



## 2010 Community Connections Workshop Series

At the Orange County Internal Operations Center  
450 E. South Street, Orlando 32801  
Registration: 407-836-0035



### ***Enhancing the Neighborhood***

***January 9 ~ 9 am to 12 noon***

First encounters make lasting impressions...what does the condition of your neighborhood say about your community and its neighbors? Maintaining a well kempt neighborhood is a priority of many neighborhood organizations. City of Orlando and Orange County staff will share programs, services and resources to help neighborhood organizations enhance their neighborhoods. Topics will include graffiti prevention and removal, neighborhood cleanup and beautification programs, code enforcement, crime prevention and animal control.

### ***Board of Directors Training 101***

***February 13 ~ 9 am to 12 noon***

If you are a new or seasoned board member of a mandatory property association, then this workshop is a must attend! Being elected to your association's board of directors doesn't prepare you to serve on the board. Learn the basics to be an effective board member, from understanding your role to running an effective organization. Topics covered will include board orientation basics and fiduciary responsibilities.

### ***Hiring Contractors for Neighborhood Projects***

***March 13 ~ 10 am to 12 noon***

Does the thought of hiring contractors to implement neighborhood projects daunt you? Here is a workshop that may take the fear out of hiring contractors. Learn to ask the right questions to obtain usable quotes, select a licensed contractor, pull permits, inquire about insurance requirements and avoid consumer fraud. Industry experts will share best practices and some of the pitfalls to avoid.

### ***ABC's of Fundraising & Project Management***

***April 10 ~ 9 am to 12:00 noon***

Neighborhood events and activities are one of the most effective ways to build a strong sense of community. Join us to discover how you can plan special events to engage the residents in your neighborhood and explore new collaborations that can broaden your organizations financial possibilities. We will share best practices for planning and implementing events, fundraising tips and advice, building collaborations, and identifying potential funding resources.

### ***Building Blocks for Effective Associations***

***May 08 ~ 9 am to 12 noon***

Is your organization operating as efficiently and effectively as it can? Join us to begin building a solid foundation for your organization; topics will include the basics of parliamentary procedures, organizational bylaws, running effective organization meetings, taking effective meeting minutes, setting organizational goals/objectives, and other great administration skills.

### ***Conserving Water in Your Neighborhood***

***June 12 ~ 9 am to 12 noon***

From saving water in your home to conserving water in your yard and in the neighborhood common areas, this workshop will show "It's easy to be GREEN!" Various "GREEN" experts will present, entertain, and answer your questions. You will also learn about updating your HOA documents to be in compliance with 2009 Florida Legislative changes to accommodate "Florida Friendly Landscaping."

### ***Creating a Neighborhood Website***

***July 10 ~ 9 am to 12 noon***

Join the 21st century to keep your neighborhood organization members engaged...take advantage of the Internet as a communication tool to deliver your organization's messages. This will be a hands-on workshop, utilizing computers to view resources and create an actual neighborhood website. Experts will provide technical assistance and answer questions; however, basic computer skills are a pre-requisite.

### ***Neighborly Conflict Resolution***

***August 14 ~ 10 am to 12 noon***

Often times confrontation and resolving conflicts are part of being a neighborhood leader while serving on a neighborhood association board of directors. Learn from experts how to survive neighborhood conflict and confrontation! Topics will include the stages of conflict; tips on staying cool, calm and in control when under fire; and much much more...

### ***Cultivating New Leadership***

***September 11 ~ 10:00 to 12 noon***

Do you ever feel like you are in your neighborhood leadership position for life? If YES, you are not alone. Too often neighborhood organizations fail to mentor members to be future leaders. A large part of your current leadership role should be recruiting and cultivating someone to follow in your footsteps. This workshop will cover how to create a leadership succession plan: strategies to identify & train potential new leaders!

### ***Ask a Lawyer***

***October 9 ~ 9 am to 12 noon***

Take advantage of legal experts in the field of homeowners and condominium association law. If you have legal questions about self-managing vs. hiring a management company, governance, grievances or appeals, records, disputes, reserve funding, foreclosures, association rules, enforcing CC&R's and more, you need to attend this workshop! Email your legal questions to NServices@ocfl.net by October 1, 2010.

### ***Maximizing Neighborhood Partnerships***

***November 13 ~ 9 am to 12 noon***

Learn about successful partnerships from inception to implementation. Join experts for a discussion about maximizing the participation of every sector to build your neighborhood and achieve your organization's goals. Find out how to create and utilize partnerships with businesses, other neighborhood organizations and community and faith-based organizations to create a stronger neighborhood.

### ***Neighborhood Holiday Celebration ~ Embracing Diversity***

***December 11 ~ 10 am to 12 noon***

Come celebrate the holidays, and diversity in your neighborhood, as well as network with other neighborhood organization leaders. This workshop will focus on the customs, etiquette, and best practices for communicating and engaging neighbors of diverse cultures. Neighborhood leaders and volunteers will have a stronger understanding of how to engage citizens of different cultures in their neighborhood.