

**BOARD GOVERNANCE ISSUES:**

**BEST PRACTICES/COMMON PITFALLS**

**SATURDAY, OCTOBER 13, 2018**

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**

**HOMEOWNER LEADER PROGRAM -**

**Board Governance  
Issues:  
Best Practices/  
Common Pitfalls**



**Saturday, October 13, 2018**

**Wilde Lake Interfaith Center  
10431 Twin Rivers Rd.  
Columbia, MD 21044  
410-730-7920**

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



1985 Fairfax Road  
Annapolis, MD 21401

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contact@caimdches.org  
www.caimdches.org



## “Board Governance Issues: Best Practices/Common Pitfalls”

It is CAI’s purpose to foster vibrant, responsive, competent community associations that promote harmony, a sense of community and responsible leadership. Common characteristics of such community associations include:

- Good Communication
- Trust in the Management and Board of Directors
- Continuing Education of Board Members and Homeowners
- Uniform, flexible and reasonable enforcement of governing documents

Boards have an obligation to enforce the Covenant, Conditions & Restriction’s because that’s how they maintain the appearance and value of the community and ensure a high standard of livability for all residents. There are several actions the association can take to minimize rule violations, reduce conflicts between residents and the community to build a consensus.

### **This course will cover...**

- The Election Process
- Election and Removal of Board Members
- Failure to Properly Govern the Organization
- Failure to Hold Meetings and Holding Closed Meetings
- Failure to Operate and Manage the Association Property
- Fiduciary Responsibility
- Conflict of Interest
- Parliamentary Procedures
- Roberts Rules of Order—To Follow or Not
- Communication Issues

### **Speaker Panel:**

**Cynthia Hitt Kent** is an attorney in Owings Mills, MD, who concentrates on providing quality legal services to condominium regimes and homeowner associations. She is skilled in document preparation, amendment and interpretation; parliamentary and due process procedures, arbitration, mediation and litigation for covenant enforcement and collection of assessment and fines. She is familiar with the Maryland Condominium Act, the Maryland Homeowner’s Association Act, the Maryland Contract Lien Act, the Federal Telecommunications Act of 1996, the Federal Fair Housing Act and the Federal Fair Debt Collection Practices Act. She has been a long standing member of CAI and is a Past President and Board member of the Chesapeake Chapter.

**Trent Harrison, AMS, CMCA, PCAM**, is the President of FirstService Residential MidAtlantic, LLC, AMO, AAMC, Maryland’s leader in expert property management. He is responsible for leadership and operational oversight to the associates and communities they serve. Trent joined FirstService Residential in 2009 and has over 20 years of experience in all facets of residential and commercial real estate management. He is an active member in the Community Associations Institute (CAI) and the Institute of Real Estate Management (IREM). He holds the Accredited Management Specialist (AMS®), Certified Manager of Community Association (CMCA®) and Professional Community Association Manager (PCAM®) designations through CAI. He is also a licensed Real Estate agent in Maryland.



### **Cost:**

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

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

### **Questions?**

Call 410-540-9831 Fax: 410-540-9827  
Email: [contact@caimdches.org](mailto: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.