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Julie Adamen

## THE 3 FREQUENT CRITERIA BOARDS USE FOR HIRING A MANAGER AND THE 6 GOOD CRITERIA BOARDS SHOULD BE USING

by Julie Adamen

A long standing lament for Boards of Directors: "We just can't seem to find (or keep) the 'right' manager." Granted, finding and retaining good staff is always going to be a challenge in this business - the job is inherently difficult to do with a relatively low pay scale for the relatively high skill set required to perform the job well. Equally important is to recognize that Boards often bring this situation on themselves as they often inadvertently base their evaluation of current or potential management staff on three misguided criteria:

1. How often the manager will be on, or "walk," the property,
2. How much the manager knows about (insert one or more here) tree pruning, roofing materials, elevator systems, lawn fertilizer or what have you - in other words, how much detail the manager knows about the various trades which service the community, and
3. How close the manager lives to the property so s/he can be there in an emergency.

Although each of these items may seem important on the surface, basing the hiring of a manager/company or the evaluation of a current manager on the answers to these types of questions is a common yet critical error, because these criteria are based on sentiment, not logic. To many Boards, it "feels good" to know the manager lives a mile away "just in case." But the job of a community manager is to manage the day-to-day business affairs of the corporation, and the best interests of that

corporation are served by a dedicated administrator (read: manager, a woefully inadequate term used in our industry) handling the community's issues and emergencies, communicating with vendors and owners from their desk, phone and PC.

So, what criteria **should** Boards look for when hiring a new manager or to effectively evaluate their current manager? They need to look for someone who has the ability to effectively execute the agenda of the Board of Directors. They should be looking for a, or evaluating their current, professional administrator. There are six basic elements that make up an effective administrator.

### Communication

Managing community associations means that your manager, or administrator, is in constant communication with the owners, the Board members, the vendors, their co-workers or your employees. That's a very large group of people in whose eyes the manager must have enough standing, or credibility, to convince, cajole, assign, direct, instruct, give or deny permission or give information in hopes of accomplishing some task or assignment, and to put forth the agenda of the Board of Directors. And this means the manager must communicate well in person, in writing, via email, on the phone, one-on-one or in a group - sometimes a big group. Being an effective communicator makes the manager more likely to accomplish the directives of the Board.

Whether interviewing or evaluating, Boards

*continued on page 2*

# In a nutshell...



**Boards inadvertently base their** evaluation of current or potential management staff on three misguided criteria: 1) How often the manager will walk the property, 2) How much the manager knows about knows about the trades which service the community, and 3) How close the manager lives to the property.

**This is a critical error** because these criteria are based on sentiment, not logic. Boards should look for someone who has the ability to effectively execute their agenda. What are the right criteria? Look for:

**Communication skills.** Being an effective communicator makes the manager more likely to accomplish the directives of the Board. Does s/he look me in the eye; Does this person make me feel as if I am understood; If I were a homeowner, how would this person reflect on the Board?

**Presentation.** How your manager looks, dresses and generally “presents” his/herself physically has a lot to do with gaining and maintaining a certain presence and credibility in front of the owners as well as the Board. A manager who presents poorly can make the membership think the Board has set very low standards for the community.

**Current within the industry.** Involvement within the industry shows dedication to the industry. Savvy Boards know that industry involvement also gives the manager many resources. Forward-thinking Boards make this a requirement of their managers, and of themselves.

**Organized.** Organized in thought and organized physically, your manager or manager candidate must have information and resources at his/her fingertips. Evaluating a potential manager may be a bit more difficult – but still can be evaluated. Organized people usually **look** organized, show up on time or even a little early for appointments – like an interview - and always have communication devices with them.

**Hates procrastination.** Remember, where procrastinators go, excuses follow. Antennae up! These events are major red flags. Your administrator should always be **pro-active**, keeping you, the Board, on track and not the other way around.

**Developer of office infrastructure.** Information and requests for service are constantly bombarding the manager and the manager’s office. How well the manager develops the needed infrastructure to deal with this information is critical to the success of the manager and the implementation of the Board’s agenda.

**Tired of turnover?** When Boards are looking to hire a manager, or evaluate their current manager, they need to remember: You are hiring a professional administrator. Whether that person has good walking abilities, a short residential commute, or good handy-man attributes is, for the most part, irrelevant in today’s management environment.

