



# VIRGINIA LEADERSHIP RETREAT

Community Associations Institute

July 31, 2009 - August 2, 2009

The Boar's Head Inn  
Charlottesville, VA

## **Discover The Boar's Head...an exceptional destination**

*Nestled in Virginia's Piedmont countryside, The Boar's Head promises world-class amenities in a setting uniquely Southern in character, charm, and natural beauty. An exceptional destination awaits, with AAA Four Diamond Award-winning dining, attentive service, and first-class accommodations. Visitors enjoy golf, tennis, bicycling, hiking, fishing and a fitness club and spa, all within the grounds of the lush 573-acre estate. Add in the many attractions of Charlottesville and picturesque surroundings that always transfix and sometimes even inspire, and you'll find yourself transported to a new place of reflection and discovery.*

## **Build Your Business**

*Only CAI Business Partners are invited to register and exhibit. Business Partners will enjoy spending time with the Association Manager attendees during the retreat. Association Managers will be satisfied knowing the Business Partners who attend are dedicated to the Community Association Industry.*

## **Network with Colleagues**

*You'll be in Charlottesville with community managers, management company executives, special guest speakers, and the industry's leading product and service providers in Virginia.*

## **Learn from Experts and Accelerate your Career**

*Earn eight hours of continuing education towards CAI manager designations.*



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### Friday, July 31, 2009

**8:00 a.m. – 5:00 p.m.**

#### REGISTRATION

**10:00 a.m. - 3:00 p.m.**

#### CHOICE OF RECREATION/ACTIVITIES

##### Golf Tournament at Birdwood Golf Course

Limited to 28 players. Includes Greens Fees and Cart. Meals, Snacks and Drinks are available for purchase at Birdwood Golf Course. Tee times beginning every seven minutes. Play 18 holes of golf with spectacular Blue Ridge Mountain views with a dazzling array of golf challenges.

For more information about the golf course, please visit [www.boardsheadinn.com](http://www.boardsheadinn.com) or call 434-293-4653.

OR

##### Wine Tour/Tasting

Limited to 20 people.

#### AGENDA

- 10:00 a.m. Depart The Boar's Head Inn for King Family Vineyards
- 10:30 a.m. Tour/Tasting at King Family Vineyards
- 11:30 a.m. Depart King Family Vineyards for Jefferson Vineyards
- 12:20 p.m. Tour/Tasting at Jefferson Vineyards
- 1:30 p.m. Depart Jefferson Vineyards for The Boar's Head Inn
- 2:00 p.m. Arrive at The Boar's Head Inn

For more information about the Vineyards, please visit [www.kingfamilyvineyards.com](http://www.kingfamilyvineyards.com) or call 434-823-7800 and [www.jeffersonvineyards.com](http://www.jeffersonvineyards.com) or call 434-977-3042.

**6:00 p.m. - 8:00 p.m.**

#### WELCOME RECEPTION



*Courtesy of Boar's Head Inn*



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July 31 - August 2, 2009 • The Boar's Head Inn, Charlottesville VA



## Saturday, August 1, 2009

**7:30 a.m. – 9:00 a.m.**

**BREAKFAST**

**8:00 a.m. – 10:00 a.m.**

**REGISTRATION**

**9:00 a.m. – 10:00 a.m.**

**CHOICE OF THREE EDUCATIONAL SESSIONS**

Insurance/Workers Comp/Fidelity

Foreclosure/Reserves

Ethics in Managing Associations

**10:00 a.m. – 11:00 a.m.**

**GENERAL SESSION**

Stress Management/People Interaction

**11:00 a.m. – 12:00 p.m.**

**CHOICE OF THREE EDUCATIONAL SESSIONS**

Time Management

Communications – How Much Is Too Much?

Manager in the Middle

**12:00 p.m. - 2:00 p.m.**

**Exhibit Hall Open/Lunch**

**2:00 p.m. – 3:00 p.m.**

**CHOICE OF THREE EDUCATIONAL SESSIONS**

CIC Board Overview

Contracts from RFP's to Execution

Conflict Resolution

**3:00 p.m. - 5:00 p.m.**

**FACILITATED ROUND TABLE DISCUSSIONS**

for Managers Only

**6:30 p.m. - 9:00 p.m.**

**DINNER**

## Sunday, August 2, 2009

**9:00 a.m. - 11:00 a.m.**

**GENERAL SESSION II**

Attorney War Stories – A Panel

**10:00 a.m. - 11:00 a.m.**

**LEGAL UPDATE**



*Courtesy of Boar's Head Inn*



## **VIRGINIA LEADERSHIP RETREAT**

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### **THE DETAILS**

#### **Travel, Payment, Private Parties, Suitcasing**

##### **Hotel Information**

Room rates of \$149 per night for guest rooms and \$269 for suites have been established for Virginia Leadership Retreat participants. For Reservations, contact the hotel at 1-800-476-1988 and identify yourself as a CAI or Virginia Leadership Retreat attendee. You are strongly encouraged to stay at The Boar's Head Inn, which helps us meet our contractual requirements and minimize meeting costs. To ensure a room reservation, call early. While the Virginia Leadership Retreat's room block expires on May 28, 2009, it may sell out prior to that date.

##### **Traveling by Car**

When traveling to Charlottesville, visit [www.mapquest.com](http://www.mapquest.com) for driving directions. The hotel address is 200 Ednam Drive, Charlottesville, VA 22903.

