



City of Chandler 2015 Spring HOA Academy



APPLICATION

CLASSES BEGIN

March 11 - April 1, 2015

Classes meet every Wednesday for 4 weeks

CLASS TIMES

6:00 pm - 8:00 pm

CLASS LOCATION

Chandler City Hall

Second Floor - Training Rooms A & B

175 S. Arizona Avenue

APPLICATION DEADLINE IS MARCH 2, 2015

Full Name _____

Address _____ City _____ Zip _____

Phone Number _____ E-Mail Address _____

Name of HOA _____

Note: If classes reach capacity, enrollment priority will be given to Chandler residents living 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

If "No", please visit www.chandleraz.gov/neighborhoods to download the Neighborhood Registration application and register your neighborhood or call 480-782-4354 to request an application.

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. Is this your first time participating in the HOA Academy? Yes No

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 2, 2015
Neighborhood Programs, Attention: Cristabel Dykstra, Fax 480-782-4350
If you have questions, contact Neighborhood Programs at 480-782-4354

Application Continued

APPLICATION DEADLINE IS MARCH 2, 2015

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

Note: If classes reach capacity, enrollment priority will be given to Chandler residents living in registered neighborhoods.

Class Description and Selections

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

Class I - Creating a Successful Board of Directors and Legislative Updates

(Instruction provided by Mulcahy Law Firm, P.C.)

Wednesday, March 11, 2015

6:00 pm – 8:00 pm

Participants will understand the roles, responsibilities and fiduciary duties of a successful board of directors and learn the proper procedures to remove a board member when necessary. This class will also offer a discussion on the Arizona Legislature, bills introduced and what may be expected regarding new laws for community associations.

Class II - Successful Bidding and Contracting for your Association and Landscape Contracts and Conservation

(Instruction provided by Mulcahy Law Firm, P.C. and City of Chandler Water Conservation Office)

Wednesday, March 18, 2015 6:00 pm – 8:00 pm

Participants will discuss bidding and contracting terms, how to request for bid, select a contractor, the importance of the contract and recourses if the project goes wrong. Participants will also learn about the various programs available through the Water Conservation Office designed to help HOAs save money and learn about the Reclaimed Water Incentive Program available to HOAs that have a reclaimed water line adjacent to their property. Participants will also discuss new service landscape contracts and what to look for in a new contract.

Class III - Working Effectively with a Management Company, Technology in Associations and Case Law

(Instruction provided by Mulcahy Law Firm, P.C.)

Wednesday, March 25, 2015

6:00 pm – 8:00 pm

Participants will learn how to select and work with management companies. Participants will also engage in discussion on how technology can be used productively and when it can become an issue for the association. Additionally, there will be an overview on case law and how it affects associations.

Class IV - Apathy Abounds - How to Increase Member Participation in Your Association

(Instruction provided by Shaw & Lines, LLC)

Wednesday, April 1, 2015

6:00 pm – 8:00 pm

Participants will learn tips on how to increase owner participation in community associations, with a focus on member activism and building a sense of community. Participants will engage in discussion on how to obtain a quorum and high attendance for annual meetings.

Signature _____

Date _____

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.

Mayor Jay Tibshraeny and the Chandler City Council