



11 E. Adams, Ste. 1107
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www.actha.org

Spring Conference *Registration* Educational Programs for Condo, Townhouse, & HOAs

ACTHA

SPRING CONFERENCE

Education
Networking

Resources
Advocacy

Knowledge
Referrals



Saturday, April 12, 2014 7:45am-3:30pm - Drury Lane
Educational Programs for Condo, Townhouse, & HOAs

ACTHA Spring Conference & Trade Show

100 Drury Lane Oakbrook Terrace

Saturday, April 12, 2014 7:45am-3:30pm

Full Access Conference Includes

Parking

Continental Breakfast

Registration Opens 7:45 a.m.

Trade Show (Doors Open) 8:00 a.m.

Education Session 1 8:30 a.m. - 9:30 a.m.

Trade Show Ends 11:30 a.m.

Education Session 2 11:30 a.m. - 12:30 p.m.

Banquet Lunch 12:30 p.m. - 1:30 p.m.

Education Session 3 1:30 p.m. - 2:30 p.m.

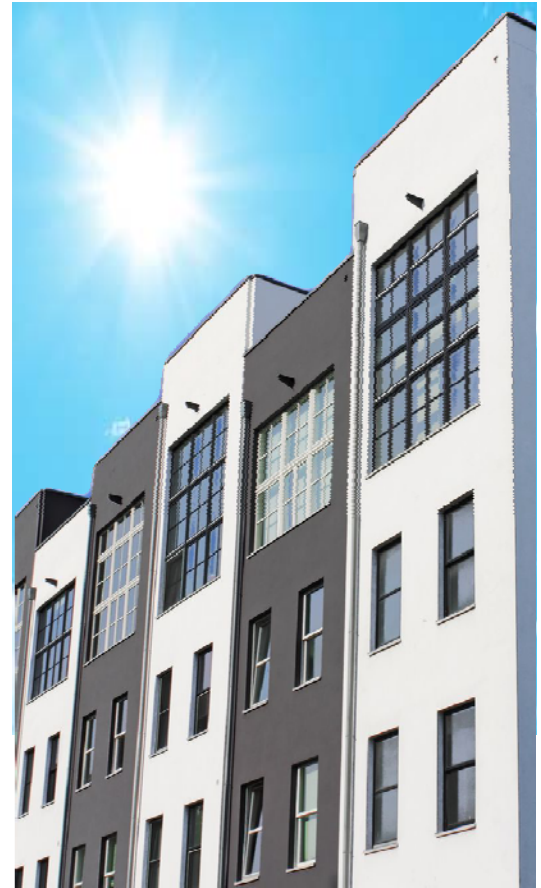
Annual Board Meeting 2:35 p.m. - 2:45 p.m.

Ask an Attorney 2:45 p.m. - 3:30 p.m.

David Buetow of Fuchs and Roselli

Panelists : James Arrigo of Tressler

David Hartwell of Penland and Hartwell



Basic Access Conference Includes (Free)

Parking

Continental Breakfast

Registration Opens 7:45 a.m.

Trade Show 8:00 a.m. - 11:30 a.m.

