



Association
Management
Services NW
A Division of TMG



2018 BOARD MEMBER EDUCATION CALENDAR

Serving as an HOA Board of Director isn't always easy. Navigating the statutes, processes, procedures and best business practices can be tricky. Professional management with AMS, as well as the advice of an attorney is crucial.

At AMS, we are dedicated to helping our Board Members succeed. One of the ways we do that is with our Board Member Education Series. These classes offer valuable information from attorneys, insurance agents, and experienced AMS personnel. Classes are held monthly in Oregon and Washington. Have a suggestion for a Board Member Education topic? Please let us know.

Classes are at **6:00 pm**, approximately 90 minutes long, and are free of charge. Space is limited, so register early. Classes, dates and speakers are subject to change. **Class registration will be done online, via a monthly email. To register for a class, please click on the red registration button in the email.**

OR	WA	CLASS DESCRIPTION
JAN	JAN	<i>No class.</i>
FEB 13	FEB 15	WATER AND MOLD REMEDIATION: Water leaks and mold can be a serious issue in the Northwest. In this class, you will learn the steps to take when there is a water event. You will learn about the different types of mold and what to do when it's discovered.
MAR 15	APR 5	WELCOME TO THE BOARD: This is a great class for new and experienced board members alike. The trainer will cover the open-meeting law, executive session, how to hold a hearing, confidentiality and ethics, the difference between directors and officers and much more. Bring your questions.
APR 11	—	THE DAY AFTER A DISASTER: What are the important steps to take the day after a fire, flood or major water event? Insurance 101 for HOAs will walk you through how to make a claim and follow it through to the end.
MAY 17	—	ASSOCIATION RECORDS: One of the most important responsibilities of the board is record retention. The statutes governing HOAs dictate how association records are kept. Learn which records are permanent, how long to keep others and when to purge.
JUN 27	—	ROBERT'S RULES MADE EASY: Robert's Rules are flexible and can be adapted to suit the needs of a small meeting or a large assembly. Parliamentary procedure can be as casual or as formal as needed for an effective meeting.
JUL	—	<i>No class.</i>
AUG 8	—	YOUR HOA FINANCIALS—A PLANNING TOOL: Your financials can be an important planning tool for the Board. Learn what reports are available and how to use them for short and long term planning and budgeting.
SEP 13	—	THE IMPORTANCE OF GOOD RULES: Fair Housing claims are on the rise, and can be costly to an HOA. Safeguard your community by ensuring that your rules are fair, non-discriminatory and enforceable.
—	SEP 20	ASSOCIATION RECORD RETENTION: Learn about what records your association needs to keep, and for how long.
OCT 16	OCT 23	WHAT YOUR BOARD SHOULD KNOW ABOUT COLLECTIONS: Your association has an obligation to its members to collect delinquent accounts. This class will give you a basic understanding of license, demands, judgments, garnishments and bankruptcies and other tools available to the Board.
NOV & DEC	—	NO CLASS.

ADDITIONAL TRAINING

Each Community is unique. Your Community Manager and the AMS team is available to assist individual boards on a one-to-one basis on the unique issues that face you and your community. Please call for an appointment. Sample training topics include:

WEBSITE TRAINING—post articles, notices, send e-Blasts, update the community calendar and more.

COMMUNITY FINANCIALS—Understand financial reports, how and what to review each month.

SPECIAL ASSESSMENT—How to implement a special assessment.

SPECIAL PROJECTS—Meet with the AMS team to strategize and plan special projects such as Capital Improvements, Construction Defect, and PEX Plumbing Replacements.

For information, contact:

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