

A scenic photograph of a mountain range with snow-capped peaks and dense evergreen forests. The image is partially obscured by a blue banner at the bottom.

# BOARD ORIENTATION TRAINING INFORMATION SHEET

## ABOUT BOARD ORIENTATION

Holding a Board of Directors Orientation can provide a newly-elected board member with the information necessary to serve his or her community efficiently and effectively.

With respect to legal issues, an effective orientation should be sure to address the following topics:

- The roles of the Board of Directors, committee members, homeowners, management, and vendors.
- The Association's governing documents and how they operate.
- Board meetings and actions (i.e., proper process for holding Board meetings and voting at a meeting or outside of a meeting via email).
- The Board's fiduciary obligations.
- Steps for minimizing liability exposure to the Board and to the Association.

## WHAT WE CAN DO TO HELP

Altitude Community Law offers to provide the above services on an hourly basis, as the fee will depend on the length of time it takes to prepare and present the training, as well as the number of questions throughout. Typically, this program runs for 1.5 to 2 hours.

The training will be conducted at our office located closest to your community. If you wish for us to train at your community or an alternative location, we will charge drive time to and from such location. We will also briefly review your current governing documents in order to tailor the training to your association.

If you would like us to cover additional issues such as the covenant enforcement process, assessment collection process, reviewing contracts, document amendments, or other tailored training, we can supplement this training. Please let us know.

**Contact us below for pricing**, with questions, or if you would like to move forward with Board Orientation Training:



(303) 432-9999



hoalaw@altitude.law



www.altitude.law