



◆ Materials for organizing your documents into five binders—one for each director.

Each director will carry a smart, handsomely-designed binder with your customized documents organized with tabbed dividers, a meeting notes tablet, working documents carried and parliamentary procedure reference for HOA's.

“This is an exciting and innovative product that is long overdue! A real help for over-worked board members.”

*Jeffrey Barnett, HOA attorney, Chairperson Legal Resource Panel, Executive Council of Homeowners*

“This is, potentially, the most useful tool for Homeowners Association Board members that has come along in a long time!”

*Larry J. Pothast, PCAM, CCAM, nationally known speaker and CID expert*

“This kit consolidates and distills into one friendly, readable package invaluable, essential information for Directors, committees, homeowners and renters. Without question, it has saved us countless hours and headaches.”

*Robert Fricke, D.M.D., CFO, fmr. President, Cypress Point Lakes HOA*

“I consider the Residents' Handbook alone to be worth far more than the cost of the kit. And, when you consider the additional well-crafted handbooks and materials included, this has to be one of the best investments a homeowners association can make!”

*Tim Johnson, Association Manager, Vice President*

“Cost-justification for its purchase is immediately apparent... I don't see how an association can afford not to buy it!”

*Jeffrey DeMello, CFO, fmr. President, Camellia Park HOA*

## Create your own Directors', Committees' and Residents' handbooks and forms...

## customized for your homeowners association with information you provide...

and you get the computer files in Microsoft® Word® format to further modify as you like!

We promise, you've never seen anything like it! Pre-customized files and materials to produce professional-caliber, expertly authored, community association management handbooks and documentation, attractively bound for each director, with handsomely designed cover and spine inserts.

## Here's what you get

◆ Customized files—After entering information about your association on our website forms, at no cost you will receive your customized association documents in Adobe Acrobat® PDF format for your review.

## Here's what you will create with your kit

- ◆ Residents' handbook
  - ◆ Directors' handbook
  - ◆ Committees' handbook
  - ◆ Basic policies file
  - ◆ Rules administration procedures, letters and forms
  - ◆ Architectural standards examples
  - ◆ Architectural review process forms
  - ◆ HOA Parliamentary procedures reference
  - ◆ A periodic calendar for critical periodic tasks
  - ◆ Activities tracking list Example
  - ◆ Committee Charters examples
  - ◆ Newsletter example and template
  - ◆ Annual report example and template
  - ◆ Director's orientation
- And it's all customized for your association with information you provide!

There's more...



## Now you can treat your business like a business!

As a Board member, you may oversee assets that well exceed those of many for-profit businesses. Even so, most volunteer homeowners associations with limited resources would find prohibitive the investment in management tools like those this kit produces. And while many volunteers and professionals have produced some brilliant documents on specific aspects of association management (that you should continue to collect), the non-profit nature and economics of homeowners associations has defied the sort of investment that could make a product like this economically viable. Now, technology as well as our combined experience and talent in management, writing, computer programming and graphic design have changed all of that.

## A multidisciplinary, Practical guide

As with any business, there are many disciplines involved in running a homeowners association, including law, accounting, construction, horticulture and many others. Various skills are needed—skills in planning, problem-solving, facilitating, organizing, delegating and motivating, diplomacy, human resources, negotiating and many others. Therefore, this kit and the documents it produces are not intended to be a comprehensive, everything-you-need-to-know- source for successfully managing an association or a substitute for professional management. What this kit does do is provide a succinct, practical guide for Board members for managing their community association and a framework for applying required disciplines and skills—to supplement an infrastructure of qualified management, accounting and legal professionals.

**Purchasing the Directors' Survival Kit will be one of the most prudent business decisions you will ever make for your Association!**

## Don't take chances on who your future Directors might be

Do you know who will be on your Board two years from now? Will they have your...

- ◆ Experience in managing hundreds of thousands or millions of dollars in your assets, reserves, budget, insurance, real estate values and legal liabilities?
- ◆ Experience with ensuring compliance with state and local laws governing community associations?
- ◆ Experience maintaining physical assets such as asphalt, roofing, siding, painting, plumbing, concrete and landscaping?
- ◆ Experience in managing contracts, contractors and employees in today's business environment?
- ◆ Experience in managing relationships and transactions with City and State Government?
- ◆ Skill in managing the relationship between the association and homeowners?
- ◆ Experience with administrative law and regulation in a mini-government?

Wouldn't you be more comfortable if they and future Boards had some written guidance—in a form you could modify and update with a word processor?

Whether yours is a 20-unit townhome or a 4,000-unit condo association, now there is something you can do as a fiduciary to help provide for the future prudent management of your Association forever. The Directors' Survival Kit brings many of the same proven management technologies used by successful businesses to your homeowners association. It can help to provide valuable director orientation, management and record-keeping discipline and continuity, policy application consistency and awareness of legal obligations in the years to come.

## Here's how it works

1. You will provide information about your association—its profile—by completing a simple form.
2. Within a few days of completing your profile you will receive by e-mail your customized document files in Adobe Acrobat® PDF format for your review.
3. Once Approved, then you'll receive fully editable Microsoft® Word® versions of your new documents, along with the remaining Kit materials for creating your Directors' Binders.

## Change and customize as much as you like

This kit isn't intended to produce materials that are immediately ready-to-use; no product could reflect the unique circumstances and character of your community. Rather, the profile information you provide with the easy-to-use forms will enable creation of remarkably customized handbooks—a framework with essential elements for your association. Nonetheless, you should plan to review and edit it further, making your own additions and changes to more precisely attune it for your association.

The Directors' Survival Kit can help you to operate far more efficiently, save you time and may save your members many thousands, possibly even millions of dollars!

We are confident you will be very satisfied with your purchase and recommend it to your friends at other homeowners associations.

**Contact us today to obtain our exclusive Directors' survival kit!**



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Www.CommunityAssociationManagement.com