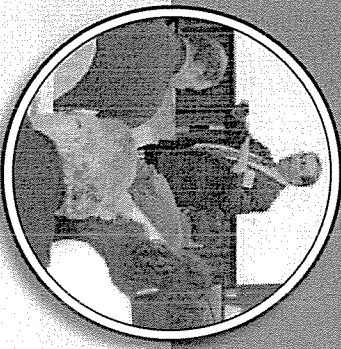


# THE ESSENTIALS OF community association Leadership

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



## COMING TO A LOCATION NEAR YOU!

Mansfield, MA – Saturday, March 15, 2014  
Nashua, NH – Saturday, March 22, 2014  
Portland, ME – Saturday, April 5, 2014  
Warwick, RI – Saturday, April 12, 2014  
Burlington, VT – Saturday, June 7, 2014

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.

NEW ENGLAND CHAPTER  
**Community**  
ASSOCIATIONS INSTITUTE



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

- Mansfield, MA – Saturday, March 15, 2014
- Nashua, NH – Saturday, March 22, 2014
- Portland, ME – Saturday, April 5, 2014
- Warwick, RI – Saturday, April 12, 2014
- Burlington, VT – Saturday, June 7, 2014

All program are 8:00 am – 4:00 pm

### REGISTRATION FEE:

*(Includes Course Materials, Breakfast, Lunch and Afternoon Break)*

EARLY REGISTRATION FEE more than 2 weeks prior to Program Date

CAI Members: \$75 Non Members: \$135

REGISTRATION FEE 2 weeks or less prior to Program Date

CAI Members: \$95 Non Members: \$155

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

Name on Card \_\_\_\_\_ ID# \_\_\_\_\_

Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

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

#### CAI New England Chapter

888 Worcester Street, Suite 20, Wellesey, MA 02482

Phone 781-237-9020 | Fax 781-237-9028 | www.caine.org

Cancellation within 48 hours of program start time will not be refunded.

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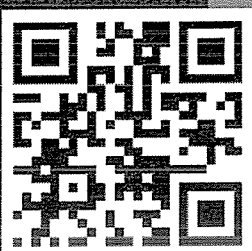
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Remember our online registration is fast and convenient. Visit [www.caine.org](http://www.caine.org) and choose the Program & Event Registration tab on the left or scan the QR code above with your smart phone.



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