Learn More at
ACTHA.ORG

Early Bird Exhibitors



3e Reserves - A & A Paving - ACM Community Mgmt - Acres Group - Adams Roofing Professionals - Advocate Property Mgmt - All Trade Prop Maintenance Group - American Bldg Contractors - Arrow Masonry & Tuckpointing - Barr Tree Care - Bartlett Tree Experts - Bral Restoration - Brian Allendorfer Co. - Candos Agency - Cantey Associates - Care Property Mgmt Services - Caruso Mgmt Group - CAU Insurance - CertaPro Painters of Chicagoland - Community Advantage - Condo CPA - Contech MSI - Criterium Collins Architects & Engineers— CSR Roofing Contractors - Dickler, Kahn, Slowikowski & Zavell- Eugene Mathews - Expert Plumbing & Heating - First Community Mgmt - F M & J Asphalt - First Service Residential - Franklin Energy - Frost Ruttenberg & Rothblatt - Fullett Rosenlund Anderson - Hollinger Insurance Services - Holton Brothers - Hometown Painters - Independent Assoc. Managers - J.C. Restoration - J. Hershey Architecture - John Saisi/Farmers Insurance - Keay & Costello - Keough & Moody - Kovitz Shifrin Nesbit - Maul Asphalt & Sealcoating - Maxima Consultants - Mold Solutions - Northern Ill Backflow - Oak Park Mediation - Painters Inc. - Penland & Hartwell - Perm-a-Seal - Perma-Seal Basement Systems - Platinum Poolcare - Renewal by Andersen - Reserve Advisors - S & D Roofing Services - SavaTree - Site Maintenance - Sundek - The Restoration Group - Tressler - Union Bank HOA Services - U. S. Alliance Fire Protection - Universal Restoration Services - Viking Concrete Raising & Repair - Waldman Eng Consultants - Winston Mgmt Group - Wright Way Dryer & Chimney Sweep Cleaning

Education Seminars Professional Resources. Contemporary Topics.

Session 1 8:30 - 9:30 a.m.

It's All About the Board: What's Your Association's Zen?: Tired of boards sparring off against managers, owners and each other? Learn to achieve unity, improve board dynamics, cope with difficult people and defuse heated situations. Find ways to motivate owners to serve and to identify those with self-serving agendas while cooperating like a team. *Moderator: Tom Skweres of ACM Community Management, Presenters: Gabriella Comstock of Keough & Moody, Maureen Gold of Court of Harborside*

How to Get it Done: The Work Plan: Your association is a business and every successful business develops a plan to achieve both short and long term goals. Define your priorities, establish a time table, and set reasonable expectations. A reserve study and vision for your association are tools you will use to focus on maximizing accomplishments according to your financial and time resources. *Presenters: Kate Susmilch of Winston Management Group*

Avoiding Pitfalls: Many homeowner requests may put your association at risk if you aren't knowledgeable in matters of Fair Housing, FHA compliance, right of first refusal and more. Information in this session will include requests for accommodation, reasonable modifications, service animals, owner and tenant screening. Knowing how to respond to these and similar requests will lead to a more effective and knowledgeable board. *Presenters: Lara Anderson of Fullett Rosenlund Anderson, PC and Dan Haumann of Advocate Property Management*

Session 2 11:30 - 12:30 p.m.

It's All About the Board—the Role of the Board: Every Director and Officer should be aware of their duties. Learn how the chain of command pertains to communication with managers and contractors. Discuss the relationship between each board member to each other, to the manager, to the owners and to the community. When decisions are made, show a unified front. *Moderator: Tom Skweres of ACM Community Management, Presenters: Mike Baum of Baum Property Management and Mike Kreibich of Kovitz Shifrin Nesbit*

How to Get it Done—Working the Plan: Learn the process of developing a Maintenance Plan. Discuss the importance of having a plan, investigating the construction of the community, local codes, inspection, needs assessment, exterior and interior components, and implementation. Updating your reserve study as you go along will also be covered. *Presenters: John Hershey of J. Hershey Architecture and James Tomlin of Optimum Design Construction*

Selecting a Manager: Choosing a manager is challenging whether you are considering a change or converting from self-management to professional management. Your needs assessment is the critical first step to determine if you need a full menu or ala carte services. Learn to develop your specifications so your Request for Proposal will produce proposals matching your specific requirements. Narrow the field to the top choices, schedule interviews, negotiate a contract, and plan the transition. *Presenters: Angela Falzone of ASF Enterprises Inc.*

Session 3 1:30 - 2:30 p.m.

