



Blue Ribbon Community Recognition Program

CAI's Blue Ribbon Community Program recognizes communities that work hard to develop and maintain standards, encourage community participation, maintain fiscal stability and positively impact the quality of life for the residents. Not every association successfully creates a community within its borders. Those that do are truly Blue Ribbon Communities.

BLUE RIBBON SUBMISSION CRITERIA

1. CAI membership is not a requirement.
2. All applications must be submitted on the forms provided with the required attachments. Applicants may be asked to supply additional supporting documentation.
3. Blue Ribbon communities are required to submit a renewal application every (3) years.
4. Non-Renewing communities or communities that fail the renewal process are not authorized to continue using the Blue Ribbon sign, logo or name in any manner.

An independent review panel, that may be comprised of an attorney, insurance professional, an elected association volunteer or homeowner, certified public accountant, will review applications. If any applying association does not qualify upon first submission, the association will be advised as to what areas(s) need improvement. Associations may respond within 90 days at no additional charge. If no response is received within 90 days, the applicant may resubmit a new application with appropriate fee.

Communities who are awarded the Blue Ribbon rating will receive an outdoor sign and a certificate suitable for framing. Each association approved as a Blue Ribbon Community will be recognized for their achievement by CAI.

DISCLAIMER

The Blue Ribbon Community Program indicates to professionals, business partners and existing and prospective owners that the community follows basic and open policies and procedures. Associations participating in this or any other program sponsored by the chapter remain responsible for their own liability and the liability of their volunteers, officers, and employees. In determining that a community qualifies for the Blue Ribbon rating, the chapter evaluates procedures and practices of the association for general conformance with industry standards based upon answers in a questionnaire developed by the chapter and certain supporting documentation. The chapter does not have the resources to investigate the accuracy of information supplied by the association and does not do so. No one is entitled to rely on the Blue Ribbon Community program as an indicator of the fiscal stability or proper operation of the association for any other purpose.

Blue Ribbon Community Association Application

COMPLETE NAME OF ASSOCIATION

APPLICATION DATE

The application and attachments must be submitted to:

South Carolina CAI
7 South Essex Ave., #217
Margate City, NJ 08402

MANDATORY DOCUMENTS

Please include with this application- one copy of each of the following (Application will not be accepted without the following documents);

- Insurance requirement from the association's governing documents
- Insurance Certificate for all insurance policies.
- Capital budget
- Operating Budget
- Component/Funding Schedules from most recent reserve study
- Most recently audited / reviewed financial statements

APPLICATION FEES

Each application and Blue Ribbon Rating is valid for a period of three years and must be renewed every three years. Please include the appropriate fee according to the chart below, and make checks payable to CAI. Existing Blue Ribbon Communities can renew for a flat \$50.00 renewal fee.

Community Size	CAI Member Fee	Non-Member Fee	Renewal Fee
Small (1-149 units)	No Charge	\$114	\$50.00
Medium (150-499 units)	No Charge	\$114	\$50.00
Large (500 + units)	No Charge	\$114	\$50.00



ABOUT Blue Ribbon

Life is better in a Blue Ribbon Community

CAI's Blue Ribbon Community program recognizes those communities that work hard to develop and maintain standards, encourage community participation, maintain fiscal stability and positively impact the quality of life for the residents.

Homeowners and managers alike believe this program is an excellent way to evaluate the policies and the procedures, and assure that their community operates within basic industry standards. This can add value to the sales of homes which will also allow for a better sense of community.

Dozens of communities in other states are recognized with the Blue Ribbon award. Send in your application today and find out if your community meets the criteria to join this prestigious group of community associations!

Applications are scored by a team of judges. Certain questions on this application, if not answered satisfactorily will result in the automatic failure of the application.

COMMUNITY INFORMATION

COMPLETE NAME OF ASSOCIATION

CITY/TOWNSHIP AND COUNTY

STREET ADDRESS

CITY

STATE

ZIP CODE

CONTACT PERSON

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE

FAX

E-MAIL ADDRESS

TYPE OF COMMUNITY (check all that apply)

CONDO PUD RESIDENTIAL COMMERCIAL

MANAGED BY:

VOLUNTEERS ASSOCIATION STAFF MANAGEMENT FIRM DEVELOPER

COMMUNITY DEMOGRAPHICS

	SINGLE FAMILY HOMES DETACHED	TOWNHOUSES # OF UNITS	2-5 STORIES # OF UNITS	5 + STORIES # OF UNITS	
NUMBER OF HOMES					
EXISTING		+	+	+	+
MAXIMUM		+	+	+	+
TOTAL UNITS					

