



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. Have a suggestion for a Board Member Education topic? Please let us know.

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. **Class registration will be done online, via a monthly email. To register for a class, please click on the red registration button in the email.**

OR	WA	CLASS DESCRIPTION
JAN 24	JAN 16	<i>Classes canceled due to weather.</i>
FEB 15	FEB 21	HOA COMMUNITY INSURANCE: 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	MAR 6: WELCOME TO THE BOARD: 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. MAR 15: TBD.
APR 13	APR 19	BUILDING COMMUNITY INVOLVEMENT: Explore the ideas about how to increase homeowner participation. Learn how to develop volunteers into new board and committee members.
MAY 10	MAY 18	CONTRACTOR/VENDOR SELECTION: Selecting the right contractor/vendor will help you get the quality you want, at the right price and in the right time frame. Learn how to create a comprehensive scope of work, why insurance and licensing is important and why face-to-face interviews are valuable.
JUN 13	JUN 8	FAIR HOUSING: Yes, condos and HOAs need to comply with Fair Housing laws. Fair Housing lawsuits are on the rise and can represent an HOA's largest liability. An interactive class to understand the laws, how they apply to your community, and how to navigate potential Fair Housing issues.
JUL 19	—	UNDERSTANDING MONTHLY FINANCIALS AND HOW THEY ASSIST IN BUDGETING: The monthly financial package and budgeting made easy.
AUG 23	—	THE BIG 3—MEETING MINUTES, EXECUTIVE SESSIONS & HEARINGS: Learn the requirements of good meeting minutes, how and when to call an executive session, and how to hold a homeowner meeting.
SEP 11	—	THE KEYS TO GOOD RULE MAKING: 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	—	ADDRESSING ILLEGAL ACTIVITIES IN YOUR COMMUNITY: Explore how to address illegal activities in your community.
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, contact:

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