

BOARD MEMBER TOOL KIT

A Guide For Community Association
Volunteer Leaders

presented by

BLACKSTONE
MANAGEMENT

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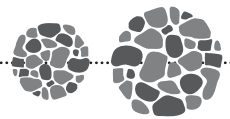
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INTRODUCTION

Welcome to Blackstone Management. Whether you manage the association yourself or have the assistance of professional management; whether you're on the board of a condominium or homeowner association or a cooperative; and whether your association comprises just a handful of homes or thousands of homes in a large-scale community—

Blackstone Management can do more to ensure your success than just about anything else you can do.



DID YOU KNOW?

>> **You're part of the leadership team of a corporation.**

Your association is a corporation; and, although you're not running Microsoft or AT&T, you're still a corporate board member, responsible for running a business. Your investors are your association members, and you're responsible for maximizing the return on their investment—their homes.

>> **You're an elected official.**

Your association likely provides some services that traditionally were provided by local government. That makes you similar to a town council member (or the mayor, if you're the president), responsible for ensuring that services are provided and that rules are appropriate and fairly applied. Your citizens are—again—your association members, and you're responsible for maintaining and enhancing their quality of life.

>> **You're a leader.**

Your association is a neighborhood like a family. That makes you a parent, cheerleader, role model, social director—in short, a community builder. Your members are your neighbors, and you're responsible for their civic well-being. That's a lot of responsibility, and we're here to support you. Our mission is to help you not only succeed, but to achieve success with a minimum amount of anxiety and angst. Hopefully, we can even help you enjoy the experience. That's why we're providing you this free overview of what you need to know. It's just the beginning; and we trust it will lead you to the information, tools, and resources you need to be a successful and respected leader.

This Tool Kit is just one of the resources that can help you be a successful and respected leader. If you can't find what you need in this guide, please contact Blackstone and we will make sure to answer any questions you may have.