

FROM APCM'S PROFESSIONAL MANAGEMENT DEVELOPMENT PROGRAM

OFFICIAL 2009  
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**Coming to Nashville  
August 19 - 21, 2010**

# M-100

## > > > The Essentials of Community Association Management

START ON YOUR WAY TO A SUCCESSFUL CAREER and get a practical overview of association management. Topics covered include:

- > understanding the roles and responsibilities of owners, committees, and the board;
- > developing rules;
- > maintaining records;
- > setting policies; and
- > evaluating financial operations, insurance contracts and maintenance programs.

You will receive a 300-page manual and reference materials on working with homeowners, suppliers and association professionals.

### WHY ATTEND?

**Managers:** Completing this course is the first step to obtaining a professional credential in community association management.

**Board members:** You've made a serious financial and personal investment—here is your chance to gain the fundamental skills needed to help run your community!

**Tuition investment:** CAI member \$395, nonmember \$495.

### DID YOU KNOW?

A compensation study conducted by the Foundation for Community Association Research found that managers who obtained CAI's Professional Community Association Manager® (PCAM®) designation earned, on average, 40% more than those with no designation.

### ADVANCE REGISTRATION IS REQUIRED:

Call CAI DIRECT at (888) 224-4321 (M-F, 9-6:30 ET) or visit [www.caionline.org/pmdp](http://www.caionline.org/pmdp).

Too busy to take a class but still want to enhance your knowledge? Take this course at your convenience with our home study manual or online version. Call CAI Direct at (888) 224-4321 (M-F, 9-6:30 ET) or visit [www.caionline.org/pmdp](http://www.caionline.org/pmdp) for more information.

ASSOCIATION OF PROFESSIONAL COMMUNITY MANAGERS (APCM)  
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