



# City of Chandler 2016 Spring HOA Academy



## APPLICATION

### CLASSES BEGIN

Mar. 23 - Apr. 13, 2016

Classes meet every Wednesdays for four weeks

### CLASS TIMES

Noon - 1:30 p.m.

### CLASS LOCATION

Environmental Education Center (EEC)  
4050 E. Chandler Heights Road

**APPLICATION DEADLINE IS FRIDAY, MAR 11, 2016**

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Name of HOA \_\_\_\_\_

**Note: If classes reach capacity, enrollment priority will be given to Chandler residents living in Registered Neighborhoods.**

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**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](http://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, emails 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 Friday, Mar. 11, 2016  
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 FRIDAY, MAR. 11, 2016

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.*

## 2016 Class Description and Selections

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

**Class I - Board Member Roles and Responsibilities & Code of Conduct**

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

**Wednesday, Mar. 23**

**Noon – 1:30 p.m.**

In this class, participants will learn what boards should do to assure that the association business is conducted in an efficient and professional manner. There will be discussion on the duties of the board of directors, including roles and responsibilities and fiduciary duties. Participants also will learn how to recruit and mentor board members and provide basic training to new members. This class will also discuss two types of codes of conduct for the board and will show attendees how to establish a code of conduct.

**Class II - Hot Topics - Pros & Cons: You Decide**

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

**Wednesday, Mar. 30**

**Noon – 1:30 p.m.**

This class will provide participants with an opportunity to give their opinion on how HOAs should be run. During this session, participants will have the opportunity to share their viewpoint – and listen to the other side. Topics discussed will cover licensing of managers/management companies, is Airbnb and VRBO a good thing for associations, is mandatory education of Board members necessary and should Board members be paid. A discussion of what types of HOA/Condo bills you would like our legislature to pass will also be included.

**Class III - Self-Managed vs. Professionally Managed Associations - 101**

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

**Wednesday, Apr. 6**

**Noon – 1:30 p.m.**

This class will provide a discussion on what it means to be a self-managed association versus professional managed. Participants will learn what the responsibilities are of management companies and how the board and the management company can work together effectively. Participants will also learn what a board or an association can do if a management company is not living up to the terms of their management contract.

**Class IV - HOA Corporate Formalities**

(Instruction provided by Shaw & Lines, LLC)

**Wednesday, Apr. 13**

**Noon – 1:30 p.m.**

Did you know your HOA is a non-profit corporation with certain corporate formalities and laws that need to be abided by outside of your CC&Rs? This class will provide a discussion on the "corporate" side of HOAs with a focus on corporate governance issues, regulations requirements, meetings and voting.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please fax the completed two-page application to Neighborhood Programs  
Attention: Cristabel Dykstra  
Fax: 480-782-4350 \* Email: [cristabel.dykstra@chandleraz.gov](mailto: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