

EUCLID MANAGEMENT SEMINAR

OCTOBER 16, 2004

10:00 AM OPENING STATEMENTS

James Gray, Euclid Management Company

BOARD RESPONSIBILITIES/DUTIES

FIDUCIARY DUTIES

D & O INSURANCE

OFFICERS DUTIES

COMMUNICATION

PREPARATION FOR MEETINGS

BOARD MEETINGS

OPEN MEETING ACT / BROWN ACT / EXECUTIVE MEETINGS

HEARINGS

MINUTES

DEALING WITH DIFFICULT HOMEOWNERS

BOARD PARTICIPATION AT MEETINGS

BOARD DISAGREEMENTS

COMMITTEES

BOARD MEMBERS' RIGHT TO INSPECT RECORDS

**EUCLID MANAGEMENT SEMINAR
OCTOBER 16, 2004 (CONT.)**

FINDING NEW BOARD MEMBERS

FINANCIAL RESPONSIBILITIES

VISION FOR A BOARD

12:00 PM OPEN FORUM
(Lunch will be served)

1:00 PM CLOSING REMARKS

Euclid Management Company

I N V I T A T I O N

We are pleased to announce our next, in a series, of Euclid Management Company's semi-annual Homeowners Association Management seminars.

DATE: Saturday, October 16, 2004

TIME: 10:00AM to 1:00PM

PLACE: Sheraton Suites Fairplex
601 West McKinley Ave. 909-622-2220
(From 10 West: Exit Garey Avenue, turn left on Orange Grove, Turn right on McKinley Avenue, follow signs to Fairplex.
From 10 East: Exit Fairplex Drive, turn left to Mckinley Avenue, turn right on McKinley Avenue)

TOPICS: The first two hours are designated to the topics listed below. The third hour will be dedicated to lunch with a question and answer session.

IF ONLY I HAD KNOWN PRIOR TO RAISING MY HAND - ASPECTS OF BEING A BOARD MEMBER: We are designating this seminar to all the different aspects of being a Board Member. Below is a list of just a few of the topics and some of the questions we will be discussing:

BOARD RESPONSIBILITIES/DUTIES: Is there a list of what I am responsible for? How do I know my responsibilities? What happens if I, unknowingly, do not fulfill one of my duties?

FIDUCIARY DUTIES: How does the word "fiduciary" apply to being a Board Member? What are my, if any, fiduciary responsibilities?

OFFICERS DUTIES: What are the different duties of the various officers? Can we delegate some of my duties to the Management Company or a Committee?

FINANCIAL RESPONSIBILITIES: Is there a law regarding the Board's review of the financial statements? Do the reserves have to be funded? Can we pass a budget that will allow us to make a profit?

D & O INSURANCE: What is D & O insurance? How does it protect me as a Board Member. Are there any circumstances where the D & O insurance will not protect me?

RENTALS

BOARD MEETINGS: How often should we conduct Board Meetings? How long should a Board Meeting take? Does the President vote? Are we required to use Roberts Rules of Order?

PREPARATION FOR MEETINGS: What is expected of me prior to the meeting? What do I do if I have a question about the materials being provided? Can I add or subtract to the agenda?

OPEN MEETING ACT/BROWN ACT/EXECUTIVE MEETINGS: When are we allowed to meet? What can we discuss? What are we allowed to discuss in Executive Meetings? Are we subject to the Open Meeting Act or the Brown Act?

BOARD PARTICIPATION AT MEETINGS: What are the roles of the different Board Members at the Board Meeting.

COMMUNICATION: Can we communicate with other Board Members outside a meeting? Can we use email? Is an email an official communication of the Association? What happens if three Board Members happen to be at the pool together, can we talk about the Association?

DEALING WITH DIFFICULT HOMEOWNERS: One of the most challenging demands of a Board Member is dealing with a difficult homeowner inside or outside of a meeting. We will provide a list of tips on how to deal with a difficult owner and proceed with the meeting.

BOARD DISAGREEMENTS: What happens when the a Board Member disagrees with another? What happens if a Board Member has a conflict of interest and should not vote? Is it ever necessary to set up an Executive Committee and exclude a Board Member?

BOARD MEMBERS' RIGHT TO INSPECT RECORDS: Can a Board Member inspect any record of the Association? What are we allowed to disclose to other owners?

COMMITTEES: What is the purpose of the committees? Should a Board Member sit on every committee? How do we ensure the Board and the committees are heading in the same direction? What is a committee charter?

FINDING NEW BOARD MEMBERS: Will the Association succeed without me as a Board Member? What happens if no one else runs for the Board? We will discuss successful ways to recruit new Board members.

VISION FOR A BOARD: There has to be more than broken sprinklers and enforcement letters. We will discuss Board and Association goal setting and improvements.

NEW LEGISLATION EFFECTIVE 2005: The final topic will be an overview of new laws that will become effective January 1, 2005. New laws include restrictions on nonjudicial foreclosures and additional reserve disclosures.

Lunch will be reserved as a question and answer period. We will utilize this time to answer questions from the floor.

Jon Epstein is a partner in the law firm of Epstein, Grinnell & Howell. Jon has been a popular speaker at our prior seminars. His firm is one of the largest HOA law firms in the area with offices in Rancho Cucamonga, San Diego, Rancho Bernardo, and El Centro.

There is no charge for this seminar, however, we would appreciate a call if you plan to attend. RSVP with our receptionists, at 909-981-4131, by October 11, 2004.

We look forward to seeing you. Glennon is coordinating this seminar, so please contact him or Jim if you have any questions.