## 3 Frequent Criteria

from page 1

should review letters, Board packets (if applicable) or some other original written material by the interviewee. In addition, be aware of the candidate’s non-verbal communication and how you, as the interviewing body, feel when asking the candidate interview questions: Does s/he look me in the eye; Does this person make me feel as if I am understood; Does s/he make me feel as if s/he is competent, does s/he inspire my confidence in them, and if I were a homeowner, how would this person reflect on the Board?

*continued on page 3*

### JULIE SPEAKS!

*We are NOW booking speaking and facilitation engagements for 2008. There is no speaking fee for CAI chapters. For a partial list of topics available go to [www.adamen-inc.com](http://www.adamen-inc.com). Don't forget, we can address any topic you see in the NewsLine, and more.*

**September 22, 2007** ...Subject: Top Traits of Great Boards/Managers, Location: Bellevue, WA Washington State Chapter, CAI

**October 10, 2007** .....Subject: Top Traits of Great Boards/Managers, Location: Newburgh, NY, Hudson Valley Chapter, CAI

**October 25, 2007**.....Subject: Things I Know Now..., Location: Seabrook Island, S. Carolina, SC Chapter CAI

**November 14, 2007**.....Subject: Things I Know Now..., Location: San Francisco, CA, SF HI Rise Managers Group:

**January 9, 2008**.....Subject: TBD, Location: Minneapolis, MN, MN chapter CAI

**March 12, 2008**.....Subject: TBD, Location: Dallas, TX, DFW Chapter CAI

**March 12, 2008**.....Subject: TBD, Location: Dallas, TX, DFW Chapter CAI

**April 18, 2008**.....Subject: TBD, Location: Orlando, FL Community Managers International Association (CMIA)

**September 25, 2008**.....Subject: TBD, Location: Honolulu, HI CAI Chapter

**September 27, 2008**.....Subject: TBD, Location: Maui, HI Condo Council of Maui

*Julie's approach and style to educating audiences is refreshing. Her pacing of material commands attention which she delivers with a sense of humor. The advice and skills acquired don't get stored in a shelf back in the office; they get activated.... You will come away from her program (s) energized and informed."*

- Kati Segar, Executive Director, CAI, South Carolina and S. Arizona chapters



#### Presentation

The clothes we wear make a giant difference in how we are perceived by others. This doesn't mean your manager/administrator must always wear a suit, but it does mean s/he must dress appropriately for the occasion as well as his/her professional status. How your manager looks, dresses and generally "presents" him/herself physically has a lot to do with gaining and maintaining a certain presence and credibility in front of the owners as well as the Board.

Ours is a fairly conservative business. Boards should expect a certain professional appearance from their management staff. Piercings, flip-flops, jeans, tattoos and an "unkempt" look, though fashionable in some circles, is not appropriate. The appearance of your manager reflects in either a positive or negative way on the Board. A manager who presents poorly can make the membership think the Board has set very low standards for the community.

#### Current within the Industry

When evaluating your current or a potential manager, the Board should always look for the level of involvement the candidate has in the industry. Do they have any designations? Do they attend seminars? Are they involved with a local managers group, or with CAI? I say this not as a commercial for any one organization, but involvement within the industry shows dedication to the industry. Savvy Boards know that industry involvement also gives the manager many resources, from new and improved products and services to management strategies being used by their peers. These resources are potentially invaluable to the association(s) managers. Forward-thinking Boards make this a requirement of their managers, and of themselves.

#### Organized

Organized in thought and organized physically, your manager or manager candidate must have information and resources at his/her fingertips. S/he must be able to develop a logical system that works for him/her and the community(ies) managed. How organized your current manager is is easily quantifiable by the Board for whom s/he works. Evaluating a potential manager may be a bit more difficult - but still can be evaluated. For example, you may want to ask the candidate how s/he organizes an average work day, how s/he keeps track of events and deadlines (look for organizational tools, like a PDA), and what is his/her level of computer literacy and does s/he use an annual calendar for each association? Another hint: Organized people are usually organized, show up on time or even a little early for appointments - like an interview - and always have communication devices with them.

#### Hates procrastination

Managing associations is not a job for procrastinators. If you are evaluating your current manager, ask yourself this: Does the manager start the hardest tasks first by simply digging in? Are everyday tasks completed in a timely manner? Does the Board receive **regular** complaints from owners (referring to the average owners, not the squeaky wheels) that their calls are not being returned? Are simple tasks not being completed between meetings? Or, are the tasks assigned being completed right before a deadline looms with jaws agape? And does your manager have an "explanation" for every issue every time? Remember, where procrastinators go, excuses follow. Antennae up! These events are major red flags. Your administrator should always be **pro-active**, keeping the Board on track and not the other way around.

