

THE ESSENTIALS OF  
**community  
association**  
*leadership*

*A program for condominium board members,  
trustees and committee members.*

**Saturday, March 17, 2012**

**8:00 am – 4:00 pm**

**Holiday Inn & Suites of Marlborough**

**265 Lakeside Avenue, Marlborough, MA**



Learn essential skills, understand relevant condominium laws and find out what's challenging today's condominium boards and owners. Leave with new ideas, solutions to problems and a 150-page manual which includes sample forms, documents and helpful information for future reference.

**Advanced Registration Required**



Interaction with industry professionals and other volunteer leaders provides the opportunity to ask questions, get detailed explanations and receive feedback from other board and committee members.

**Course Topics Include:**

- *Condominium Law and Legal Overview*
- *Insurance Coverage and Claims*
- *Maintenance and Reserve Studies*
- *Rules Creation and Enforcement*
- *Finances and Accounting*
- *Board Meetings, Annual Meetings & Committee Meetings*

**This "essentials" class is for you if you need to know . . .**

- *who has fiduciary responsibility?*
- *what needs to be included in an operating budget?*
- *when to adopt and enforce rules and regulations?*
- *where to find answers to insurance coverage and claims?*
- *why get a reserve study and fund reserves?*
- *how much control the board has?*

# REGISTRATION FORM

## THE ESSENTIALS OF COMMUNITY ASSOCIATION LEADERSHIP

Saturday, March 17, 2012 – 8:00 am – 4:00 pm

Holiday Inn & Suites

265 Lakeside Avenue, Marlborough, MA

**Pre Registration Fee prior to March 3rd:**

CAI Member: \$75

Non Member: \$135

**Registration Fee after March 3rd:**

CAI Member: \$95

Non Member: \$155

*(Registration Fee includes: Course Materials, Breakfast, Lunch and Afternoon Break)*

Name \_\_\_\_\_

Assoc./Co. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

CAI Member  Yes  No  Unsure

Amount Enclosed \$ \_\_\_\_\_

### **PAYMENT METHOD:**

Check payable to CAI New England or AMEX/MC/VISA/Discover

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Signature \_\_\_\_\_

### **MAIL CHECKS OR FAX/PHONE/ONLINE CREDIT CARD PAYMENTS TO:**

#### **CAI New England Chapter**

888 Worcester Street, Suite 20, Wellesley, MA 02482

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*Remember our online registration is fast and convenient. Visit [www.caine.org](http://www.caine.org) and choose the Program & Event Registration tab on the left.*



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