



Registration Form - 2019 ACM® Course 2

Name(s): _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

ACM® Course 2 – Advanced Community Management

Course Dates:

April 10-12, 2019

Fairfield Inn & Suites, 24192 E Prospect Ave., Aurora, CO 80016

Lodging available for \$119/night, reservations can be made by clicking here

[Book your group rate for RMHA ACM2](#) or calling 303-928-7500 and using code RMHA ACM 2

Registration 7:30 am • Class 8:00 am to 5:00 pm

_____ number of registrants. Registration fee is \$275.00 per MHI or RMHA member registrant, \$375.00 per non-member registrant (fee includes Breakfast & Lunch Wed-Thursday and Breakfast on Friday)

In ACM® Course 2 – Advanced Community Management, topics you'll discuss:

- Chapter 1 - The Budget Process
- Chapter 2 - Analyzing the Community Financially
- Chapter 3 - Insurance
- Chapter 4 - Taxes and Assessment
- Chapter 5 - The Physical Asset
- Chapter 6 - The Operations Manual
- Discussion - From the Course to Real Life

Course 2 consists of two days of instruction and an exam that will be given on the morning of the third day

If you've previously taken an ACM® course(s), and you want to receive the ACM® designation, you will need to do the following:

- If you've successfully completed ACM® 101, or both ACM® 101 and 201, you'll need to take Course 2 and complete the in-class project and then apply for the ACM® designation.
- If you've successfully completed ACM® 101, 201 and 301, but have not completed your business plan, you can take Course 2 and complete the in-class project so that you can apply for the ACM® designation.
- If you've completed ACM® 101, 201 and 301, but have not completed your business plan, you can still submit your business plan to MHEI and then apply for the ACM® designation.

Enclosed is my check for \$_____ made payable to Rocky Mountain Home Association

Or Pay Online at <https://coloradohome.org/pay-online/>

Return your completed form (and payment if paying by check) to:

Rocky Mountain Home Association, PO Box 1196, Berthoud, CO 80513

or email to tawny@coloradohome.org or fax 800-998-3208

Cancellation Policy: Registration fee payment will be refunded if cancellation is made 7 days prior to the event date, 50% if made within 7 days of the event. Registration fee **WILL NOT** be refunded if the office is notified of cancellation after the event