



CHANDLER HOA ACADEMY

CLASS SCHEDULE

**Wednesdays – March 27 thru April 24, 2013, 6:00 – 8:00 P.M.
Chandler City Hall, 2nd Floor - Training Room A & B
175 S. Arizona Avenue**

- **March 27, 2013 – What is a Community Association?**
This class will take a quick look at the structure of a community association, how they function. The roles and responsibilities of the board of directors, members, manager, committees and the architectural committee will be discussed. The importance of the proper board meeting and Arizona's Open Meetings Law will be discussed. Additionally, we will discuss insurance and how to protect the board of directors and the association from the threat of a lawsuit.
- **April 3, 2013 – The ABC's of CC&R Enforcement:**
We will cover the topic that can be most difficult for the Board of Directors: Proper collection of delinquent assessments, CC& R Enforcement and available legal remedies – when to pursue delinquencies and how to work proactively for the best outcome for your association. Additionally, we will have a discussion about the issues that have board members wondering who is responsible, what to do and how to establish rules and enforce, such as speeding in the association, parking and barking dogs.
- **April 10, 2013 - Tips for Proper Documentation & A look at the Arizona Legislature:**
What documents should the association have, maintain, and how long should they should be kept will be the foundation of this class. We will also discuss the documentation and maintenance of financials and the diligence necessary to protect the association from theft. Additionally, students will learn how to determine if and when association documents should be amended and how to do so in 5 simple steps. A current summary of Arizona Legislation regarding community associations will also be presented.
- **April 17, 2013 - Being the Best - Seven Secrets of a Successful HOA:**
This class will focus on the seven key traits of a successful community association. These traits, when implemented, will help a community association not only properly serve the members, but also steer clear of potential pitfalls and liability.
- **April 24, 2013 – Know Your City Resources:**
Participants will learn practical tips on how to ensure that a "curmudgeon" does not ruin your quality of life, relationship with the Board or Association and cause potential legal liability. ** Note: This class will take place at Chandler City Hall - Council Chambers, 88 E. Chicago Street*



Enrollment priority will be given to Chandler residents and those who live in Registered Neighborhoods.
To register, contact Chandler's Neighborhood Programs Office at 480-782-4354