

POLA - DIRECTORS TRAINING FOR CONDOMINIUM ASSOCIATIONS
Friday , September 4, 2009
Village Square Conference Center
1:00 - 3:00 p.m.

List of Topics

Rules, Policies, Procedures – CCIOA

Establishing Rules and Regulations

Role & Purpose

Examples

*Owner participation in Board Rule Making – what is required and what is practical?
Should Rules be recorded?*

Relating policies and procedures to the documents.

New Owner orientation – what is practical in a resort?

Conduct of Board, Committee and Owner Meetings

New legislation this year and other CCIOA requirements

Notice to non board owners required by CCIOA or other documents.

Do you have a book on Roberts Rules of Order

What are the limits of owner participation in board and committee meetings.

Are Email decisions valid?

How to keep minutes simple

Records required to be retained forever?

CCIOA – what records can owners demand?

Maintenance of Common Areas

New CCIOA section on Reserve Studies Requirement

Sample Reserve Study Policy

Other CCIOA Sections that apply to Maintenance

*What do you know about The Architecture Control Committee and sign control at
Copper?*

Common cost problems of aging buildings

Control of Window and Door Replacements

Lien releases and how to protect against vendor bankruptcy

Their suppliers

Their employees

Other New Legislation

Carbon Monoxide Detectors – Association Control Issues.

Noise Problems

What is the Association's responsibility for safety and protection of owners?

What if there are no rules in the Association documents?

Cases & Lawsuit

Control of Remodeling and Remodeling Contractors –

How should the board handle?

Role of Association Documents

Process and Procedures needed?

Issues

Work without a permit
Access by the contractor?
Need for Working Hours?
Disturbance in heavy occupancy periods
Fines for violations
Prevention of remodeling that increases noise levels.

Collections

Foreclosures – how can the Association limit losses on uncollected dues?

When and how can you charge owners fees or supplementary assessments? Can an owner be assessed a fee for something already in the budget? What is a preferential assessment?

Relations between Condo Management Co & Rental Management

Access responsibilities

Unauthorized changing of locks

Self managers – VRBO, etc.

Accounting

Review of CCIOA Sections that apply

Review of Budget Process

Income Tax Issues

Insurance—CCIOA Requirements

What is the difference between an audit and a review?

Web Sites – Issues

Protecting your domain names

Using web sites to increase real estate values

Are you paying too much?

Free model sites and standard templates