



Discover an enterprising occupation that enables you to grow and learn as you initiate and carry out numerous projects. Lead people and guide boards of directors in the business of managing common interest developments.



### California Association of Community Managers, Inc.

Founded in 1991, the California Association of Community Managers, Inc. (CACM) enables a network of management professionals working in large scale, portfolio, resort and hi-rise disciplines, to share and apply California's most effective community management practices.

CACM is the leading resource for California specific education, activities, products, services and networking opportunities to help managers and management companies achieve excellence in the industry. Discover mentors, best practices and a professional Code of Ethics to live and work by when you align yourself with this professional organization.

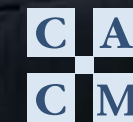
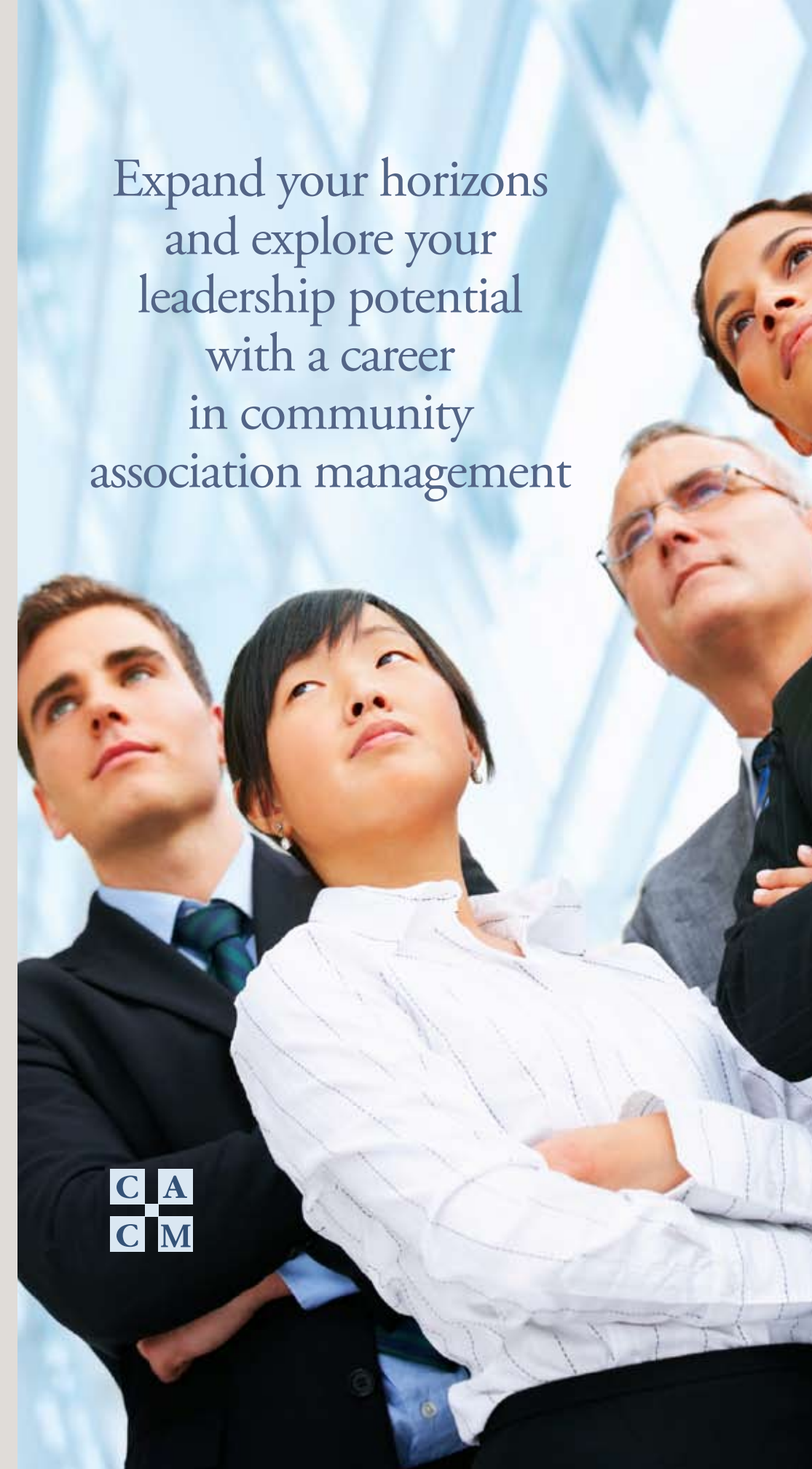
For nearly two decades, CACM has been successfully providing community managers the opportunity to become a Certified Community Association Manager and achieve the CCAM® designation. This accomplishment confers on an individual the recognition of achieving a professional standard in technical competency and ethics and communicates that he or she is committed to maintaining the highest level of professionalism.

