

HOMEOWNERS – COMMUNITY ASSOCIATIONS - PROPERTY MANAGERS

CAI/CRC SEMINAR

“WORKING WITH GOVERNING DOCUMENTS”

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**SATURDAY,
FEBRUARY 20, 2010**
THE CAPRI
11000 COASTAL HIGHWAY
OCEAN CITY, MD 21842
410-524-5577

OR

**SATURDAY,
OCTOBER 16, 2010**
WILDE LAKE INTERFAITH CENTER
10431 TWIN RIVERS ROAD
COLUMBIA, MD 21044-2397
410-730-7920

***PRE-REGISTRATION REQUIRED!
(FIRST COME FIRST SERVED – SPACE IS LIMITED)***

SCHEDULE:

REGISTRATION: 9:00 A.M. – 9:30 A.M.

PROGRAM: 9:30 A.M. – 12:30 P.M.

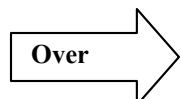
THE COURSE WILL REVIEW THE BASIC GOVERNING DOCUMENTS:

- **THE DECLARATION**
- **THE ARTICLES OF INCORPORATION**
- **THE BY-LAWS**
- **THE RULES AND REGULATIONS**

THE COURSE WILL PROVIDE READING MATERIAL ON AMENDING THE GOVERNING DOCUMENTS:

- **WHEN TO DO SO**
- **WHEN NOT TO DO SO**
- **HOW TO GO ABOUT DOING SO**

THE READING MATERIAL WILL ALSO GIVE THE COURSE PARTICIPANTS INSIGHT INTO ALTERNATIVES TO AMENDING THE DECLARATION OR THE BY-LAWS, WHICH CAN OFTEN BE DIFFICULT DUE TO THE REQUIREMENT FOR SUPER MAJORITIES FOR APPROVAL. THE COURSE WILL DISCUSS REASONABLE RULES AND REGULATIONS, PROCEDURES FOR



ADOPTION, AND USEFUL TECHNIQUES TO ENSURE NOT ONLY SUCCESSFUL ADOPTION BUT ALSO SUCCESSFUL COMPLIANCE AND, IF NECESSARY, ENFORCEMENT.

WHO SHOULD ATTEND

THIS SEMINAR IS HIGHLY RECOMMENDED FOR HOMEOWNERS, BOARD MEMBERS, AND PROPERTY MANAGERS

THE SPEAKER

CYNTHIA HITT KENT IS AN ATTORNEY IN OWINGS MILLS, MD, WHO CONCENTRATES ON PROVIDING QUALITY LEGAL SERVICES TO CONDOMINIUM REGIMES AND HOMEOWNER ASSOCIATIONS. SHE IS SKILLED IN DOCUMENT PREPARATION, AMENDMENT AND INTERPRETATION; PARLIAMENTARY AND DUE PROCESS PROCEDURES, ARBITRATION, MEDIATION AND LITIGATION FOR COVENANT ENFORCEMENT AND COLLECTION OF ASSESSMENT AND FINES. SHE IS FAMILIAR WITH THE MARYLAND CONDOMINIUM ACT, THE MARYLAND HOMEOWNER'S ASSOCIATION ACT, THE MARYLAND CONTRACT LIEN ACT, THE FEDERAL TELECOMMUNICATIONS ACT OF 1996, THE FEDERAL FAIR HOUSING ACT, AND THE FEDERAL FAIR DEBT COLLECTION PRACTICES ACT.

WORKING WITH GOVERNING DOCUMENTS REGISTRATION FORM

SATURDAY, FEBRUARY 20, 2010
THE CAPRI CONDOMINIUM
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OCEAN CITY, MD 21842
410-524-5577

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FOR DIRECTIONS, PLEASE VISIT WWW.MAPQUEST.COM OR CALL THE FACILITY DIRECTLY

IF YOU ARE NOT A MEMBER OF THE COMMUNITY ASSOCIATIONS INSTITUTE, YOU CAN JOIN THE DAY OF THE SEMINAR!

PRICE: \$15.00 PER PERSON – PLEASE FEEL FREE TO COPY THIS FORM AND BRING A FRIEND

NAME: _____
ASSOCIATION: _____
ADDRESS: _____
CITY, STATE ZIP: _____
PHONE: _____ FAX: _____
E-mail: _____

PAYMENT OPTIONS:
___ CHECK ENCLOSED ___ VISA ___ MASTERCARD
CARD NUMBER: _____
EXPIRATION DATE: _____
SIGNATURE: (REQUIRED) _____

The above signed agrees to pay the charges according to the card issuer agreement

ARE YOU LISTED (YOUR PERSONAL NAME) IN THE CAI DATABASE AS A MEMBER? Yes _____ No _____

Mail form to CAI/CRC, 5836 Rockburn Woods Way, Elkridge, MD 21075