YOUR COMMUNITY
(PLEASE CHECK ONE)

Transitioned to
Full Homeowner Control

In Transition

Developer Controlled



General Characteristics Section

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Minutes are kept for Owners meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Minutes are kept for Board/Trustee meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The association prepares an annual budget in accordance with the governing documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Annual membership meetings are held in accordance with governing documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. There is an opportunity for the unit owner to give input before or during meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The association holds an annual election of officers. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. An annual board re-organization is held is required by governing documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Before each board meeting, board members receive an agenda, minutes of the previous meeting, financials, and other appropriate reports. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Board meetings may be attended by owners, except when the board meets in executive session. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The association has \$_____ of General Liability insurance
<i>(Please attached a copy of insurance certificate)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. This amount meets or exceeds the minimum amount stated in documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The association has \$_____ of D&O Liability Insurance.
<i>(Please attached a copy of insurance certificate)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. This amount meets or exceeds the minimum amount stated in the documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. The association maintains a record of Resolutions and it is current. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Resolutions are incorporated within meeting minutes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. The association provides resale packets to new owners. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The board provides orientation kits to new board members. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Contracts are competitively bid as a general procedure. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Contractors are required to present a current copy of their insurance certificate prior to th commencement work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. The association has active committees that provide reports to the board. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. The board application requirments support a community of diplomacy. If yes, please provide a copy of the board member application requirments. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Community board members have attended CAI's Essentials Class.
<i>(This is an extra credit question.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

FINANCIAL SECTION

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. The association has adopted an annual budget and, at least 30 days prior to implementation has provided a written copy to all owners. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2A. Has the association received either a Management Recommendation Letter or a Clients Advisory Comments Letter with negative comments from an auditor?
<i>(If yes, please provide copies.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2B. If yes, has your community taken any steps to address any internal control weakness as noted by the author?
<i>(Please provide proof of corrective measures. Note: A community's failures to address / correct internal control weaknesses will cause the community to fail this application.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The association has a fidelity bond for persons handling association funds.
<i>(If it is not part of your general liability policy, please provide a copy.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The association has performed or updated a Reserve Study in the past three years using an independent reserve professional. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5A. The association is funding reserves as detailed in the Reserve Study. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5B. The total amount currently in the association's reserve \$_____. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6A. The association has had a non-weather related special assessment in the past three years.
<i>(If yes, please list amount of assessment \$ _____.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6B. If yes, please note the age of the community and the reason for assessment.

_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The association contracts for audit or accounting services in accordance with the governing documents.

Please check which services are required by governing documents and provide a copy of the most recent:
<input type="checkbox"/> Audit <input type="checkbox"/> Review <input type="checkbox"/> Complication <input type="checkbox"/> Other <i>(specify)</i>

_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. As of _____ there are _____ more than 60 days
<i>(Date) (Number)</i>
overdue with assessment.
Total overdue assessments from the above \$_____ | | |
| 9. Does the association have a written policy on the approval and payment of invoices? If yes, please provide a copy of the policy. | <input type="checkbox"/> | <input type="checkbox"/> |



RULES ENFORCEMENT, ARCHITECTURAL CONTROL, COMMUNICATION AND COMMUNITY BUILDING SECTION

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. The association has written rules other than those contained in the Declaration and By-Laws. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The association has written architectural control guidelines. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The association has written policies for handling rules enforcement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The association affords alleged violators an opportunity for due process. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The association informs owners of rules and rule revisions by the following methods.
(Check all that apply) | <input type="checkbox"/> | <input type="checkbox"/> |

Resale Packages Welcome Packets Meetings Minutes Newsletter

Website Auto phone/text message system Other (please specify)

6. The association informs non-owner occupants of rules and rule revisions by the following methods:

Questions 7 and 8 attempt to identify special programs or services which the association offers to improve the quality and like of the association, and/or make your community stand apart and worth of the Blue Ribbon award. If not applicable, please explain. Responses are required for Questions 7 and 8.

7. Please describe what special educational, environmental, recreational, social, and/or special events/programs the association sponsors. Attach additional pages if necessary.

8. Please describe what special community services such as transportation, town watch, in-unit repairs, security, ect. the association provides. Attach additional pages if necessary.

VERIFICATION

The information submitted on this application has been reviewed and verified by an elected officer of the association, whose signature appears below:

NAME

SIGNATURE

ELECTED OFFICE HELD

DATE OF APPLICATION

This application was prepared by:

NAME

TITLE

PHONE