If you are evaluating a manager candidate, s/he may be a great communicator, and present well, but may also be a procrastinator. If s/he is a procrastinator they most likely will be somewhat disorganized and have little if any industry involvement (too much commitment), and probably have no professional designations, always meaning to "get around to it." They may also have been unemployed for periods of time

*continued on page 4*

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in their careers for no discernable reason. Be sure to check his/her professional references, and try to ask specifically if projects were completed in a timely manner. Habitual procrastinators have a tendency to sabotage every work situation they have been in, especially in the relatively “unsupervised” world of community management.

#### Developer of office Infrastructure

Information and requests for service are constantly bombarding the manager and the manager’s office. How well the manager develops the needed infrastructure to deal with this information is critical to the success of the manager and the implementation of the Board’s agenda. If the manager cannot develop and manage a system for his/her office to take calls on roof or landscape repairs, architectural review requests, off hour emergencies, or supervise ongoing maintenance programs, then that manager will inevitably be found out in the field trying to manage each situation as it arises. It may sound good in the short-term, but no manager can keep up with all that goes on even in a relatively small community: Pretty soon that manager is being chased downhill by a rapidly growing snowball. Not to mention it’s a huge waste of resources.

Another good measuring stick for existing staff is: Does the Board feel the need to micromanage the manager? This could be a sign that the manager cannot develop the needed infrastructure to handle the many tasks at hand. When looking for a new manager some of your questions should be directed as to how the manager handles his/her staff and staff development, how they manage incoming communications from owners and vendors, requests that must be routed to committees, and how the manager handles follow up (thus providing customer satisfaction).

Boards: Tired of turnover? Tired of performance that doesn’t meet your expectations? Then all Boards need to look to themselves and ask: Are we asking the right questions of our current or our potential manager, or are we basing our hiring or evaluation criteria on outdated thinking? When Boards are looking to hire a manager, or evaluate their current manager, they need to remember: You are hiring a professional administrator. Whether that person has good walking abilities, a short residential commute, or good handy-man attributes is, for the most part, irrelevant in today’s management environment.

Boards rely on the manager and his/her ability to get your agenda across to the owners in a professional, competent manner. This means first and foremost you need an excellent administrator, one who communicates well with the owners, vendors and Board members. S/he must present well,

instilling confidence in the owners and on behalf of the Board. To best serve any community s/he manages, the manager should, and the Board should encourage, participation in local events having to do with the industry, and indeed business in general. Equally important, the manager must be organized and not procrastinate – they must tackle the hard stuff willingly and with commitment. Lastly, the ability to develop office infrastructure is key to managing the entire process of community administration, ensuring that the Board not only looks good, but is effective as well.

This article was originally written by Julie Adamen for New England Condominium Magazine in 2006.

*Julie Adamen*

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- Julie Adamen

# TOP 6 RULES FOR CELL PHONES AT WORK

by Dawn Rosenberg McKay

Having your cell phone at work can be useful but it can also be very disruptive. Your friends and family can reach you anytime, anywhere, which can be annoying.

When you're on your own time, the choice to turn off your cell phone is entirely yours. When it comes to using your cell phone at work, however, you have to be mindful of your co-workers and your boss, not to mention your own ability to get your job done. Here are some rules you should follow if you have your cell phone at work.

## 1. Turn Your Cell Phone Ringer Off

If you have your cell phone at work, it shouldn't ring. If you don't want to turn off your cell phone completely, at least set it to vibrate. The sounds of different ring tones going off all the time can be very annoying to others. In addition, you don't want your boss to know how often you get calls.

## 2. Use Your Cell Phone Only for Important Calls

If you have your cell phone at work, you should only use it for important calls. What should you classify as an important call? The school nurse calling to say your child is ill, your child calling to say he's arrived home from school safely, and family emergencies that you must deal with immediately are

important. Your friend calling to chat, your child calling to tell the dog had an accident, or your mom calling to tell you your cousin Tilly is engaged should not be considered important.

## 3. Let Your Cell Phone Calls Go to Voice Mail

While you are at work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take much less time to check your messages than it will to answer the call and then tell the caller you can't talk.

