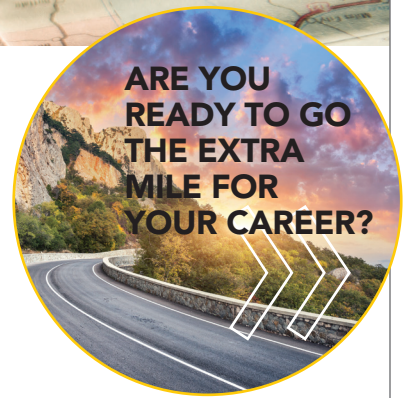


m-100

The Essentials of Community Association Management



ARE YOU
READY TO GO
THE EXTRA
MILE FOR
YOUR CAREER?



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.camibc.org for details.



CONTINUING EDUCATION CREDIT

Visit 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 and register for this course! Register four weeks ahead for the classroom course and receive a \$25 discount.

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