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| **2024****Community Association** **of the Year****Deadline: October 1, 2024** |
| **SECTION 1: APPLICANT INFORMATION** |
| **CONTACT** |
| **Homeowner Member Name:** |  | **Homeowner Member ID:** |
| **Homeowner Email:** | **Homeowner Phone:** |

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| **ASSOCIATION** |
| **Association Name:** |  | **Association Age:**      |
| **Association Address:**      |
| **City:** |  | **State:** |  | **ZIP Code:** |
| **Association Website:**      |
| **Manager Name:**      |  | **Manager Phone:**      |
| **Manager Email:**      |

**Association Size** (Units)**:** **[ ]  Small** (1-149 Units) **Association Control:** **[ ]  Homeowner**

**[ ]  Medium** (150-499 Units)**[ ]  Developer**

**[ ]  Large** (500-999 Units)**[ ]  Other** (Specify):

**[ ]  Very Large** (1,000+ Units)

**Association Type:** **[ ]  Master/Umbrella Association** **[ ]  Age Restricted** **[ ]  Cooperative**

(Check all that apply) **[ ]  Townhomes** **[ ]  Recreational/Seasonal** **[ ]  Mid-Rise** (2-6 Stories)

**[ ]  Garden Style** **[ ]  Mixed Use Development** [ ]  **High-Rise** (7+ Stories)

**[ ]  Detached Homes** **[ ]  Condominiums** **[ ]  Other** (Specify):

**Management Type:** **[ ]  Self-Managed** **[ ]  Off-Site Manager**

**[ ]  On-Site Manager** **[ ]  Management Company** (Specify)**:**

**Which Special Recognition Awards are You Seeking?** **[ ]  Communicator of the Year**

**[ ]  Charitable Community of the Year**

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| **CERTIFICATION** |
| **I certify the information contained in this application is true and accurate to the best of my knowledge and that I, the undersigned, completed the application.** |
| **Name:**      |  | **Title:** |
| **Signature:** | **Date:** |

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| **SECTION 2: QUESTIONNAIRE** |

 **In applying for Community Association of the Year, it is assumed that your community follows CAI’s Best Practices, Federal, State, and local laws, and regulations, and adheres to the following:**

**•** A functioning board that meets regularly to carry out its duties and responsibilities as prescribed by applicable law and the governing documents.

• The board discloses to the owners the association information required by law and the governing documents.

• The association’s legal documents, resolutions, books, and records are kept in a location that is open to inspection by owners on reasonable notice and during regular business hours.

• Owners may attend board meetings, except when the board meets in executive session.

• The board provides for due process (the opportunity to be heard) for owners in associated-related matters.

• There exists a mechanism and procedure for assuring residents’ obligations to adhere to the governing documents and a confidential and safe forum for the resolution of disputes.

• The board, when conducting association business, acts ethically and avoids actual or perceived conflicts of interest.

• The association requires all service providers to be licensed and insured within the jurisdiction of operation.

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| **GOVERNANCE** | **Response** |  |  |
| 1. Does the board follow a form of parliamentary procedure when conducting the business meeting?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does the meeting agenda include time for an owners/residents’ forum?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does the board distribute proposals for new rules and guidelines to all homeowners and encourage input?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does the board budget for ongoing education of members of the board?
 | [ ]  Yes[ ]  No |  |  |
| 1. Is the board business meeting agenda and report available to the owners and residents prior to the meeting?

If yes, describe how it is made available. (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board produce minutes of the regular meetings and the annual owners’ meeting as required by applicable law and the governing documents?

How are the minutes made available to owners? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board hold Executive Sessions?

If yes, for what purpose are sessions generally held? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the Board encourage the use of alternative dispute resolution (other than hearings) in appropriate matters?

