



## 2017 BOARD MEMBER EDUCATION CALENDAR

Serving as an HOA Board of Director isn't always easy. Navigating the statutes, processes, procedures and best business practices can be tricky. Professional management with TMG, as well as the advice of an attorney is crucial.

At The Management Group, we are dedicated to helping our Board Members succeed. One of the ways we do that is with our Board Member Education Series. These classes offer valuable information from attorneys, insurance agents, and experienced TMG personnel. Classes are held monthly in Oregon and Washington.

Classes are at **6:00 pm**, approximately 90 minutes long, and are free of charge. Space is limited, so register early. Classes, dates and speakers are subject to change. **Online registration invitations will be sent each month via email.** Have a suggestion for a Board Member Education topic? Please let us know.

OR	WA	CLASS DESCRIPTION
JAN 24	JAN 16	<b>WELCOME TO THE BOARD:</b> This is a great learning opportunity for new board members as well as experienced board members. This class covers important information helpful to all board members.
FEB 15	FEB 21	<b>HOA COMMUNITY INSURANCE:</b> Does your HOA have the insurance coverage it needs? Learn what insurance exclusions you should watch for and what important questions to ask your insurance agent.
MAR 6	MAR 15	<b>PARTNERING WITH TMG:</b> Learn about TMG resources and processes. Explore ways to create an effective board/management team.
APR 13	APR 19	<b>BUILDING COMMUNITY INVOLVEMENT:</b> Explore the ideas about how to increase homeowner participation. Learn how to develop volunteers into new board and committee members.
MAY 10	MAY 18	<b>FAIR HOUSING:</b> Yes, condos and HOAs need to comply with Fair Housing rules. An interactive class to understand Fair Housing laws and how they apply to your community.
JUN 13	JUN 8	<b>THE BIG 3—MEETING MINUTES, EXECUTIVE SESSIONS AND HEARINGS:</b> Learn the requirements of good meeting minutes, how and when to call an executive session, and how to hold a homeowner meeting.
JUL 19	JUL 12	<b>UNDERSTANDING MONTHLY FINANCIALS AND HOW THEY ASSIST IN BUDGETING:</b> The monthly financial package and budgeting made easy.
AUG 23	AUG 8	<b>CONFLICT RESOLUTION:</b> Learn how to communicate with difficult people, how to de-escalate and find agreement.
SEP 11	SEP 7	<b>THE KEYS TO GOOD RULE MAKING:</b> Check new rules for these five criteria: Necessary? Fair? Enforceable? Does your rule violate Fair Housing laws? Is this rule allowed in the Governing Documents? Key policies all HOAs should have.
OCT 12	OCT 16	<b>ADDRESSING ILLEGAL ACTIVITIES IN YOUR COMMUNITY:</b> Explore how to address illegal activities in your community.
NOV & DEC	NOV & DEC	NO CLASS.

### ADDITIONAL TRAINING

Each Community is unique. Your Community Manager and the TMG team is available to assist individual boards on a one-to-one basis on the unique issues that face you and your community. Please call for an appointment. Sample training topics include:

**Website Training**—post articles, notices, send e-Blasts, update the community calendar and more.

**Community Financials**—Understand financial reports, how and what to review each month.

**Special Assessment**—How to implement a special assessment.

**Special Projects**—Meet with the TMG team to strategize and plan special projects such as Capital Improvements, Construction Defect, and PEX Plumbing Replacements.

For information and registration:

Sandee Enbysk  
 Training & Development Manager  
[Sandee.Enbysk@TMGnorthwest.com](mailto:Sandee.Enbysk@TMGnorthwest.com)  
 (503) 858-1084  
[www.TMGnorthwest.com](http://www.TMGnorthwest.com)