

2018 CAI-GA Education Speaker Topic Checklist

Name: _____

Company Name: _____

Circle 2018 Sponsorship Level: Platinum / Gold / Silver / N/A

Date: _____

Instructions: This checklist will be used by CAI-GA in choosing speakers for all Manager and Homeowner Leader educational opportunities. Company names will be confidential until after the topic has been chosen by the respective Committee (Education, Education Seminar, Green). If your company would like to be considered to speak at a 2018 continuing education class, please check the box next to any topics on which your company would like to present. Please make sure that your company has at least one qualified speaker available to speak on any topics chosen. To be considered for the first 2 classes, please return your completed form to Tina Saadat, Executive Director by **DEC 31, 2018** executivedirector@cai-georgia.org Checklist Forms are also available year round at www.cai-georgia.org

1. Governing Documents & Rules and Regulations

- Amendments
- Architectural Guidelines/Community Standards
- Board Resolutions
- Interpretation
- Rules & Regulations
- State Statutes (POAA & Condo Act)
- Other: _____

2. Financial

- Accounts Payable & Receivable
- Bank Statements
- Budgeting Basics
- Creating Complex Budgets (Mixed-Use/Master Developments, etc.)
- Financial Statements & Reports
- Loans
- Reserve Studies/Budgeting for Capital Expenses
- Other: _____

3. Covenant Enforcement

- Architectural Violations
- Code & Code Enforcement
- Covenant Enforcement Litigation Enforcement Duties of Board & Manager
- Inspections
- Leasing
- Maintenance Violations
- Parking
- Pre-litigation Enforcement (Fining/Suspension)
- Tenant Tracking & Leasing Program Administration
- Other: _____

4. Assessment Collection

- Association Foreclosure
- Bankruptcy
- Collection litigation
- Lender Foreclosure
- Pre-litigation Collection
- Tax Sales
- Other: _____

5. Community Governance

- Board Meetings
- Board and Officer Roles and Responsibilities
- Board and Officer Standards of Conduct
- Board and Property Manager Relations
- Committees
- Developer Transition & Turnover
- Membership Meetings
- Property Manager Role
- Roberts Rules of Order
- Record Management
- Record Requests
- Other: _____

6. Property Repairs & Maintenance

- Clubhouses/Cabanas
- Detention/Retention Ponds & Water Features
- Elevator Maintenance
- Fire/Smoke Alarms
- HVAC systems
- Landscaping
- Maintenance Responsibilities
- Project Management
- Roads/Paving/Curbs/Sidewalks

- Roofs/Gutters/Downspouts
- Swimming Pool Repair, Maintenance & Replacement
- Tennis Court Repair, Maintenance & Replacement
- Townhome/Condominium Exterior Building Maintenance (Painting/Siding/Stucco)
- Waterproofing/Preventing Water Intrusion
- Wildlife and Pest Control
- Other: _____

7. Vendor Management

- Contract Negotiation
- Contract Terms & Drafting
- Professional Advisors & Service Providers Generally
- Request for Proposals
- Using Engineers & Other Consultants
- Other: _____

8. Communications

- Conflict Resolution
- Dealing with Difficult People
- Newsletters
- Social Media
- Websites
- Other: _____

9. Insurance:

- Claims Reporting & Handling
- Ensuring that Association is Properly Insured
- Insurance Responsibilities
- Types of Insurance
- Other: _____

10. Association Manager Issues

- Ethics
- License Law
- Training Board & Committee Members
- Other: _____

11. Hot Topics/Miscellaneous

- AirBnB

- Choosing and Managing Concierge Services & Staff
- Eminent Domain
- Fair Housing Act
- FIRE! Now what? Step by Step Approach
- Security
- Terrorism
- Updates in Law (Federal & State)
- Zoning & Land Use
- Other: _____

12. Sustainability Topics

- Environmental Issues
- Going Green
- Recycling
- Other: _____

13. Other:

- _____
- _____
- _____
- _____