

August 1, 2011

## The C.I.A. Services Seminar Series

We are pleased to announce the seminars for the remainder of 2011 in our C.I.A. Services Seminar Series for Board members and volunteers. Beginning in 2012, we'll schedule them on a calendar year basis so the 2012 schedule will be released in December. Here is the line up for the rest of 2011:

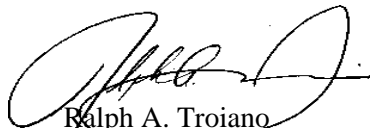
- ❖ New Legislation Review
- ❖ The Super-Budgeting Process
- ❖ Board Member Orientation
- ❖ Facilities, Contracts & Maintenance

Seminar descriptions and schedules are attached and posted on the Library page of our web site. Except for the special *New Legislation Review*, each seminar begins at 6:00 p.m. and lasts two hours. We provide deli sandwiches so you won't have to rush home for dinner before the seminars. All seminars are free! The knowledge and insight you will gain will be well worth your time.

Space is limited and advance registration is required. To register, please call 713-981-9000 or send an email to [seminars@ciaservices.com](mailto:seminars@ciaservices.com).

This is the 9<sup>th</sup> year for our seminar series and we continue to receive very positive feedback on the content and presentation. Our goal is to provide timely and convenient educational opportunities to help you with your duties.

We're excited about offering this training opportunity and hope you are able to attend some of the upcoming seminars. Please feel free to call if you have any questions, comments or suggestions.



Ralph A. Troiano  
President

## C.I.A. Services Seminar Series Seminar Descriptions

### ❖ **New Legislation Review**



The 82<sup>nd</sup> Legislative Session of 2011 passed numerous laws that have a major impact on the operations of every homeowners association across the state. These special seminars will review the practical side of the laws and provide the tools for coming into compliance. The extensive seminar handbook includes sample guidelines, policies and other materials that can be immediately put to use. This seminar is critical for all Board members because these changes affect you!

### ❖ **The Super-Budgeting Process**

“Super-Budgeting” is our term for preparing a comprehensive long term budget and business plan. This isn’t something you do on the back of an envelope an hour before the budget meeting. We’ll break the process down into understandable components and show you how assets and reserves fit in the picture. We’ll start with a simple question that very few people can answer correctly: “How much money should our Association have in the bank?” By the end of the seminar, you’ll know the correct answer for your Association. This is a critical seminar to take before you start looking at budgets.



### ❖ **Board Member Orientation**



This seminar is a must for all new Board members and a great refresher for seasoned veterans. It will help you get up to speed quickly by understanding your responsibilities and authorities. We’ll review each of the documents that govern the way you do business. We’ll give you an overview of the governing documents, basis of authority, conduct of meetings, elections, collections, deed restrictions, architectural control and many other important topics.

### ❖ **Facilities, Contracts & Maintenance**

If you don’t know the difference between a vacuum breaker and a vacuum head and you’re not comfortable wandering around a swimming pool pump room, then this seminar is for you. We’ll review your major facilities and equipment including irrigation systems, pool mechanical equipment, gate operators and explain how they work (and fail). We’ll move onto the essentials of bidding major contracts. When we’re finished, you’ll be talking like a skilled contractor!



### C.I.A. Services Seminar Series Schedule for Remainder of 2011

	<b>Seminar</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
1	New Legislation Review *	08/23/11 - Tuesday	5 – 8:30 pm	Humble
2	New Legislation Review *	08/24/11 - Wednesday	5 – 8:30 pm	Sugar Land
3	New Legislation Review *	08/25/11 - Thursday	5 – 8:30 pm	Bandera
4	New Legislation Review *	08/30/11 - Tuesday	5 – 8:30 pm	Southbelt
5	New Legislation Review *	08/31/11 - Wednesday	5 – 8:30 pm	Katy/Fulshear
6	New Legislation Review *	09/01/11 - Thursday	5 – 8:30 pm	Spring/Tomball
7	The Super-Budgeting Process	09/14/11 - Wednesday	6 – 8 pm	North
8	The Super-Budgeting Process	09/20/11 - Tuesday	6 – 8 pm	Bandera
9	The Super-Budgeting Process	09/29/11 - Thursday	6 – 8 pm	Southwest
10	Board Member Orientation	10/18/11 - Tuesday	6 – 8 pm	North
11	Facilities, Contracts & Maintenance	10/19/11 - Wednesday	6 – 8 pm	Bandera
12	Board Member Orientation	10/27/11 - Thursday	6 – 8 pm	Southwest
13	Facilities, Contracts & Maintenance	11/09/11 - Wednesday	6 – 8 pm	North
14	Board Member Orientation	11/16/11 - Wednesday	6 – 8 pm	Bandera
15	Facilities, Contracts & Maintenance	11/17/11 - Thursday	6 – 8 pm	Southwest

\* See separate [announcement](#) for these special seminars. They are being held at various larger venues around the area for your convenience. Because of the extensive content and interaction with other community leaders, these special seminars are longer.