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NEW JERSEY CHAPTER
community
ASSOCIATIONS INSTITUTE



1675 Whitehorse-Mercerville Road
Suite 206
Mercerville, NJ 08619
ADDRESS SERVICE REQUESTED

THE ESSENTIALS OF community association volunteer leadership

A ONE-DAY WORKSHOP FOR
ASSOCIATION LEADERS AND HOMEOWNERS

CAI's Center for Community Association Volunteers (CCAV) offers the most comprehensive review of community association operations available. The Essentials of Community Association Volunteer Leadership is the third tier of CCAV's Community Volunteer Leadership Development Program. Through this course you'll learn the history, organization and financial structure of community associations and time-saving, problem solving techniques to help you better run your community.

Do you need to know about...

- The role and obligations of your developer
- How much control the board has and which documents spell it out
- Sources of income for an association
- How to prepare an operating budget
- Principles for enacting new rules
- How to read financial reports
- How to hire professional help
- How to reduce risks
- Who has fiduciary responsibility?

If so, the Essentials Workshop is for YOU!

Who should attend?

- Community association board members and trustees
- Homeowners living in an association-governed community
- Community association committee members

Why should you attend?

- You will learn proven strategies to implement in your association.
- You will be brought up to date on industry trends.
- You can exchange ideas with other association leaders.
- You will sharpen your skills.

Saturday, February 4, 2012

9:00 a.m. – 3:00 p.m.

8:30 a.m. Registration

Rossmoor Community Association

The Hawthorn Room

2 Rossmoor Drive

Monroe Township, NJ 08831

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The Essentials Course Registration Information

IMPORTANT—ADVANCE REGISTRATION REQUIRED

COURSE OUTLINE:

The course covers:

- Legal foundation and organization of community associations
- Problem solving
- Maintenance
- Rules creation and enforcement
- Risk control insurance
- Finances
- Board meetings
- Hiring a professional team

You will value the interaction with your facilitators and peers at this workshop, as you will be able to ask questions, receive detailed explanations and receive feedback. Plus, a screen presentation will help explain and clarify new concepts and ideas, enhancing your learning experience.

YOU WILL RECEIVE A COMPREHENSIVE MANUAL

With your course registration, you will receive *The Essentials of Community Associations Volunteer Leadership* by Katharine Rosenberry, a 150-page manual that includes sample forms and documents, discussion questions and helpful hints. You will use these additional resources even after the class is over.

IS THERE AN EXAM?

No, but you will receive a certificate of completion.

**INCLEMENT WEATHER: Call the CAI-NJ
Hotline at (609) 477-0956 for
cancellation notice.**

Visit CAI-NJ online at www.cainj.org

CONTINUING EDUCATION NOTICE:

By successfully completing this program, The New Jersey chapter of Community Associations Institute (CAI-NJ) will approve a full day of credit for this program towards the Professional Management Development Program (PMDP).

DATE & TIME:

Saturday, February 4, 2012
Registration/Continental Breakfast: 8:30 a.m.
Program: 9:00 a.m. – 3:00 p.m.

LOCATION:

Rossmoor Community Association
The Hawthorn Room
2 Rossmoor Drive
Monroe Township, NJ 08831

SPEAKERS:

Barbara Drummond, CMCA, PCAM
Prime Management, Inc., AAMC

David L. Ferullo, CPA
The Curchin Group, LLC

Kenneth M. Sauter, Esq.
Berman, Sauter, Record & Jardim, P.C.

QUESTIONS?

Contact Angela Kavanaugh at (609) 588-0030 or via e-mail at Education@cainj.org.

Please Note: CAI-NJ only reviews CAI designations, certifications, and accreditations for validity and current status. Registrants are advised that each individual company is solely responsible for the content they provide on registration forms including all designations, certifications, accreditations and licenses by the company or the individual. Any concerns about the validity of non-CAI designations, certifications, accreditations, and licenses should be directed to the specific company or individual in question. Removal of designations, certifications, accreditations, and licenses by CAI-NJ will only take place upon the submission of a letter written by the official credentialing and/or licensing body to the CAI-NJ Executive Vice President. CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the attendee(s) consent(s) to the use of his or her image by CAI-NJ and further agrees to waive any claim for the use of his or her image, including without limitation, the appropriation of his or her image for commercial purposes or the invasion of his or her privacy. CAI-NJ reserves the right to close registration as necessary.

THE ESSENTIALS OF
community
association
volunteer
leadership

Registration Form

Name/Designation: _____

Association/Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

If you need to register multiple people, please download additional forms at www.cainj.org and complete a form for each registrant.

Cost of Seminar:

	By 1/22/12	Late 1/23/12-2/1/12	After 2/1/12 & On Site
CAI Members:	\$75.00	\$85.00	\$95.00
Non-members:	\$125.00	\$135.00	\$145.00

CAI-NJ has a 72-hour cancellation policy.

TOTAL: \$ _____

PAYMENT OPTIONS:

1. Pay by check.
Mail completed form and payment to:
CAI-NJ
Attn: Essentials Program
1675 Whitehorse-Mercerville Road
Suite 206
Mercerville, NJ 08619
2. Pay by credit card. Please fill out credit card information below and fax completed form to:
(609) 588-0040

Credit Card Information:

Cardholder Name: _____

Card # _____

Exp. Date: _____ Security Code: _____

Cardholder signature: _____

*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with issuer.

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