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Training program to help condo association boards learn best practices

The Village of Oak Park is partnering with the Association of Condominium, Townhouse and Homeowners Associations ([ACTHA](#)) to sponsor a six-week training program to help local association members increase their knowledge of proven successful practices.

Scheduled to begin on April 1, sessions will be held from 7 – 9 p.m., on consecutive Tuesdays, at Village Hall, 123 Madison St. The training is for individuals who are currently on an association board, thinking of joining a board or who want to understand how an association should operate.

The curriculum will consist of the following six courses:

- **Governance of the Association:** Definition of terms, governing documents and law, liability exposure and record keeping.
- **Administration of the Association:** Assessments and collections, limited and common elements and contracts.
- **Meetings of the Association:** Elections, owner meetings, Open Meetings Act and committees.
- **Financial Aspects of the Association:** Understanding financial documents and statements, audits, taxes and budgeting
- **Physical Assets of the Association:** Maintenance, repair & replacement, planning for major improvements, capital asset programs and reserve studies.
- **Risk Management:** Risk-its nature and management, risk processing and application, risk-management and tools, and aspects of insurance needs.

A registration form is posted at www.oak-park.us – just mouse over the *Departments* tab, click on *Housing* and look for the link along the right margin. Individuals interested in participating are urged to register before March 25.

The program is free to Oak Park residents who are not seeking ACTHA certification to become a building manager for a private company.

For more information on the program, call 708.358.5411 or e-mail housing@oak-park.us.

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