



Spring 2010 HOA Academy

APPLICATION

Classes Begin Tuesday January 26th and Run Every Tuesday through March 2nd 2010. All classes begin at 6:00 pm and run until 8:30 pm. Light refreshments will be provided.

Classes will be held at the McCullough-Price House located at 300 S. Chandler Village Dr. The only exception will be for the East Valley HOA Summit on October 15th, the location and times for this event will be announced once classes begin.

Note: All classes are free to City of Chandler residents but space is limited. Non-Chandler residents will need to pay a \$10.00 fee to The Leadership Centre at the class. There is a \$50.00 cancellation fee if an applicant enrolls and withdraws without prior notification.

Full Name _____

Mailing Address _____ City _____ Zip _____

Name of HOA Community _____

Home Phone _____ Business Phone _____ E-Mail Address _____

Do you live in Chandler Yes No • If "no", where do you reside? _____

Note: Enrollment priority will be given to Chandler residents

Do you currently serve on an HOA Board? Yes No • If "yes," for how many years? _____

Can you attend all the classes? Yes No • If "No," please indicate on the second page of the application the classes you will be attending. Please note that this will automatically open a space for another applicant.

"I hereby give my permission for the City of Chandler and The Leadership Centre to use any still photograph or video footage in which I may appear for whatever purpose(s) deemed appropriate. I do this voluntarily and with the understanding there is no remuneration."

Signature Date

City Records

All City records are subject to the State of Arizona public records law. Please note that any correspondence, such as application forms, e-mails or letters, sent to City officials or staff becomes public record and is available for public/media review.



CLASS Descriptions & Selections

APPLICATION DEADLINE IS January 19, 2010

Applicants attending five of the six classes offered will receive a City of Chandler HOA Academy Certificate of Completion which will be presented at a City Council Meeting. Please place a checkmark next to the classes you will attend.

Advanced Community Association Finance

Tuesday January 26, 2010 6:00 pm — 8:30 pm

Learn to read financial statements, understand what the elements of a successful audit entail, learn about HOA investment options, and how to make a budget become a tool for a successful community association

Parliamentary Procedure

Tuesday February 2, 2010 6:00 pm — 8:30 pm

Learn how to use Parliamentary Procedure to facilitate orderly and inclusive meetings

Reserves

Tuesday February 9, 2010 6:00 pm — 8:30 pm

Learn how to plan for the future maintenance and repair of Community Asset

Writing RFP's and Evaluating Bid Proposals

Tuesday February 16, 2010 6:00 pm — 8:30 pm

This is a follow-up course to "Selecting a Management Company and Other Vendors." Work through the specifics of writing "requests for proposals" and practice evaluating bid submittals utilizing an evaluation matrix process

Neighborhood Communications

Tuesday February 23, 2010 6:00 pm — 8:30 pm

Learn how to get the word out in a way that will connect and engage your neighbors

HOA Insurance

Tuesday March 2, 2010 6:00 pm — 8:30 pm

This class covers types of insurance necessary for the protection of HOAs and HOA board members



Please fax the completed two-page application to the Neighborhood Programs Division, Attention Judy Ramos, Neighborhood Programs Coordinator Fax: 480-782-4350 or if you have questions, contact me at 480-782-4348