## 4. Find a Private Place to Make Cell Phone Calls

While it's okay to use your cell phone at work for private calls during breaks, don't stay at your desk. Find somewhere else to talk, where your conversation can't be overheard, even if what you're discussing isn't personal. You may be on a break but your co-workers have a job to do.

## 5. Don't Bring Your Cell Phone Into the Restroom ... Ever

This rule should apply to using your cell phone at work or anywhere. Why? Well, if you must ask — you never know who's in there; the person on the other end of the line will hear bathroom sounds, e.g., toilets flushing; it is an invasion of your co-workers' privacy.

*continued on next page*

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(Julie Adamen is President of Adamen Inc., a consulting and placement firm specializing in the community management industry. Julie can be reached via email at [julie@adamen-inc.com](mailto:julie@adamen-inc.com) or through her website, [www.adamen-inc.com](http://www.adamen-inc.com))

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## We Get Emails...

The newsletter on the 80/20 was right on.....a good read and if all of us in this industry took this to heart, we'd all have more money in our pockets and less aspirin in our desk! Thank you for putting this into perspective...now all we need to do is begin the change!

Lu Fonteno CMCA, AMS  
Austin, TX

I really enjoy your newsletters and I am currently re-reading all of the articles you have written.

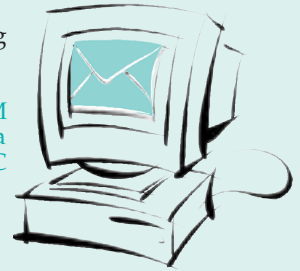
Regards,

Colleen Lombard  
Phoenix, AZ

Thanks for your great publication. It is a tremendous resource for those of us in the homeowners association management business. It has come to my attention that some of our staff is not receiving your publication Could you please see the email addresses in the CC: and assure

that they are all on your mailing list. Thanks for your help.

John Lawton, CMCA, PCAM  
HRW Management/ Associa  
Raleigh, NC



(re: 80/20) Great thoughts guys. Remember that rule in your personal life. All of us need to make sure we spend 80% of our time with those that "matter" most to us. I am also reminded of the "Tyranny of the Minority" Rolf. The "Peter Principle" when it comes to Boards and Manager promotions deserves some deliberation, as well.

Michael E. Packard  
Executive Vice President, Associa  
CPM PCAM CCAM

## Rules for Cell Phones

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### 6. Don't Bring Your Cell Phone to Meetings

Even if you have your cell phone set to vibrate, if you receive a call you will be tempted to see who it's from. This is not only rude, it is a clear signal to your boss that your mind isn't 100 percent on your job. All calls can wait until your meeting is over or until there is a break. Remember, there was a time before we had cell phones.

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# THE 15 TOP TRAITS OF GREAT MANAGERS

by Julie Adamen

We know great managers when we see them, but how do we measure it in our business? And more importantly, how can you go from being a good to a great manager?

1. Great managers understand the power of effective communication, and are very effective communicators.
2. Great Managers present themselves well.
3. Great Managers are organized.
4. **Great Managers follow through.**
5. Great Managers do not procrastinate.
6. Great managers never give information they aren't sure of.
7. Great managers understand the value of their relationships with vendors.
8. Great Managers admit mistakes up front, take responsibility, and then fix them.
9. Great Managers maintain professional detachment.
10. Great Managers stay current with their industry and with business in general.
11. Great Managers deal well with change.
12. Great Managers have a sense of humor.
13. Great Managers value their integrity and credibility above all.
14. Great Managers command higher salaries and get the

best jobs.

15. Great Managers make things happen for their Boards and themselves.

Whether it's returning a phone call, visiting an owner, finishing a project or meeting with a vendor, great managers follow through and do what they say they are going to do. There is no shorter route to losing credibility with everyone with whom you work than by not following through on word or deed. Managers look for follow through in their vendors. They should always look to themselves to be even better at it.

