



What topics have managers asked to hear about? We're glad you asked! We send out a survey after our educational programs and one of the questions we ask is what topics managers would like us to present at future sessions. Here's a list of some topics that have been asked for:

- Effective Time Management
- Getting Bids/Proposals
- Updating docs from unit property act to uniform condominium act.
 - what's changed since the trilogy amendment for unit property act communities.
 - proxies, difference between mail ballot and proxy, and directed proxy.
 - managing association employees, and the CAM's role.
 - creating job descriptions for staff.
- Managing the Boss
- Investing in your own career
- Importance of reserve study
- Importance of doing accurate inspections for 3407 & 5407 disclosure. Ramifications of 'not' disclosing something and then new owner responsible for its upkeep, maintenance, repair and replacement
- How not to antagonize new owners
- Technology
- Social Media's negative effects on community harmony
- Tools for managers to educate board members
- The need for professionalism
- Creating and tracking an effective preventative maintenance schedule
- How to draft a contract and/or must haves for every contract
- How a roof is installed and new advances in roofing (
- What do managers look for in contractor relationships?
- Insurance: handling claims and understanding the difference in policies
- Dedication to township / borough process.
- How to put together a fair RFP that covers insurance, permits, etc.
- Writing effective violation & warning letters
- Information Disclosure and the legal aspects that affect associations
- Deeper dive into using some CAI resources. Workshop on getting and maintaining designations
- How to handle a board who does not have an interest in following responsible fiduciary conduct in general and also in following rules themselves and allowing their friends to violate rules and who have a locked in automatic majority vote
- Volunteer recruitment
- Car charging stations
- How to better communicate with board members and encourage team spirit and codes of conduct for board members
- Understanding parliamentary procedures / Roberts Rules / Modern Rules
- Managing through money flows and woes
- Making the transition from regular staff to Community Manager
- Managing under pressure
- Front desk safety & security
- Understanding financial statements
- How to plan and manage a budget
- Workers compensation
- Social media and the marketing strategy for your community
- How to write effective SOP's
- Cyber security and your infrastructure

Interested in presenting one of these or another topic? Complete CAI's Call for Presentations submission form online at: www.cai-padelval.org//about/present-a-topic



PENNSYLVANIA AND
DELAWARE VALLEY CHAPTER

community
ASSOCIATIONS INSTITUTE