

Increase efficiency & transparency while decreasing liability & time spent

INTRODUCING....



Simplified Self-Management ***A Practical Guide with How-To's & Forms***

An essential resource of best practices for Boards of
condominium and community associations in Illinois

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Whether you live in a condominium, townhome or are part of a homeowners association, the key to working smarter and keeping costs down is to standardize processes and seamlessly transfer that information from Board to Board. Incorrect protocols can result in legal risk, increased expenses, and reduced property values.

Now you can decrease risk and save time while staying in compliance with the Illinois Condominium Property Act (ICPA). **Association Advocates'** 40+ years of condominium management expertise is now available to help you meet these needs.

AAI's ***Simplified Self-Management*** is a practical guide including step-by-step How-To instructions and more than 70 customizable forms that are easy to understand and use. It will provide your Board with industry standard best practices to create effective management protocols over the lifecycle of any Association from Start-Up through Annual Compliance in these crucial categories:

1. Developer Turnover
2. Management Transitions, Records & Administration
3. Maintenance, Operations, Vendors & Emergency Protocols
4. Budget & Financials
5. Sale or Lease of a Unit
6. Meetings, Agendas, Minutes & Action Items
7. Annual Meetings & Elections
8. Rules & Regulations

You'll learn how to get your "house" in order by proactively managing the **Administrative, Financial** and **Physical** aspects to end Board burnout and protect your investment.

Now you can have the most comprehensive resource to help your Association run smoothly:

- **17 Step-by-Step How-To's detailing Condo Protocols* in 8 categories**
*(*Recommended Best Practices also for Townhomes & Homeowners Associations)*
- **Over 70 Fully Customizable Electronic Forms & Templates**
*(**Microsoft® Word, Microsoft® Excel & Acrobat® Reader Compatible)*
- **Best Practice Protocols for Compliance with the ICPA and other regulations**
- **Guidance from Experienced & Responsive Condo Management Consultants**
- **Periodic Updates for pertinent law changes or new How-To's & Forms**

FOR FREE SAMPLE AND MORE INFORMATION:

Association Advocates, Inc.

Helping Homeowners Protect Their Investment

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