



HOAMCO

Seminar Information:

Sedona, Arizona

Thursday

March 1, 2012

1:00 p.m.

Canyon Mesa

500 Jacks Canyon Road

Please RSVP by

February 27, 2012

[glenda@hoamco.com](mailto:glenda@hoamco.com)

928-776-4479

Or

928-282-4479

Sedona Office

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 of an HOA
- Community association characteristics and roles
- Why volunteering for an HOA board may be different than from other organizations
- Role of owners, board of directors & committees
- Committee Charters
- Hierarchy of legal authority
- Effective board meeting management
- HOAMCO's role in the operation of your community
- HOA scenarios for all of us to work through