

PMDP IN OUR AREA



» M-100

April 23-25, 2020, Pikesville, MD

The Essentials of Community Association Management

CAI's most popular course offers a comprehensive guide to community association management. The course is designed for new managers and an essential review for experienced managers. Each participant receives a community association guide-book filled with sample forms, templates, and time-saving tips for managing a successful community association. Course topics include:

- Roles and responsibilities of managers, owners, committees, and the board
- Developing, implementing, and enforcing rules
- Organizing and conducting board meetings
- Preparing budgets, financial statements, and funding reserves
- Evaluating risk management and insurance programs
- Preparing bid requests and identifying key contract provisions
- Recruiting, selecting, and managing personnel

»Save \$25 when you register for the classroom course four weeks in advance. Visit www.caionline.org/m100 to register.



Being a community manager requires specific knowledge and education. If you want to excel in your career and have personal career satisfaction, ensure you participate in CAI educational opportunities. This will make you the best manager you can be as well as ensure that your community is managed by the best!

CATHLEEN M. DUNN, CMCA, AMS, PCAM

Designed exclusively for community association managers, CAI's **Professional Management Development Program (PMDP)** features the most comprehensive education curriculum for professional managers seeking to increase their skills, knowledge, and job opportunities. Our chapter is hosting this course soon!

»For additional resources on opportunities for professional growth and education, visit the CAI Career Center at www.caionline.org/CAICareerCenter.



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