

CCI-NB PRESENTS
CM 100 Fundamental Management Principles

Date: Saturday, April 13, 2019
Time: 8:30 am - 3:00 pm
Pre-Registration: **Deadline April 7, 2019**
Location: Crowne Plaza Fredericton -Lord Beaverbrook
659 Queen St, Fredericton, NB
Cost: \$80 for CCI members, \$160 for non-members
Membership forms available at the Seminar
Payments will be accepted on-site

CM 100 is the introductory level of study for condominium management. It reviews the governance of condos, legal issues, management styles, financial and administrative issues, insurance, reserve fund studies, reserve funds, and condo meetings. This course is recommended for condo board members and industry professionals. Anyone interested in learning more about condominiums is welcome to attend.

Topics Covered

Condominium Concepts: What is a condominium; Declaration & By-Law; Corporation's duties
Governing Authority: Hierarchy of governing documents; Board of Directors
Legal Issues: Standard of Conduct & Ethics; Dispute Resolution & Liens
Management Issues: Policy versus Management role; Management styles
Reserve Fund: What is a Reserve Fund; Reserve Fund Studies and updates
Administration: Policies & procedures; recordkeeping; budget, funds, estoppel certificates
Question and Answer Period

Presenters

Matthew DeWitt, LL. B, Youssef Law Group, Treasurer, CCI-NB
Phil Williams, CRA, CRP. Condominium Reserve Fund Studies, CCI National Executive Board Member
Judy Orr, MBA, Condo-Link Services Inc., Vice-President, CCI-NB
Léo-Guy LeBlanc, BA, BScEng. Surveying, Retired NB Director of Condominiums, President, CCI-NB
Diana Otteson, General Manager NB, Real Estate 360 Property Advisory

Included in the Cost

- Instruction by knowledgeable experts in the Condominium profession
- CM 100 Course Manual
- Lunch and break refreshments (if you have a dietary requirement, please advise in advance)
- Certificate of Achievement

Preregistration is a requirement: Please contact: membership@cci-newbrunswick.ca