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Elliott Merrill Community Management

February 1, 2010

Dear Board Member:

Congratulations on being elected to The Board of Directors. We look forward to working with you in the coming year. In an effort to assist you as a Board member and start our working relationship on an informed, positive note, we are once again offering Board of Director Training Sessions. The session dates and times are included herein, each session will last approximately 2 ½ - 3 hours. I am confident you will find the session well worth your time. Legislation requiring director education is being proposed this year in Florida, in the future these training classes may be a requirement of serving on the Board of Directors for a community association.

The training sessions provide information on the services Elliott Merrill Community Management provides to your association, roles and responsibilities of directors, how to conduct successful Board meetings and, during the session, our Controller Joe Bevack, CPA, will present an introduction to understanding the monthly financial reports prepared for your community. Community Association accounting is required by Statute to be reported on an accrual basis that includes fund accounting principles. This type of financial reporting is very different than most business professionals are accustomed to.

In addition to the new Board Training I believe it is extremely important for new board members to visit our office and meet our talented team of professionals. Our company works on a unique approach to community management - a team approach. Many of the important services your community receives are handled from our central office. A tour of our office will be conducted as part of The Board Training Sessions. We want to make sure you meet the talented members of our team, and get a better feel for how we handle your finances, your records and owner communications.

All presentations are held in our Vero Beach office at 835 20th Place. There is a limit of 20 people per session, so sign up early by calling our Office Manager Julie, at 569-9853 or 466-2630. You may also e-mail a reservation request to her at juliet@elliottmerrill.com.

I look forward to meeting you at one of our training sessions. I am confident you will find this is time well spent.

Sincerely,

Karen L. Merrill, AMS, PCAM, Vice President

Schedule of Board of Director Training Sessions

- Tuesday February 2nd – 9:30 A.M.
- Thursday February 11th – 1:00 P.M.
- Wednesday February 17th – 1:00 P.M.
- Wednesday February 24th – 9:30 A.M.
- Tuesday March 2nd – 1:00 P.M.
- Wednesday March 24th - 1:00 P.M.
- Thursday April 1st - 9:30 A.M.