

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

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

**Saturday, October 20, 2012**

**8:00 am – 4:00 pm**

**Courtyard by Marriott**

**777 Memorial Drive, Cambridge, MA 02139**



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?*

## **Speakers:**

- **Kenneth A. Bloom, CPA**  
*Bloom Cohen Hayes, LLC*
- **Jack Carr, P.E., RS, LEED-AP**  
*Criterion-Mooney Engineers*
- **Brian Jeffries, NorthStar Insurance Services, Inc.**
- **Clive Martin, Esq., Robinson & Cole, LLP**
- **Robert McBride, CMCA®, AMS®, PCAM®**  
*The Dartmouth Group, Inc., AAMC®, AMO®*
- **James Zaratin**  
*First Realty Management Corporation*

# REGISTRATION FORM

## THE ESSENTIALS OF COMMUNITY ASSOCIATION LEADERSHIP

Saturday, October 20, 2012 – 8:00 am – 4:00 pm  
Courtyard by Marriott  
777 Memorial Drive, Cambridge, MA 02139

**Pre Registration Fee prior to October 12:**

CAI Member: \$75      Non Member: \$135

**Registration Fee after October 12:**

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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#### CAI New England Chapter

888 Worcester Street, Suite 20, Wellesley, MA 02482  
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and choose the Program & Event Registration tab on the left or scan the QR code above with your smart phone.



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