##### **What to Wear**

The Virginia Leadership Retreat is a professional event, so business casual wear is strongly encouraged.

##### **Payment Policy**

No registration will be processed without full payment. The Virginia Leadership Retreat accepts checks in U.S. dollars made payable to Virginia Leadership Retreat or CAI.

##### **Cancellation Policy**

Registration Fees are non-refundable. All tickets purchased onsite are non-refundable.

##### **Private Party Policy**

Hospitality suites and hosted events must be approved by the Virginia Leadership Retreat and CAI. Only hosted events approved or sponsored by the Virginia Leadership Retreat and CAI are permitted during official conference activities.

##### **Suitcasing Policy**

The Virginia Leadership Retreat and CAI have a no-tolerance policy regarding "suitcasing," which describes the practice of non-exhibiting companies or individuals soliciting sales on the tradeshow floor, in the aisles or in the lobbies, and/or representing their services of soliciting conference participants for conflicting social activities. Violators of this policy will be ejected from the show and charged the exhibitor registration rate (\$675), which must be paid prior to registering as an attendee, exhibitor or sponsor at any future Virginia Leadership Retreat, CAI conference or event.

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To help us better serve you, please complete ALL sections of this form. Please type or print clearly.

NAME 1ST REGISTRANT \_\_\_\_\_ DESIGNATION(S) \_\_\_\_\_

NAME 2ND REGISTRANT \_\_\_\_\_ DESIGNATION(S) \_\_\_\_\_

NAME 3RD REGISTRANT \_\_\_\_\_ DESIGNATION(S) \_\_\_\_\_

FIRM/ASSOCIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Please check here if you have special needs in order to participate fully. Please attach a written description.

## 1 Full Leadership Retreat Registration for Managers:

This registration is for managers only. Includes all education sessions, Friday Welcome Reception, Exhibit Hall Lunch, Sat. Breakfast & Dinner, & Sun. Breakfast.

	By May 15	After May 15	
1st Registrant	\$195	\$225	\$ _____
2nd & Additional Registrants	_____ X \$175	_____ X \$225	\$ _____

From same firm/association. Discount applies *only* when registrations are submitted together (CAI members only).

**SUBTOTAL SECTION 1** \$ \_\_\_\_\_

## 2 Additional Event Tickets for Guests:

Events listed below are included in your full conference registration. Please indicate here **ONLY** if you need additional tickets for guests. Guest tickets are reserved for spouses/friends. Guest tickets may not be purchased for managers or CAI Business Partner Members.

	By May 15	After May 15	
Friday Welcome Reception & Saturday Dinner	_____ x \$125	_____ x \$135	\$ _____

**SUBTOTAL SECTION 2** \$ \_\_\_\_\_

**Room Block Information:** To make hotel reservations, please call The Boar's Head Inn at 1-800-476-1988. Ask for the "CAI" or "Virginia Leadership Retreat" Rate of \$149 per night. Attendees are responsible for reserving own room and all hotel room costs. Therefore, please do not include the pricing information on this form. Price block ends on May 28, 2009.

## 3 Limited Special Event Tickets:

Events listed below are on Friday, July 31st from 10am to 2pm and are available on a first come, first paid basis.

	By May 15	After May 15	
<b>Golf Tournament</b>	_____ x \$80	_____ x \$100	\$ _____

*Limited to 28 players.* Includes Greens Fees and Cart. Meals, Snacks and Drinks are available for purchase at Birdwood Golf Course. Tee times beginning every seven minutes. Play 18 holes of golf with spectacular Blue Ridge Mountain views with a dazzling array of golf challenges.

**OR**

	By May 15	After May 15	
<b>Wine Tour/Tasting</b>	_____ x \$60	_____ x \$80	\$ _____

*Limited to 20 people.*

10:00am – Depart The Boar's Head Inn for King Family Vineyards

10:30am – Tour/Tasting at King Family Vineyards

11:30am – Depart King Family Vineyards for Jefferson Vineyards

12:20pm – Tour/Tasting at Jefferson Vineyards

1:30pm – Depart Jefferson Vineyards for The Boar's Head Inn

2:00pm – Arrive at The Boar's Head Inn

**SUBTOTAL SECTION 3** \$ \_\_\_\_\_

## 4 Full Leadership Retreat Registration for CAI Business Partners Members Only:

Includes education sessions as space allows, Friday Welcome Reception, Exhibit Booth (if desired), Exhibit Hall Lunch, Saturday Breakfast & Dinner, and Sunday Breakfast.

	By May 15	After May 15	
CAI Member	\$635	\$675	\$ _____

Registration Price is for Two Company Representatives.

3rd & Additional Registrants	\$275	\$295	\$ _____
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From same firm/association. Discount applies *only* when registrations are submitted together (CAI members only).

**SUBTOTAL SECTION 4** \$ \_\_\_\_\_

Please check here if company will use Exhibit Space. Please complete Exhibitor's Application. Application must be completed in order to take advantage of of Exhibit Space offered.

## 5 Grand Total

<b>SUBTOTAL SECTION 1</b>	\$ _____
<b>SUBTOTAL SECTION 2</b>	\$ _____
<b>SUBTOTAL SECTION 3</b>	\$ _____
<b>SUBTOTAL SECTION 4</b>	\$ _____

**GRAND TOTAL** \$ \_\_\_\_\_

*All registrations must include payment. Only checks will be accepted. Forms may be faxed in to secure limited spacing with payment to follow.*



### VIRGINIA LEADERSHIP RETREAT

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