

HOMEOWNER PROGRAM -

“Before You Sign on the
Dotted Line...”



**Terms to Look For and
Include in Your Community
Association Contracts”**



Saturday, October 12, 2019

**Chesapeake Chapter CAI Office
8901 Herrmann Drive, Suite B
Columbia, MD 21045
410-540-9831**

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



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“Before You Sign on the Dotted Line...Terms to Look For and Include In Your Community Association Contracts”

This seminar will address the basic terms that should be included in most community association contracts so that your association is best protected and before an association makes this promise: “I, the Association, hereby take [insert contractor] to be our lawfully linked [insert job description].” Not surprisingly, contracts serve as prenuptial-like agreements to all business relationships, and associations should ensure they are best-protected if and when a business relationship sours. This seminar will serve both as a good introduction to new Board members and managers about contract basics and will also serve as a good refresher for experienced Board members and managers.

This program will address:

- What types of documents or agreements constitute a contract
- Basic elements of a contract
- In depth discussion of laundry list of critical terms that should be included in each contract (this laundry list will have a corresponding checklist for attendees)
- How to correctly change terms of a contract before and after signing it
- Who should sign contracts on behalf of the association?
- Common issues to be mindful of and terms that should be included in certain types of association contracts (i.e., landscape contract, snow removal contract, pool services contract, lifeguard contract, management contract and legal representation contract).



Speakers:

- ◆ **Chad Toms, Attorney, Whiteford, Taylor & Preston, LLP**
- ◆ **Kathleen Panagis, Attorney, Whiteford, Taylor & Preson**

Cost:

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

Location:

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Questions?

Call 410-540-9831
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!

“Before You Sign on the Dotted Line...Terms to Look For and Include In Your Community Association Contracts”

SATURDAY, OCTOBER 12, 2019

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*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 due to food guarantees.

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

Mail form to: CAICRC, 8901 Herrmann Drive, Suite B, Columbia, MD 21045