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## The Book Report – Leadership 'Return on Investment'

*This Book Report was originally published in 2005.*

By Rolf Crocker By the time you get this, the budgets will be put to bed, the holiday parties will be in full-swing and the goodies start coming in by the truckload. Time to reflect on 2005, look at what worked well, look at what didn't work so well and give some thought and planning to 2006. I'm not a resolution kind of guy, but I also know if I want a different result, I need to do something



different. I once heard a Billionaire say, "After College, there are only two ways you can grow and learn – through the books you read and through the people you meet." I can't help you with the latter, but with the former – well, I think I might be able to add something there. So here it is – 4 key books from 2005 that are guaranteed to change your life. Happy Holidays! Rolf

**How To Be Like Walt** by Pat Williams (©2004 Health Communications, Inc. This book is unique on several levels. Number one – this book was written with the permission of the Disney family, and contains interviews with anyone still living who knew Walt Disney. Number two – it is an excellent biography from soup to nuts on the life of Walt Disney. Number three – Pat breaks down each biographical chapter with lessons on how to be like Walt. As Pat makes abundantly clear, Walt was not perfect and by no means a saint. However, by virtue of his modest, Midwest upbringing, he embodied many strong, solid character traits that infused every aspect of his creations. In fact, to quote Art Linkletter from the Foreword of the book, "Of all the books written about Walt Disney, this may be the most important." **5 Stars!**

**Who Moved My Cheese?** by Spencer Johnson, MD (©2002 GP Putnam, Inc.) is an excellent allegory in helping sort out the process that comes when change is inevitable. The story of Scratch and Scurry, Hem & Haw may seem silly to some. However, if you look past the simplicity of the story and align yourself with the character that best describes you, I submit that you'll find some affirming truths and gain clarity in your own unique circumstance. Life is too short and time is not a renewable resource – make the time to evaluate where you are at and, if appropriate, embrace change. It could be the doorway to your destiny! **4 Stars!**

**Ethics 101 – What Every Leader Needs To Know** by John Maxwell (©2005 Center Street/TimeWarner Books) Ethics is more than just staying away from the wrong things. More importantly, it is about doing the right thing. There was a time when our word was our bond and business was

*continued on next page*

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## THE HOA MANAGER NEWSLINE WE GET IT.

### The Book Report

from page 8

conducted on a handshake. How could that have been? Because people lived by The Golden Rule – treat others as you want to be treated. Here is Maxwell's premise: Asking the question, "How would I like to be treated in this situation?" is an integrity guideline for any situation. There are many more pearls of ethical wisdom, woven through stories of real-life application from people in business, sports and government. At 104 pages, it's a quick read. For a good primer on ethics, it's a must-read! **5 Stars!**

**Wooden on Leadership** by John Wooden and Steve Jamison (©2005 McGraw Hill Books) This book is the real deal from Coach Wooden himself. It is impossible to overstate the contribution that Coach Wooden has made (and continues to make at age 92), not just to college basketball, but as Hall of Fame and former UCLA player Bill Walton says, to living life. Part 1 is a complete breakdown of his "Pyramid of Success," Part 2 contain Wooden's "Lessons in Leadership," and Part 3 contains actual excerpts from Coach Wooden's Playbooks from over 45 years of coaching. Even though everyone knows John Wooden as Coach, he has always seen himself first and foremost a Teacher. Let Coach Wooden add to your arsenal of how to build and keep a winning team. Your team will thank you for it! **5+ Stars!**



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**To 85k** - Master Association GM sought in Menifee, CA. This position works for a mgmt. firm. This position is on hold until 12/07 However, applicants are encouraged to apply. Code 5.117.1

**OPPORTUNITY TO LEARN AND GROW FOR THE RIGHT PERSON!**

**To 85k +** Large mgmt. firm in S. California seeks trainees for large-scale site management throughout SoCal. Preferred candidates will have a CCAM/CMCA/PCAM, be willing to relocate at times for training and eventual take-over as GM when needed. Candidates to be considered will have 3+ years in community management with outstanding people and communication skills. Hi end portfolio managers are considered eligible for these positions. Code 5.23.3

**NORTH CAROLINA**

**To 75k** - 240 unit association on the coast of North Carolina seeks General Manager. \$1.2MM budget, staff of 6. The preferred candidate will be hands on and tuned to the appearance of the community. The preferred candidate shall also have excellent people and communication skills. This position works directly for the community. Moving stipend available for the right candidate. Code 28.04

**OREGON**

**To 75k DOE** - Mgmt. firm seeks Hi-Rise managers for downtown Portland for upcoming projects in 2007/08. Hi - rise experience desirable but not required. Will consider hi-end portfolio manager for this position. Code 38.03

