 business days of event.

Are you listed (your personal name) in the CAI database as a member? Yes No

**Mail form to: CAICRC, 1985 Fairfax Road,
Annapolis, MD 21401**