

ASSOCIATION TIP SHEET

1. Attend the quarterly Allen County Homeowners Association (ACHA) meetings.
2. Have a permanent mailing address. For example, a PO Box. That way, when you change officers you don't have to change addresses with all your service providers.
3. Conduct your association meetings off premises. By using a neutral location, library, restaurant, church, etc, you can have your meetings in the same location, same day & time every meeting without infringing on anyone in particular. It also takes away the excuse of, "I didn't know (when, where) we were having a meeting.
4. Mail out an association newsletter. Trade newsletters with neighboring associations so you can see what others are doing.
5. Co-ordinate events like garage sales and fundraisers with neighboring associations to improve participation and turn out.
6. Have an association "night out". Pick an evening that all residents come outside and mingle and meet new homeowners and renew old acquaintances.
7. Put your bylaws, meeting minutes, newsletters or other documents on diskette, never deleting the old, only adding the new. Pass the disks to new officers or committee heads as new people take office.
8. Homeowners associations and churches are the #1 organizations to experience the embezzlement or theft of treasury funds. Protect yourselves by having bank and account changes allowed only by having 2 or more people make a personal visit to the banking institution. Require 2 unrelated signatures for all checks and transactions.
9. Did you know, that along with your other liability coverage, you can buy theft coverage on your treasury dollars at an extremely reasonable rate? Ask your agent.
10. *Additional tips to be added as they are presented to the group by the attendees.*