**WASHINGTON DC/METRO AREA**

**To 90k** - Large mgmt. firm seeks regional manager with condominium experience. The preferred candidate will be a dynamic self-starter with excellent communication and people skills. Developer experience desired. This is a key position in a large firm with a growing HOA COA division. Code 47

**To 80k** - Large Mgmt. firm seeks GM for large complex in Maryland. Candidate must be computer literate and have excellent communication skills. This position works for a mgmt. firm. Code 46.01

**SALES/MARKETING****ARIZONA- BASED POSITION**

**To 75k** - National Launch Coordinator for automated resale software firm. - the position involves utilizing several online web-based programs to coordinate the launch/rollout of electronic information delivery. This position entails communicating with nationally located field personnel and in-house support services, with limited travel. Perfect advancement opportunity for experienced professional familiar with resale processing, community management and back room operations. Relocation assistance available for qualified candidate. Location: Tucson, AZ. Code 3.14

**FLORIDA-BASED POSITION**

**To 75k** base salary + commission - National community association services firm seeks account rep. based in Florida. This position has a home office and will work entire territory. Full benefits, room to grow. Code 3.14.1

**To 75k** base salary plus commission! Construction management firm in SF Bay area seeks marketing manager. The ideal candidate will be a community manager looking for more opportunity who will be able to utilize their industry contacts. Code 5.119

**PORTFOLIO COMMUNITY ASSOCIATION MANAGER POSITIONS**

There is a Continual Demand for portfolio managers all over the US. Specific jobs may not be posted, as we have numerous clients from Virginia to California, Florida to Washington, who are always in need of good managers. Many are willing to pay for or share moving expenses. Contact us at [info@adamen-inc.com](mailto:info@adamen-inc.com), or give us a call at 360.779.6507 for more information, and a free evaluation of your resume.

**ARIZONA**

**45k** Portfolio: Location: Phoenix area. Code 3.06.1

**45k** Portfolio: Location: Phoenix area. Code 3.02

**To 48k** Portfolio: Location: Tucson. Code 3.01

**CALIFORNIA, NORTHERN**

Most of our positions posted below prefer 2 yrs. experience, CCAM and/or CMCA, provide benefits and may provide a moving stipend to the right candidate. Please note that in California, there is no mandatory CAM license unless you call yourself a "certified" manager. For more information on becoming a "certified" manager, go to [www.adamen-inc.co](http://www.adamen-inc.co)

