

REGISTRATION FORM

Mail this completed registration form with check payable to:

CAI - Hawaii Chapter
P.O. Box 976
Honolulu, HI 96808

Registrations must be received by January 23, 2008 to guarantee reservation. Payments must be postmarked by January 18, 2008 for Early Bird Discount. No cancellation refund after noon, January 23, 2008.

Name - please print

CAI Membership No. (required for member rate)

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Firm/Association

Street/Post Office Address

City/State/Zip

Breakfast Buffet Included

Members: \$55.00
(\$45 if postmarked by January 18, 2008)

Non-Members: \$65.00
(\$55 if postmarked by January 18, 2008)

If you need special accommodations or any other special assistance, please contact us at 488-1133 in advance of the seminar.

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HAWAII CHAPTER
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CAI Hawaii presents a Saturday Breakfast Program for:

- ◆ *Homeowners*
- ◆ *Boards of Directors*
- ◆ *Property Managers*
- ◆ *Attorneys*

Avoiding Disasters at Annual Meetings

Saturday, January 26, 2008

Breakfast Buffet
Registration: 8:00-8:30 a.m.
Breakfast: 8:00-9:00 a.m.
Program: 9:00 a.m.-11:30 p.m.

Japanese Cultural Center
2424 S. Beretania St.
Honolulu, Hawaii 96815
Validated Parking – \$3.00

**Early
Registration
Discount**

Avoiding Disasters at Annual Meetings



Conducting successful annual association meetings is of critical importance to community associations. Community association managers and Boards

of Directors must be familiar with the procedures and legal requirements involved in calling and holding such meetings. This seminar will focus on, among other things, the following particular issues and topics:

- ◆ Steps to be taken before, during, and after annual association meetings.
- ◆ Issues related to the new Hawaii Condominium Law (i.e., recodification of HRS Chapter 514A, known as Chapter 514B).
- ◆ Issues related to posting of notices, scheduling of meeting dates, giving notice of meetings, preparation and use of proxies, preparation of ballots, voting procedures, making and adopting motions, and preparation of minutes.
- ◆ Warning signs for difficult meetings. How does a community association manager, homeowner, or board member prepare for a difficult meeting?
- ◆ War-stories regarding chaos and havoc at meetings.
- ◆ Common and not so common mistakes made by community associations.
- ◆ Tips on how to manage *Points of Order* and deal with unruly individuals.
- ◆ Issues that commonly arise in connection with the removal of directors.
- ◆ Issues relating to voting, "oops" we counted wrong.
- ◆ Special bonus: An Argentina special condominium meeting (as published in the CAI newsletter) with a follow-up.



This seminar is partly funded by funds from the Condominium Education Fund, Real Estate Commission, Professional and Vocational Licensing Division, Department of Commerce and Consumer Affairs, State of Hawaii, for condominium apartment owners whose associations are currently registered with the Real Estate Commission.

Panel of Speakers

- ◆ **Steve Glanstein, PRP** has been a Professional Registered Parliamentarian since 1984. He has served as parliamentarian or professional presiding officer for over 1,000 meetings since attaining registration. He has also provided written expert testimony and testified as an expert witness on parliamentary procedure in Hawaii. He is a past president of CAI Hawaii. He is an active member of CAI Hawaii's board of directors, Newsletter, Nominating, and Program Committees.
- ◆ **Bruce Howe, AMS®, PCAM®** is a Vice President of Hawaiiana Management Co., Ltd. in charge of training and special projects. He has been with Hawaiiana since 1992, managing condos, community associations and coops, and has served for many years as a member of the CAI Legislative Action Committee working to help the legislature deal with issues affecting Community Associations.
- ◆ **Terrance M. Revere, Esq.** is a partner in the firm of Motooka Yamamoto & Revere. Mr. Revere's practice is devoted primarily to civil litigation in the areas of community associations, insurance, and torts. He has been involved in numerous community association cases including those involving directors' and officers' insurance coverage and liability, covenant enforcement, and construction defects. Mr. Revere is a former member of the Board of Directors of the CAI Hawaii Chapter and has served as Program's Co-Chair for several years.
- ◆ **Alan I. Takumi, CMCA®, AMS®, ARM®, PCAM®** is a community association manager with Certified Management, Inc. He has worked with community associations since his retirement from the U. S. Air Force in 2000. Alan is an active member of CAI, working continuously with the Legislative Action and ABC Committees. He received the Hoku award in 2001 which is given to the outstanding community leader in the state.