



**Tuesday, May 12, 2020  
5:30 p.m. - 8:30 p.m.  
Stockton Seaview Hotel & Golf Club  
401 South New York Road | Galloway, NJ 08205**

**The Nuts & Bolts of the Construction Process for Large Scale Projects -  
The Entire Timeline from Creating the RFP to Project Completion**

**Community managers, community board members, committees,  
homeowners and business partners join our experts for an interactive  
discussion on the timeline of major construction projects.**

This informative session will address issues faced by boards, community managers, committees, homeowners and business partners. Our experts will be available to answer questions in their respective fields of expertise.

**PROGRAM HIGHLIGHTS:**

Panel discussion on the timeline of the construction process for large scale projects. What comes first? The panelists will walk you through all phases of a typical project beginning with recognizing the need. All phases will be discussed in detail by the experts.

- How to properly communicate to the community association board and residents
- When to consult an attorney for legal authority, governing docs and confirm adequate funding
- How to create an RFP
- How to coordinate bids and presentations
- Why and how to be adequately insured
- Project management including the timeline, staging, change orders, payment application and the punch list

**Questions for our experts? Send to [Angela@cainj.org](mailto:Angela@cainj.org)**

**2020 Joint Manager & Business Partner Panel Discussion  
Registration Form  
Tuesday, May 12, 2020  
5:30 p.m. - 8:30 p.m.  
Stockton Seaview Hotel & Golf Club  
401 South New York Road | Galloway, NJ 08205**

Name/Designation(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Registration Fees:**

Homeowner Leaders & Managers:	FREE
Business Partner Members:	\$50.00

Payment Options:

TOTAL: \$ \_\_\_\_\_

Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:

CAI-NJ

Attn: 2020 Education Series

500 Harding Road | Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.

Or email to [Angela@cainj.org](mailto:Angela@cainj.org).

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

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.

**CONTINUING EDUCATION NOTICE:**

This course is approved by the Community Association Managers International Certification Board (CAMICB) to fulfill 3 hours of continuing education requirements for the CMCA® certification. [www.camibc.org](http://www.camibc.org).



For CAI-NJ Office Use Only

Exp: \_\_\_\_\_



**\* This event requires a cancellation notice at least 72 hours in advance. If a notice is not received, a \$25 cancellation fee will be charged per registrant. Substitutions are permitted if you cannot attend.**