



**COMMUNITY ASSOCIATIONS INSTITUTE
Rocky Mountain Chapter**

COMMUNITY ASSOCIATION OF THE YEAR

APPLICATION INFORMATION

Submission Criteria and General Information:

- 1) All applications must be submitted on the attached form.
- 2) One (1) original application, (if sent by e-mail) or three copies (by regular mail), and supporting documents must be submitted and will not be returned. Submission of the application constitutes permission for CAI-RMC to reproduce documents as needed.
- 3) Applications must be received by CAI-RMC by October 15th, 2010
- 4) All applicants are encouraged to provide community photo(s), which may be featured in "Common Interests" magazine.
- 5) Final decision of the winners for each category will be made by the Community Association Institute/Rocky Mountain Chapter Executive Committee of the Board of Directors.
- 6) Award presentation will be at the CAI-RMC Fall Conference, November 6, 2010
- 7) At least one board member of the association must be a CAI-RMC member in good standing to be considered for Community Association of the Year.
- 8) Application may be submitted by mail to the address below or by email to info@hoa-colorado.org

Questions? Please call the CAI-RMC office at 303-951-4973

**CAI-Rocky Mountain Chapter
333 South Allison Parkway, Suite 204
Lakewood, CO 80226
Fax: 303.979.6094**

COMMUNITY ASSOCIATIONS INSTITUTE
Rocky Mountain Chapter
2010 COMMUNITY ASSOCIATION OF THE YEAR
APPLICATION FORM

Name of the Association (in full) _____	
Association Address _____	
Mailing Address (if different) _____	
Contact Person _____	
Phone _____	Fax _____
This application was prepared by: _____ Date: _____	

GENERAL INFORMATION

AWARDS MAY BE GIVEN IN EACH SIZE CATEGORY

1. Association Size (check only one)
 - Small (1-150 units)
 - Medium (151-350 units)
 - Large (351+ units)

2. What is the age of the association? _____

3. Type of Home/Unit (mark all that apply)
 - Condominiums (1 to 6 floors)
 - Condominiums (7+ floors)
 - Townhomes
 - Single Family homes including patio homes
 - Other

4. Is your Association:
 - Developer-controlled
 - Homeowner-controlled

5. How is the Association managed? (Check all that apply)
 - Self managed
 - Non-paid Volunteers
 - Paid Staff
 - On-site certified manager
 - Professional Management Company
 - Professional Accounting Company

The following questions are designed to provide a more specific overview of your Association. Each question should be answered in narrative format. The inclusion of additional documentation, including photographs, is encouraged. Answers should be typewritten to ensure clarity of understanding and legibility. Please feel free to include additional sheets for answers as needed.

6. If your Association is subject to the Colorado Common Interest Ownership Act (CCIOA)? Have you adopted the policies required by CCIOA?
Please explain your Association's efforts at becoming and remaining CCIOA compliant. Please include any additional documentation as needed.
7. What steps has your Association taken to ensure financial stability is achieved and maintained? Again, please include additional documentation as needed.
8. Explain the distinguishing characteristics, accomplishment, events and features of your Association that differentiate it as outstanding from other Associations.
9. What characteristics of your Association and Community are you most proud of?
10. Please explain any volunteer opportunities for residents/members to help in the improvement of the community.
11. Does your Association publish a newsletter? If so, please attach a copy and inform us of how often it is distributed.
12. What are your Community's plans for the future?
13. Please provide the date, time and location of the Association's next two board meetings. As part of the selection process, a member of the selection committee may wish to attend. Is this acceptable to your association board?
14. For this final question, please provide any additional information you see as pertinent to your Association's quality that has not been covered in the questions above.

CAI Rocky Mountain Chapter appreciates your interest in applying for Community Association of the Year!