If yes, what steps do you take to resolve conflict before initiating formal due process? Please provide an example. (250 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Which of the categories does the association follow as part of the CAI Community Association Governance Guidelines? (Check all that apply)

[ ]  Annual Meeting [ ]  Elections [ ]  Grievances & Appeals[ ]  Assessments [ ]  Financial Transparency [ ]  Records[ ]  Communication [ ]  Foreclosure [ ] Reserve Funding[ ]  Conflicts of Interest [ ] Governance & Law [ ] Rules | 🡨 |  |  |
| 1. Which CAI and WMCCAI events did board members and other community members attend in the past year? (Check all that apply)

[ ]  WMCCAI Conference & Expo or CAI Annual Conference[ ]  Board Leadership Development Workshop[ ]  Networking/Social Events[ ]  Jump Start January[ ]  Homeowner Education[ ]  Community Service | 🡨 |  |  |
| **COMMUNICATION** | **Response** |  |  |
| 1. Which of the following methods does the association use to keep residents and owners informed of board decisions, day-to-day operations, upcoming special events and emergencies? (Check all that apply)

**[ ]  Bulletin Boards** **[ ]  Social Media****[ ]  E-Mail Blasts** **[ ]  Telephone Tree****[ ]  Newsletters** **[ ]  Website****[ ]  Other** (please explain):       | 🡨 |  |  |
| 1. Does the association conduct social events as a way of building community harmony?

Aside from social events, what else do you do for community building? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board conduct town hall meetings?

If yes, when was the last one, and what issue(s) did it cover? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board communicate, other than required by law, to provide information concerning the association and to get feedback from owners?

If yes, please describe. (100 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the association use all the communication methods at its disposal to solicit and praise volunteers?

If yes, please explain.      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board solicit the community for ideas and suggestions?

If yes, please provide an example of how you collect suggestions from homeowners.      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Does the board inform owners and residents of the roles and responsibilities of the board, committees, owners, and residents other than providing governing documents to every homeowner?

If yes, what other ways does your board of directors communicate to the homeowner?      | [ ]  Yes[ ]  No🡨 |  |  |
| **FACILITY MANAGEMENT** | **Response** |  |  |
| 1. Does the board maintain a list of the association’s common real property?
 | [ ]  Yes[ ]  No |  |  |
| 1. Do the association’s policies require multiple bids for the purchase of products and/or services?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does the board develop and maintain emergency plans (e.g., snow, flood, fire, wind, etc.)?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does the association use CAI Business Partner (vendor) members?

If yes, please provide three (3) CAI member company names (excluding management companies). (May be verified)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Please select how the board identifies assets maintenance needs. (Check all that apply)

[ ]  Physical inspection of the property[ ]  Examination of available building plans & specifications[ ]  Review of reserve studies[ ]  Interviews[ ]  Review of product or equipment information from manufacturers | 🡨 |  |  |
| 1. When was your last reserve study finalized (5 years or less)? (50 words or less)

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| 1. What percent of your total budget is your annual replacement reserve contribution (current fiscal year)? Do you fund your reserves per the reserve study? If not, why? (50 words or less)

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| 1. What criterion is used to determine when a product and/or service is put out to bid? (100 words or less)

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| 1. Does your community provide a detailed RFP when going out to bid?

If yes, lease explain and include one vendor as an example. (100 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Are controls created for ensuring contracted work is completed in accordance with the contract?

If yes, please explain.      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Describe the system that your association has in place to respond to owner’s requests for association maintenance and other association-related matters. (200 words or less)

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| 1. Describe your system for property inspections, both for the common areas and for unit owners. (200 words or less)

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| 1. Describe your system for monitoring to ensure proper maintenance and appearance, both current and preventative. (200 words or less)

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| 1. As the planet continues to age, and populations continue to grow, we are seeing more people making conscious efforts to reduce their carbon footprint. “Going Green” initiatives positively affect everyone by contributing to cleaner water, cleaner air, preserving natural and other energy resources, reducing waste, and improving health. In addition to your community’s routine trash and recycling collection services, describe what your Association does to promote actions and activities throughout your community on individual and Association levels (for example, participation in a local watershed cleanup). These can be items such as LED conversions, dusk to dawn sensors, composting, rainwater harvesting or the installation of electronic car charging stations. (200 words or less)

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| **FINANCIAL MANAGEMENT** | **Response** |  |  |
| 1. Does the association maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP)?
 | [ ]  Yes[ ]  No |  |  |
| 1. Does an independent third party (certified public accountant) conduct an annual audit or annual review of the association’s financial condition?

