



HOAMCO

Seminar Information:

**Albuquerque**

Wednesday

March 7, 2012

6:00 p.m. - 8:00 p.m.

Marriott Courtyard  
Journal Center

5151 Journal Center

**Los Lunas**

Thursday

March 8, 2012

6:00 p.m. – 8:00 p.m.

Teachers Resource Ctr  
801 Coronado Road

Please RSVP by  
March 5, 2012

[sandra@hoamco.com](mailto:sandra@hoamco.com)  
505-888-4479

You are invited to a Free Seminar, as part of the

# HOAMCO

## Board Member Educational Series

### *The Foundation of Board Leadership*

#### Speaker

**Judy Smeltzer, CMCA**  
Chief Operating Officer, HOAMCO

Judy has been the Chief Operating Officer with HOAMCO for over six years. She understands the issues currently facing our HOA's and adds leadership and guidance to the many communities serviced by HOAMCO.

*During this session, we will provide you the foundation you need to be an effective board member.*

*We will address the following topics, and much more.*

- Purpose and function of homeowners associations
- Community association characteristics and roles
- Why volunteering for an HOA board may be different than from other organizations
- Hierarchy of legal authority
- Role of owners, board of directors & committees
- Committee Charters
- Effective board meeting management
- HOAMCO's role in the operation of your community
- Scenarios for discussion