



City of Chandler 2013 Spring HOA Academy



APPLICATION

CLASSES BEGIN

Wednesday, March 27 - April 24, 2013
Classes run every Wednesday for 5 weeks

CLASS TIMES

6:00 pm - 8:00 pm

CLASS LOCATION

Chandler City Hall
Second Floor - Training Room A & B
175 S. Arizona Avenue

APPLICATION DEADLINE IS MARCH 20, 2013

Full Name _____

Mailing Address _____ City _____ Zip _____

Phone Number _____ E-Mail Address _____

Name of HOA _____

Note: If classes reach capacity, enrollment priority will be given to Chandler residents and those who live in Registered Neighborhoods.

In order to provide instruction that will be beneficial to all participants, please provide us with answers to the following questions:

1. Is your HOA registered in the Neighborhood Registration Program? Yes No

2. Do you currently serve on an HOA Board? Yes No If "yes," what position do you serve? _____

How long have you served in this position? _____

3. What prompted you to participate in this academy?

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.



Please fax the two-page application by March 1, 2013
Neighborhood Programs, Attention: Cristabel Dykstra, Fax 480-782-4350
If you have questions, contact Neighborhood Programs at 480-782-4354

CLASS DESCRIPTIONS & SELECTIONS

APPLICATION DEADLINE IS MARCH 20, 2013

City of Chandler residents that attend five classes will receive an HOA Academy Certificate of Completion which will be presented at a future City Council Study Session.

Please place a checkmark next to the class or classes you will be attending.

Note: If classes reach capacity, enrollment priority will be given to Chandler residents and those who live in Registered Neighborhoods.

- Class I - What is a Community Association (Instruction Provided by Mulcahy Law, P.C.)**
Wednesday, March 27, 2013 **6:00 pm – 8:00 pm**

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.

- Class II - The ABC's of CC&R Enforcement (Instruction Provided by Mulcahy Law, P.C.)**
Wednesday, April 3, 2013 **6:00 pm – 8:00 pm**

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.

- Class III - Tips for Proper Documentation & A look at the Arizona Legislature (Instruction Provided by Mulcahy Law, P.C.)**
Wednesday, April 10, 2013 **6:00 pm – 8:00 pm**

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.

- Class V - Being the Best - Seven Secrets of a Successful HOA (Instruction provided by Shaw & Lines, LLC)**
Wednesday, April 17, 2013 **6:00 pm – 8:00 pm**

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.

- Class IV - Know Your City Resources***
Wednesday, April 24, 2013 **6:00 pm – 8:00 pm**

Participants will receive an overview of their City Resources and learn how to develop positive relationships with their City government leaders.

**Note: This class will take place at Chandler City Hall - Council Chambers, 88 E. Chicago Street*



Please fax the completed two-page application To Neighborhood Programs
Attention: Cristabel Dykstra
Fax: 480-782-4350 * Email: cristabel.dykstra@chandleraz.gov
If you have any questions, contact Neighborhood Programs at 480-782-4354.
You will receive a confirmation notice in the mail.