### Find your next career here:

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Scholarships to achieve your certification may be available. Visit [www.cacm.org](http://www.cacm.org) for more details.

Expand your horizons and explore your leadership potential with a career in community association management

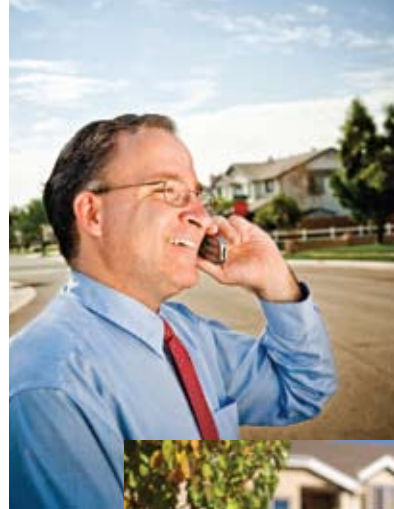


Do you enjoy helping people?  
 Do you find organizing multiple projects stimulating?  
 Are you looking for a position in management that offers career advancement and financial rewards?  
 If so, you may be a perfect candidate for a career in community association management.





# What is a Community Association Manager?



A Community Association Manager is a professional involved in planning, directing and coordinating the business activities of community associations, also referred to as homeowner associations.

Some administrative, managerial or financial experience is desirable. Whether this is your first career, second career or a transition from another industry such as hospitality or real estate, the following skill sets are required:

- Excellent communication and interpersonal skills
- Ability to establish rapport and credibility
- Problem solving skills and desire to help others
- Motivated, enthusiastic and self-disciplined
- Team player with high ethical standards

## Areas of specialization:

- Portfolio
- Hi-Rise
- Large Scale
- Financial
- Resort
- Active Adult/Assisted living



## Wondering what the next step will be in your career path?

Consider the field of community association management, a sector of the real estate industry generally free of the peaks and valleys other professions experience. Whether this is your first move into the marketplace, a second career or re-entry after raising a family, community management can be a very rewarding profession for those who possess strong communication and organizational skills.

Next, find a good fit. Determine the area of responsibility that best suits your talents. Opportunities exist in the following areas:

- Community Association Manager
- Assistant Manager
- Customer Service
- Administrative Assistant
- CC&R Compliance Administrator
- Recreation Specialist
- Accounting Administrator

Finally, prepare for a competitive entry-level compensation package with potential to six figures based on experience and specialization.

## Community Association Manager job responsibilities include:

- Guiding the board in development of operational and financial policies and procedures.
- Acting as liaison between board members and homeowners.
- Preparing detailed budgets and financial reports for community associations.
- Administering third party contracts for property services such as landscape, janitorial, utilities and waste management.
- Planning, scheduling, and coordinating general maintenance, major repairs, and remodeling or construction projects for the common areas.
- Verifying work performed by approved contractors and service providers for payment approval.
- Reviewing grounds, facilities and equipment routinely to determine necessity of repairs and maintenance.
- Maintaining contact with insurance carriers, fire and police departments, and other agencies to ensure adequate protection and compliance with codes and regulations.
- Investigating complaints, disturbances and governing document violations, and resolving problems involving community association members for compliance with governing rules and regulations.

