

STRATEGIC PLANNING INITIATIVE



OVERVIEW

THIS COMPREHENSIVE ONE-DAY PLANNING SEMINAR SERVES TWO VERY IMPORTANT FUNCTIONS: First, a focus on team building and unity exercises to increase cooperation and lend insight into the thoughts, goals and motivations of fellow directors.

Second, a soup-to-nuts strategy session in which the corporation's goals and objectives are qualified, quantified, analyzed and refined into a series of organizational goals to which metrics, financing and timetables can be applied. The result of the seminar and subsequent follow-ups is to create the business plan for the corporation and pave the way forward for the next 1, 3, 5 and 10 years.

TRAINING SESSIONS

THE FOLLOWING ITEMS WILL OFTEN BECOME DISCUSSION HEADINGS FOR THE BREAKOUT SESSIONS:

A) ORGANIZATIONAL STRUCTURE

- Board of Directors – form and function
- Committees – form and function
- Key Vendors
- Staff – direct or indirect

B) RULES AND REGULATIONS

- Community Documents

C) COMMUNITY IDENTITY

- Community Relations
- Communication
- Neighborhood Events

D) CAPITAL IMPROVEMENTS

- Landscaping
- Amenities
- Equipment / Assets

E) RESERVE ANALYSIS

- Financing Plan
- Assessments
- Secured Capital

FOCUSING ON YOUR COMMUNITY'S FUTURE

PROCEDURE

A full day seminar is scheduled at an off-site location, with a professional business center a preferred venue. The objective is to eliminate peripheral distractions and focus solely on the objectives agreed to prior to the workshop.

A professional facilitator is employed to direct and control the flow of information and discussion. This enhances the value of the discussions and eliminates “drift” in the tone, tenor or nature of the dialogue.

Breakfast, lunch, beverages and snacks are catered and become part of the team building process. The typical start time is 8:30 A.M. and we officially conclude at 5:00 P.M. Strict schedules are maintained throughout the course of the day to ensure all topics are discussed and working solutions are recorded.

Prior to the conclusion of the seminar, all workshop notes are carefully reviewed in order to prepare the results memo, which is circulated to all participants. Action items and functional responsibilities are assigned and timetables are finalized. Subsequent follow-up meetings are tentatively scheduled so that results can be tracked and monitored.

Once the plan is finalized, it is presented to the community at a Board meeting. Plan details are discussed with the membership and the Board may choose to formally recognize the business plan via resolution or by recording the document with the Maricopa County Recorder’s Office. Future Boards are then able to carry-on, build upon or even modify the plan as circumstances change.