**To 75k** - Portfolio: Location: Richmond and East Bay Code 5.18

**To 55k** - Portfolio: Location: Roseville, CA CCAM preferred. Code 5.115

**To 50k** -- Portfolio: Location: Folsom, CA. CCAM preferred. Code 5.44.1

**To 55k+** -- Portfolio: Location: Redwood City, CA. Code 5.40

**To 55k--** Portfolio: Location: Hayward, CA. Code 5.22

**To 55k** -- Portfolio: Location: Walnut Creek, CA. Code 5.22.1

**To 55k** -- Portfolio: Location: Campbell, CA. Code 5.22.3

**To 50k** -- Portfolio: Location: San Jose, CA. Code 5.22.4

**To 55k** -- Portfolio: Location: Sacramento, CA. Code 5.22.5

**To 55k--** Portfolio: Location: San Rafael, CA. Code 5.15

**CALIFORNIA, SOUTHERN****SAN BERNARDINO**

**To 55k** -- Portfolio: Location: Corona, CA. Code 5.02.3

**LOS ANGELES AREA**

**To 50k** -- Portfolio: Location: Cerritos, CA Code 5.33.1

**To 53k** -- Portfolio: Location: Culver City, CA Code 5.33.2

**ORANGE COUNTY, CA**

**To 60k** -- Portfolio: Location: Irvine, CA. Code 5.02.2

*continued on next page*

**To 53k** -- Portfolio: Location: Mission Viejo, CA.  
Code 5.23

**To 50k** -- Portfolio: Location: S. Orange County, CA.  
Code 5.04

**To 55k** -- Portfolio: Location: Santa Ana, CA.  
Code 5.33.3

### RIVERSIDE COUNTY

**To 55k** -- Portfolio: Location: Temecula, CA.  
Code 5.02.1

**To 55k** -- Location: Hemet/Temecula area.  
Code 5.33

### SAN DIEGO AREA

**To 60k** -- Portfolio: Location: San Diego, CA.  
Code 5.38

**To 60k** -- Portfolio: Location: San Diego, CA.  
Code 5.03

**To 48k** -- Portfolio: Location: Carlsbad, CA.  
Code 5.08

**To 50k** -- Portfolio: Location: Oceanside, CA.  
Code 5.13

### VENTURA COUNTY

**To 55k** -- Portfolio: Location: 1000 Oaks, CA.  
Code 5.33.4

### FLORIDA

Most positions listed below prefer 2 yrs. experience, CMCA, FLCAM, provide benefits and may provide a moving stipend to the right candidate/position available. You must be a FLCAM to be a community manager in FL. For more information obtaining your FLCAM license, go to: [http://www.myflorida.com/dbpr/pro/cam/cam\\_index.shtml](http://www.myflorida.com/dbpr/pro/cam/cam_index.shtml)

**To 50k** -- Portfolio: Location: Naples, FL.  
Code 10.01

**To 45k** -- Portfolio: Location: Ft. Myers, FL.  
Code 10.01.02

**To 45k** -- Portfolio: Location: Orlando, FL.  
Code 10.00

### VENDOR POSITION

**To 75k** base salary + commission - National community association services firm seeks account rep. based in Florida. This position has a home office and will work entire territory. Full

benefits, room to grow. Code 3.14.1

### HAWAII

Take your skills and move to Beautiful Hawaii!!! Moving stipend for the right, well-qualified successful candidate!

**To 45k** -- Portfolio: Location: Kailua-Kona, on the Big Island Code 12.01

### NEVADA

Most positions listed below prefer 2 yrs. experience, CMCA, NVCM, provide benefits and may provide a moving stipend to the right candidate/position available. You must be a NVCM (licensed NV community manage) to manage associations in NV. For more information obtaining your NVCM license, go to: [http://www.red.state.nv.us/CIC/cam\\_certificat\\_e.htm](http://www.red.state.nv.us/CIC/cam_certificat_e.htm) For additional information, you can contact instructor Sara Barry at [seblv@aol.com](mailto:seblv@aol.com)

**To 55k** -- Portfolio: Location: Las Vegas, NV.  
Code 34.03

**To 45k** -- Portfolio: Location: Las Vegas, NV.  
Code 34.01

**To 48k** -- Portfolio: Location: Las Vegas, NV.  
Code 34.02

**To 40k** -- Portfolio: Location Reno, NV.  
Code 34.10

### NORTH CAROLINA

Start out learning the business-Part time. This company will train you, if you have common sense, common courtesy, and personal integrity. 10k - 38k - Small management firm, Pittsboro, NC seeks part-time community manager. Salary shall be dependent on how many accounts you are able/want to manage. Code 28.02

### OREGON

Most positions listed below prefer 2 yrs. experience, CMCA, provide benefits and may provide a moving stipend to the right candidate.

**To 45k** -- Portfolio: Location: Portland, OR.  
Code 38.01

**To 42k** -- Portfolio: Location: Portland/Vancouver. Code 38.02

### TEXAS

Most positions listed below prefer 2 yrs. experience CMCA, provide benefits and may provide a moving stipend to the right candidate.

**To 55k** - This Company will pay a moving stipend! Portfolio: Location: Houston, TX  
Code 44.15

**To 28k** - ACC Violation processor: Location: Houston, TX Code 44.15.1

**To 45k** - Portfolio: Location: San Antonio, TX  
Code 44.15.2

**To 48k** -- Portfolio: Location: Dallas, TX.  
Code 44.11

**To 45k** -- Portfolio: Location: Dallas, TX.  
Code 44.02.2

**To 45k** -- Portfolio: Location: Houston, TX.  
Code 44.03.1

**To 40k** -- Portfolio: Location: The Woodlands, TX. Code 44.02.1

### VIRGINIA / DC Metro

Large management firm seeks experienced community managers, assistants, trainees, maintenance persons and others for work in the Virginia/DC/Maryland area. The preferred experienced management candidates will have a college degree and PCAM; trainees a college degree. Others with the right skill sets will also be considered. Top firm, room to grow, full benefits. Code 46.01

### WASHINGTON STATE

**To 55k** - Exp. Portfolio manager. Location: Bellevue, Code 48.01

**To 55k** - Exp. Portfolio manager. Location: Seattle Code 48.09

*Great Managers  
understand the power  
of effective  
communication, and  
are very effective  
communicators.*

# HOA MANAGER NEWSLINE

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