



Dear CAI-CT Community Association Managers,

CAI-CT is pleased to announce the availability of our popular *ABCs: Basic Course for Association Operations* for the exclusive presentation to your clients. The ABCs course is perfect for board members, association volunteers, and your management company's newer community managers. It provides students with comprehensive information regarding communications, community-building policies, and problem solving skills. The segments of the program include;

- The legal foundation for community associations.
- Identifying and solving maintenance issues.
- How to develop and implement enforceable rules and regulations.
- How to read and monitor financial reports.
- Risk management.

The ABCs Management Company program allows the class to be more personalized and tailored to your specific clients. We encourage you to invite your individual board members to attend this class as a client benefit. This course also complies with Public Act 06-23 which encourages association board members to be educated and to set aside monies in their budgets for the purposes of education. The fee for the course is \$600. (This could mean a significant savings for your clients, as the normal cost is \$50/member and \$75/non-member per attendee.)

**CAI-CT will provide:**

- A CAI attorney to discuss the legal section.
- A CAI insurance agent to discuss the risk management section.
- A CAI reserve specialist/engineer to discuss capital improvements and reserve planning.
- The program flyers for managers to distribute to their board members.



**Your Management Company needs to provide:**

- Location to have the course.
- Registration of attendees.
- Business personnel from your company or your preferred accountant to present on financial reports and the specifics of how to understand your financial reports. (If the hosting management company does not have an available presenter, CAI-CT will provide a presenter.)
- Manager from your company to present on your specific maintenance practices, maintenance requests, and overall expectations.
- Refreshments/lunch.

If you are interested in this new program, please fill out the form attached and send it back to the CAI-CT office at your earliest convenience. Please note that dates will be confirmed on first come, first served basis.

If you have any questions about the CAI-CT ABCs for Management Company program, please do not hesitate to contact me.

Sincerely,

Kim K.V. McClain

Chapter Executive Director



**Management Company Registration Form**  
**In House CAI-CT ABCs Educational Class for Board Members And**  
**Newer Management Company Employees**

Name of Management Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Month/ Date for ABCs Class? \_\_\_\_\_

How many attendees do you estimate will attend? \_\_\_\_\_

Do you have a location in mind? \_\_\_\_\_

Where? \_\_\_\_\_

Name of your manager who will facilitate the management/ maintenance section of class?

\_\_\_\_\_

Name of your manager or preferred accountant who will facilitate the financials section of class?

\_\_\_\_\_

Please send this completed form to [caictkmclain@sbcglobal.net](mailto:caictkmclain@sbcglobal.net) or fax to 860-633-5692.

Community Associations Institute - Connecticut Chapter

1489 Main Street

Glastonbury, CT 06033