

HOMEOWNER PROGRAM -

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



Saturday, May 4, 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**



8901 Herrmann Drive
Suite B
Columbia, MD 21045

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



“A Year In the Life of a Board Member— A Road Map to Creating a Sense of 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, plus events and planning that lead to the creating of a sense of community. They will concentrate on 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!



Speakers:

- ◆ **Ruth Harlan, Board Member, Carroll Vista Community Association and a Past President of the Chesapeake Chapter**
- ◆ **Rod Clark, Board Member, The Towers Condominium and the Chesapeake Chapter**

Cost:

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

Location:

**Chesapeake Chapter CAI Office
8901 Herrmann Drive, Suite B
Columbia, MD 21045**

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!

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

SATURDAY, MAY 4, 2019

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 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