If yes, when was the last one, and who completed it? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Has the board established financial management controls?

If yes, please provide three examples. (50 words or less)       | [ ]  Yes[ ]  No🡨 |  |  |
| **RISK CONTROL & INSURANCE** | **Response** |  |  |
| 1. Does the association carry insurance coverage in keeping with the size of, and risk to, the association?
 | [ ]  Yes[ ]  No |  |  |
| 1. Do you carry a crime/fidelity insurance policy?
 | [ ]  Yes[ ]  No |  |  |
| 1. Which of the following does the association use to identify exposure to loss? (Check all that apply)

[ ]  Conduct Surveys[ ]  Read Records & Files[ ]  Examines Financial Statements Including Audits & Reviews[ ]  Makes Personal Inspections[ ]  Hires Experts (i.e., reserve specialists, etc.) | 🡨 |  |  |
| 1. What has your association done to reduce hazards within the community? (250 words or less)

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| **LEADERSHIP & MANAGEMENT** | **Response** |  |  |
| 1. Is the community professionally managed or self-managed?

[ ]  **Professionally Managed**If professionally managed, does the management company hold the AAMC designation or hold appropriate credentials evidencing its competence to manage the community? When were they received and by what means? (50 words or less)     [ ]  **Self-Managed**If self-managed, what training and/or education has been undertaken, either by the community manager or the board, to ensure that best practices are being used? (50 words or less)      | 🡨 |  |  |
| 1. Do you have a manager?

If yes, does the manager hold a CAI designation (CMCA, AMS, LSM, PCAM)? When were the designations received? (50 words or less)      | [ ]  Yes[ ]  No🡨 |  |  |
| 1. Did a representative of the association attend any of the following in the last 12 months? (Check all that apply)

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|  | **Community Manager** | **CAVL or Homeowner** | **Onsite Staff** |
| CAI Professional Management Development Program | **[ ]**  | **[ ]**  | **[ ]**  |
| CAI National Conference | **[ ]**  | **[ ]**  | **[ ]**  |
| WMCCAI Conference & Expo | **[ ]**  | **[ ]**  | **[ ]**  |
| WMCCAI educational programs/events | **[ ]**  | **[ ]**  | **[ ]**  |
| Teach or facilitate CAI educational events | **[ ]**  | **[ ]**  | **[ ]**  |
| Contributes to *Quorum* magazine | **[ ]**  | **[ ]**  | **[ ]**  |
| Contributes to *Common Ground* magazine | **[ ]**  | **[ ]**  | **[ ]**  |
| Community Service Programs [ ]  Potomac Watershed [ ]  Ronald McDonald House Landscaping Day | **[ ]**  | **[ ]**  | **[ ]**  |

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| **TOTAL SCORE** |  |  |

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| **SECTION 3: ESSAY** |
| **The 500-word essay gives you an opportunity to provide a convincing argument for the selection of your community as the standard-bearer of Washington Metropolitan Chapter Community Association’s Institute; to provide a word picture of your community operations and governance; and to convey the enthusiasm you have for the association.** |
| **Requirements:*** **Be written by a Board member or other homeowner who is a current member of WMCCAI and whose signature appears below.**
* **Applicants will be disqualified if the essay is written by the manager or over 500 words.**
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| Type your essay here. The box will get larger as you type. |

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| community board member or homeowner name |  | member id number |
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| signature |  | essay word count (max 500) |
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