

NEW: The Essentials of Community Association Management

At Northern Virginia Community College



Discover a Career in a Dynamic Growth Industry

Northern Virginia Community College (NOVA) is offering a new, introductory course in community association management—the result of a partnership between NOVA and Community Associations Institute (CAI). The Essentials of Community Association Management is ideal for:

Community Managers: Essentials is the first step to obtaining a professional credential in community association management.

Board Members and Homeowners: Essentials will help you gain the knowledge to participate in governing your homeowners association.

Business Professionals: Essentials will give you the knowledge and insights you need to add the growing community association market to your business portfolio.

Students: Essentials is an excellent introduction to community management if you want a rewarding profession with opportunities to help people and communities.

Topics Addressed in Essentials

- Legal documents and statutes that enable a community to operate.
- Roles and responsibilities of managers, owners, committees and the board.
- Management ethics for professional community association managers.
- Developing and enforcing community association rules.
- The manager's role in organizing and conducting board meetings.
- The manager's role in preparing the budget and funding reserves.
- Effective assessment collections policies and procedures.
- Remedies available for collecting delinquent payments from owners.
- Overview of financial statements, reporting methods and operations.
- Characteristics of an effective risk management and insurance program.
- How to prepare a bid request and key contract provisions.
- Recruiting, screening, selecting and managing personnel.
- And much more.

Northern Virginia Community College

Manassas Campus Innovation Park

9485 Innovation Drive
Manassas, VA 20110
www.nvcc.edu/wdce/pwregional

Loudoun Campus

1000 Harry Flood Byrd Highway
Sterling, VA 20164-8699
www.nvcc.edu/wdce/loudoun

Course Schedules

Tuesdays
6:30 p.m.–9:30 p.m.

Sept. 20–Oct. 25
Manassas Campus

Nov. 1–Dec. 6
Loudoun Campus

CAI Member
\$345 + Textbook (\$100)

CAI Nonmember
\$445 + Textbook (\$100)

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This course is approved by the Virginia Common Interest Community Board to fulfill the introductory course requirement for the company licensure program and individual manager certification program.

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Association-governed communities include homeowners associations, condominiums, cooperatives and other planned communities. The field of community association management has remained stable despite recent housing and economic turbulence. Employment opportunities are readily available in the Washington metropolitan area. There are always community associations and community management firms looking for qualified, knowledgeable professionals to advise and manage their communities.

About the Industry

Number of associations nationally: **300,000-plus**.

Americans living in community associations: **60 million**.

Community association managers: **60,000**.

Community association management companies: **10,000**.

Americans serving on association boards: **2 million**.

Real estate value of all homes in community associations: **4 trillion** (approximately 20 percent of the value of all U.S. residential real estate).

Total annual operating revenue for all community associations in the United States: **\$41 billion**.



About CAI

CAI is a national membership organization that provides information, tools and resources to the volunteers and professionals who govern and manage community and condominium associations. CAI's more than 30,000 members include community managers, volunteer homeowner leaders and businesses and professionals who support common-interest communities.