



Rules for the Nomination of the Community of the Year Awards

1. The Association may only be nominated by the Manager or a member of the Board of Directors.
2. Reigning Community Association of the year winners are ineligible for winning consecutive years in all size categories.
3. The application must be complete and photo presented to be considered.
4. The awards will only be presented to the Community Association of Year winners and runners ups per size category. All other nominees will be mentioned at the Award Gala.
5. Submitter must use original application form.

We want to hear as much about your Association as possible. You must complete the questions, respond to all statements on this application and provide the requested materials. You must provide one copy of your newsletter, photograph of your entrance, a copy of the 2020 budget summary, a onetime use password for full access to restricted areas of the community's website and an essay that explains why your Association should be selected as the Community Association of the Year.

In your nomination, please address the criteria as listed on the attached form. Please attach your nominating submission document to this form and return it to:

**CAI-MICHIGAN
2080 US 12
CLINTON, MI 49236**



MISSION STATEMENT: Dedicated to helping Michigan’s Community Associations build safer, more prosperous communities through education, legislation, resources and networking.

The Community Association of the Year Awards

This award recognizes the top Homeowner and Condominium Associations in each size category that demonstrate overall excellence and innovation to their Associations. The winner of this award will receive the Community Association of the Year Award.

THE NOMINEE:

Association Name: _____

Association Address: _____

Point of Contact: _____ **Email:** _____ **Phone:** _____

Manager: _____ **Email:** _____ **Phone:** _____

GENERAL INFORMATION:

Age of Association: _____

Size of Association at Buildout: _____ Small (under 100) _____ Medium (100—200) _____ Large (200 & up)

Type of Association (Check all that apply):

- _____ Condominium _____ Single Family Detached Condominium _____ Homeowner
- _____ Master or Umbrella Association _____ Mixed Use Development _____ Mid-Rise (2-6 stories)
- _____ High-Rise (7+ stories) _____ Age Restricted _____ Other

Association Control:

_____ Developer _____ Homeowner _____ Other: _____

Type of Management:

_____ Self-Managed _____ Management Company: _____

CAI Membership:

CAI Member: _____ Yes _____ No Number of Years: _____

SUBMITTER:

Name: _____

Email: _____

Day Phone: () - _____

By submitting this application, I certify that all responses are true and that the Nominee has knowledge that this application has been completed and submitted for consideration.

Email the Nominee’s completed application and photo to ced@cai-michigan.org by September 1, 2020. You may mail the Nominee’s application and photos to the following address:

CAI Michigan
2080 US 12
Clinton, MI 49236

If mailing, ensure that the Nominee’s application and photos are received by September 1, 2020.

Chapter Staff Use

Date Received: _____ Application Complete: Yes _____ No _____ Attachments: Yes _____ No _____

Date of Judges Review: _____

Judges Decision: Winner A _____ Winner B _____ Winner C _____ Award of Distinction _____

Community Association of Year Application Questions

QUESTIONS:

1. Yes ___ No ___ The Board meets regularly to carry out its duties and responsibilities and produces minutes of each meeting.
2. Yes ___ No ___ The Board conducts, and produces minutes of the Annual Membership Meeting as required by the Governing Documents.
3. Yes ___ No ___ The Association's legal documents, resolutions, books and records are open for inspection.
4. Yes ___ No ___ Does the Board appoint committees? If so, which committees do you have?
5. Yes ___ No ___ Election procedures conform to the Governing Documents and State Statutes.
6. Yes ___ No ___ A system is in place to respond to owner's requests for common area maintenance.
7. Yes ___ No ___ A system is in place for property inspections and monitoring to ensure proper maintenance and appearance.
8. Yes ___ No ___ A mechanism and procedures are in place for assuring resident's obligations to adhere to the Governing Documents.
9. Yes ___ No ___ Board members and other community leaders attend CAI educational events. What educational events have they attended? Please explain in 100 words or less. _____

10. Yes ___ No ___ The Board of Directors sets the agenda for Board Meetings.
11. Yes ___ No ___ The Board, when conducting Association business, acts ethically and avoids actual or perceived conflicts of interest.
12. Yes ___ No ___ The Association provides at least one form of communication with residents and uses it to report substantive actions taken by the board.
 - Newsletter: _____ Please attach a copy of a newsletter
 - Website:
 - o Website Address: _____
 - o Temporary User Name & Password: _____
13. Yes ___ No ___ The Association has activities and events that encourage participation that builds community harmony. Please explain in a 100 words or less. _____

14. Yes ___ No ___ The Board solicits input from the Membership. Surveys/newsletter/website/email
15. Yes ___ No ___ The Board uses every means of communication to inform owners and residents of the roles and responsibilities of the Board, the Committees, the Manager, management company, owners and residents.
16. Yes ___ No ___ The Board maintains a list of Association common real property and common personal property.
17. Yes ___ No ___ Maintenance work is organized as routine maintenance; preventive maintenance; emergency services maintenance; and scheduled replacement.
18. Yes ___ No ___ Contracts are monitored and inspected before final payment.
19. Yes ___ No ___ The Association maintains financial records in accordance with General Accepted Accounting Principles (GAAP).
20. Yes ___ No ___ Financial reports provide the information needed to make appropriate decisions.
21. Yes ___ No ___ Financial reports are produced and reviewed by the Board monthly.

22. Yes ___ No ___ The Association has a replacement fund with monies put aside in reserve for the replacement of major components of the Association's common elements.
24. Yes ___ No ___ Appropriate insurance is maintained by the Association as required by the Governing Documents.
25. Yes ___ No ___ The Association has a reserve study and is updated every 3-5 years.
26. Please attach a one-page collage of photos of the Association. The collage must show at least one photo of the Association entrance and amenities.
27. In 300 words or less, please attach and explain why your Association should be selected as the Community Association of the Year.