It's All About the Board—Communication and Transparency: Besides the required forms of communication, there is more you can do to create a sense of community. Recognize the character of your association to see which method serves the association best. Consider email, newsletters, social events, forums, and who delivers the message. *Moderator: Tom Skweres of ACM Community Management, Presenters: John Cabral of Oak Park Mediation, Tom Engblom of Mutual Bank of Omaha, Sima Kirsch of the Law Offices of Sima Kirsch*

How to Get it Done—Doing it Right with Contracts: Discover the necessary steps for considering and approving contracts. Begin with developing specifications, preparing an RFP, reviewing and comparing bids, approving, and then administering the contract. Discuss when to use an engineer or other professional rather than going it alone. *Presenters: Marshall Dickler of Dickler Kahn Slowikowski & Zavell and Mike VanDeman of G & D Property Management*

Elections Without the Politics: Electing board members to administer your association is serious. It's important to identify candidates who are willing to exercise good and fair judgment. Examine legal requirements, notices, candidate eligibility, proxies, mail-in voting, the balloting process and more. An alternative election model where direct secret voting (mail-in and/or delivered to the annual meeting and no proxies allowed) will be discussed and contrasted. *Presenters: William Lapelle of the Law Offices of William Lapelle, Amanda Patton of Frost Ruttenberg Rothblatt and Jim Stoller of The Building Group*

Register here or online at www.ACTHA.org

Registration

Register by April 11th

Rates Increase \$20 at the Door

Full Access Conference

Members: \$45 per person

\$40 per if three or more registered

Non-Members: \$120 per person

Make Check Payable to ACTHA

Basic

Free, but Registration Required

| | | | |
|---|----------------|-----------------|--|
| Name of Individual Attending | Street Address | Email/Telephone | Check if Full Access <input type="checkbox"/> |
| Name of Individual Attending (cont.) | Street Address | Email/Telephone | Check if Full Access <input type="checkbox"/> |
| Name of Individual Attending (cont.) | Street Address | Email/Telephone | Check if Full Access <input type="checkbox"/> |
| Association / Management Company | | Number of Units | |
| City | | State | |
| I am a: <input type="checkbox"/> Board Member <input type="checkbox"/> Unit Owner <input type="checkbox"/> Community Manager <input type="checkbox"/> Other _____ | | | |
| I live in a: <input type="checkbox"/> Condominium <input type="checkbox"/> Townhome <input type="checkbox"/> HOA <input type="checkbox"/> Other _____ | | | |

March Madness!

Register anytime during the month of March and the registration charge is ONLY \$40 per person!

Join ACTHA Today Membership Application

Benefits of Joining:

- ⇒ The ONLY statewide organization which solely serves owners and board members in community associations
- ⇒ ACTHA's volunteer board members live in their community associations full-time
- ⇒ ACTHA's board lives the issues all associations face on a daily basis, so the educational programming reflects the needs and interests of owners and boards
- ⇒ Once an association member, all owners are considered members – sign up as many as you like to receive the monthly newsletter, event and legislative alerts electronically
- ⇒ Free or reduced rates on conferences, seminars, webinars
- ⇒ A certification program specifically designed for those living in associations
- ⇒ A full-time lobbyist to monitor and advocate on legislation that is of importance to associations and the ONLY organization in Illinois with the owner/board in mind
- ⇒ Full-time staff to help guide you to the answers you are seeking

Association Name

Primary Contact Name

Address

City/State/ZIP

Phone

Email

Who referred you to ACTHA?

Association Details

- ☐ 50 units or less (voting) **\$50 per year**
- ☐ 51 - 200 units (voting) **\$75 per year**
- ☐ 201 units or more (voting) **\$100 per year**
- ☐ Individual \$75 (non-voting)

Association Type

- ☐ Condominium
- ☐ Townhouse
- ☐ Homeowner
- ☐ Co-op
- ☐ Master

Association Information

- ☐ Number of Units _____
- ☐ Self Managed
- ☐ Management Company _____