



## THE LEADERSHIP CENTRE 2008-2009 CLASS & EVENT SCHEDULE



### **CLASSES (at Chandler-Gilbert Community College):**

September 18, 2008	Legal Aspects of HOAs
September 25, 2008	Community Conflict Resolution Topics: Landlord/Tenant Issues
October 23, 2008	Budgets, Financial Statements & Reserve Studies
November 13, 2008	Community Conflict Resolution Topics: HOA Boards
November 20, 2008	Financial Applications (class pre-requisite: Budgets, Financial Statements and Reserve Studies)
December 4, 2008	Community Conflict Resolution Topics: Animal Issues
December 11, 2008	Transition From Developer to Homeowner Control
January 8, 2008	Community Conflict Resolution Topics: Interpersonal Issues
January 15, 2009	HOA 101
January 22, 2009	Parliamentary Procedure
February 12, 2009	Community Conflict Resolution Topics: Property/Contractor Issues
February 19, 2009	C C & Rs
February 26, 2009	Advanced Community Association Finance
March 19, 2009	How to Conduct Successful and Peaceful Meetings
March 26, 2009	HOA Insurance
April 16, 2009	Selecting a Management Company & Other Vendors
April 23, 2009	Writing RFPs and Evaluating Bid Proposals (class pre-requisite: Selecting a management Company & Other Vendors)

### **EVENTS (at locations to be announced):**

October 16, 2008	East Valley HOA Summit
May 16, 2009	Neighborhoods Arizona! Conference

### **TRAININGS (at locations to be announced):**

August 12, 2008	Advanced Mediation Techniques (6-9pm in Chandler)*
August 19, 2008	Case Development Training (6-9pm pre-qualified volunteers)
September 16, 2008	Advanced Mediation Techniques (6-9pm in Queen Creek)*
September 29-October 3, 2008	40 Hour Mediation Certification Course (9am-5pm)
November 4, 2008	Advanced Mediation Techniques (6-9pm in Fountain Hills)
January 13, 2009	Case Development Training (6-9pm, pre-qualified volunteers)
February 3, 2009	Advanced Mediation Techniques (6-9pm in Apache Junction)*
March 3, 2009	Advanced Mediation Techniques (6-9pm in Casa Grande)*
March 30-April 3, 2009	40 Hour Mediation Certification Course (9am-5pm)
April 7, 2009	Advanced Mediation Techniques (6-9pm in Gilbert)*
May 12, 2009	Advanced Mediation Techniques (6-9pm in Mesa)*
June 2, 2009	Case Development Training (6-9pm, pre-qualified volunteers)
June 20, 2009	Community Facilitation Training (9am-5pm)

\* Pre-requisite: 40 Hour training

**\*\*Other classes are available upon request: For \$250—you provide the place and the refreshments—we will provide the teacher and the materials. To schedule, contact the number below.**

**Classes are from 6:00-8:30pm. Please call or check our website for location information. Registration is requested. Class registration is \$25 and includes a light dinner. For more information or to register for the classes, please contact The Leadership Centre at: <http://www.theleadershipcentre.org> or (480) 732-7174**

The Leadership Centre is a unique public-private partnership formed by the Cities of Apache Junction, Casa Grande, Chandler, Mesa; the towns of Fountain Hills, Gilbert, and Queen Creek; Chandler-Gilbert Community College, Mesa Community College, Sunbelt Holdings and the University of Arizona Cooperative Extension Maricopa County.

**Legal Aspects of HOAs**—designed to provide participants with a practical foundation of the legal components of homeowner associations. This includes creation and enforcement of codes, covenants and restrictions (C, C & Rs), legal jurisdictions and obligations of homeowner associations, and rights of homeowners. As the laws are continually changing with respect to HOAs, legislative updates are included. This class is facilitated by attorneys specializing in community association law.

**Budgets, Financial Statements and Reserve Studies**—as a business, your HOA's success depends in part on the fiscal management of the HOA's assets. Fiduciary responsibilities, reserve amounts, budgets and audits are covered by specialists in the homeowner association industry.

**Financial Applications**—provides participants an opportunity to practice concepts and skills learned in “Budgets, Financial Statements, and Reserve Studies” class.

**Transition from Developer to Homeowner Control**—one of the most critical phases of the HOA is this shift in control. This class will help participants learn a process whereby the transfer of asset ownership and responsibility can take place in an effective, smooth manner facilitated by attorneys specializing in the field of HOAs.

**HOA 101**—this class is an overview of the responsibilities and challenges associated with running a neighborhood or homeowner association. Discussion includes the organization and structure of the HOA. Obligations of the board of directors, members, committees, employees, professional advisors, and vendors will be reviewed. The class will also cover the basics of meeting requirements and associated laws.

**Parliamentary Procedure**—Participants will learn how to conduct meetings using Parliamentary Procedure.

**C, C & Rs**—Codes, Covenants, and Restrictions are an area where many HOAs face challenges. What is good policy? Can they be changed? How do you enforce C, C & Rs with fairness and the best interest of the community? The importance of community building is also discussed.

**Advanced Community Association Finance**—This class will help participants learn to read financial statements, understand what the elements of a successful audit entail, learn about HOA investment options, and how to make a budget become a tool for a successful community association.

**How to Conduct Successful and Peaceful Meetings**—Topics include: Using Robert's Rules of Order, how to address security issues (from calming techniques to when to call the police), creating an agenda that will work for you, ground rules, ice breakers, conducting regular board meetings and annual meetings, and keeping minutes.

**HOA Insurance**—Class covers types of insurance necessary for the protection of HOAs.

**Selecting a Management Company and Other Vendors**—This class teaches the steps in selecting a management company and other important vendors who work for the association (landscape companies, pool maintenance, etc.), how to determine specifications, request bids, review and analyze bids and make the final selections.

**Writing RFPs and Evaluating Bid Proposals**—a follow-up course to “Selecting a Management Company and Other Vendors,” participants will work through the specifics of writing “requests for proposals” and practice evaluating bid submittals utilizing the evaluation matrix process.

**East Valley HOA Summit**—this event provides an opportunity for HOA board members, committee members, residents, and professionals to network and address HOA issues.

**Neighborhoods Arizona!**—this annual state-wide conference brings together those who live in and work with neighborhoods to network and learn about neighborhood issues.

**Community Conflict Resolution Topics**—Attendees will participate in roundtable discussions with professionals to find resolutions to topical concerns.

**40 Hour Mediation Certification Course**— Participants successfully completing the training are certified to become volunteer mediators with the East Valley Justice Courts as well as with The Leadership Centre!

**Advanced Mediation Techniques**—For participants who have already completed the 40 Hour Mediation Certification Course. Participants will discuss current trends and practices in community mediation and will apply these techniques using role plays.

**Case Development Training**-- Did you know that over 70% of the cases that come to the Solve-It! offices are completely resolved after the first phone call? In this course you will become well-versed in Solve-It! mediation procedures, given answers to the tough questions, and become qualified to be a part of Solve-It!'s new program that matches clients with volunteer case developers in their own communities.

**Community Facilitation Training**— Participants will learn how to lead productive large-group discussions. Examples include working through development conflicts to updating HOA design standards.

**Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting 480-732-7174. Requests should be made as early as possible to allow time to arrange the accommodation. The Leadership Centre is an equal opportunity, affirmative action institution. The Leadership Centre does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.**