



The following books and magazines are available for community managers, HOA members and the public to read and browse at the Goodyear Branch Library, 14455 W. Van Buren, Goodyear. The city of Goodyear Neighborhood Services HOA Reference Library book and magazine rack is located just outside of the Innovation Hub. We ask that you please do not remove these items from the library. Thank you!

## Books

### *The Art of Social Media*

Author(s): Guy Kawasaki & Peg Fitzpatrick

By now it's clear that whether you're promoting a business, a product or yourself, social media is near the top of what determines your success or failure. With more than 100 practical tips, tricks and insights, the authors present a bottom-up strategy to produce a focused, thorough and compelling presence on the most popular social-media platforms. They guide you through steps to build your foundation, amass your digital assets, optimize your profile, attract more followers and effectively integrate social media and blogging.

### *Best Practices - The Complete Set (Community Association Creation and Management)*

Author(s): Foundation for Community Association Research

The Best Practices Reports include performance benchmarks for several key areas of community association governance and management. Each includes case studies that illustrate those benchmarks implemented in real communities. All Best Practices Reports were developed from the recommendations of industry experts and standards published in various industry-related publications.

### *Be Reasonable!*

### *How Community Associations Can Enforce Rules without Antagonizing Residents, Going to Court or Starting World War III*

Author(s): Kenneth M. Budd

Community associations enforce rules and restrictions to ensure a high quality of life for residents and to preserve property values—not to harass residents. Rules are there to prevent homeowners from painting their houses pink or storing washing machines in their yards—but those same rules should not become overzealous or inflexible. *Be Reasonable* shows you how to write and enforce rules that won't get your association in trouble and won't cause residents to hold recall elections.

### *The Board Member Tool Kit: A Guide for Community Association Leaders*

### *The Board Member Tool Kit: Workbook*

CAI press

Whether board members manage an association by themselves or have help from professional managers, it's a big responsibility. The Board Member Tool Kit gives board members an overview of that responsibility and points them to the information, tools and resources they need to be successful. Includes more than two dozen sample documents.



### ***Community Association Leadership Third Edition: A guide for volunteers***

CAI press

This perennial favorite includes the Model Code of Ethics for Community Association Board Members and Community Association Governance Guidelines. Management companies give this handy reference to clients because it educates volunteer leaders with the essential basics: the role of the board, officers and committees and the importance of fiduciary duty.

### ***Decision Making in Communities***

Author(s): Jasmine Martirossian

Unlike anything CAI has published, this pioneering book presents a fascinating look at the unseen forces that affect groups of people in community associations—including boards, management teams, and committees—and the decisions they make.

### ***In the Common Interest***

Author: John Corona

Community associations are flourishing in America. This book explains the growth of this lifestyle and how the modern community association is good for residents and the entire country. Whether you're considering living in a community association or already do, you'll be enriched by the information in this book.

### ***Landscape Contractors***

Author(s): James B. Cranford, AMS, PCAM

This Guide for Association Practitioners covers it all—drafting specifications, performance criteria, warranties and guarantees, maintenance schedules, insurance requirements, and how to communicate with residents. Also includes advice on bidding the contract, selecting the best bid, legal review, environmental concerns, contractor performance evaluation, and provides useful sample specifications and warranties.

### ***Managing & Governing: How Community Associations Function***

Author: Clifford J. Treese

This guide provides an excellent overview of the various aspects of managing, governing and serving a community association. It looks at the business services community associations provide, such as physical asset and financial management. It looks at the governance function including meetings, elections, rules, architectural controls, and working with professionals. And, it looks at managing the community by recruiting volunteers, resolving disputes, protecting the environment, and providing municipal services. It's the perfect introduction to putting community associations in context and perspective.

### ***A Place to Age***

Author(s): Ellen Hirsch de Haan

A Place to Age is an update of Ellen Hirsch de Haan's 2003 best seller Boomer Shock: Preparing Communities for the Retirement Generation. It focuses on the entire community, boards and managers; and it explains how, together, they can face the challenges presented by the increasing number of people who are aging in place.



### ***The Pursuit of Parking***

Author(s): Thomas J. Hindman, Esq. and Loura K. Sanchez, Esq.

Restore order in the lot and harmony among the residents with the ultimate "how to" parking manual for community associations.

### ***Reinventing the Rules***

Author(s): Lucia Anna Trigiani

The best thing--and the worst thing--about community-association living are The Rules. Rules do more to enhance property value and promote community harmony than any other factor. Rules also do more than anything else to enhance negative coverage on the evening news and create division in a community. This book shows you how to look at your rules from a new perspective.

### ***Reserve Funds***

Editor(s): Mitchell H. Frumkin, P.E., CGP, RS and Nico F. March, CFM, RRP

Reserve funds are essential to the successful operation of a community association—not just an extra expense. In many states they are mandated, and boards need to understand how to comply with these laws. This guide contains everything you need to know to establish the right funds and invest them responsibly.

### ***Robert's Rules of Order in BRIEF* (2nd Edition): The Roles You Need in Meeting**

Author(s): Robert, Honemann and Balch

The 2nd edition is fully updated and explains meeting motions, nominations, elections, voting, debates, amendments, and more. Includes chapters on the duties of board members and committee officers and presents lots of examples and motion summaries that make it easy for readers to grasp the basics of parliamentary procedure. Refers readers to the full text of Robert's Rules of Order Newly Revised for more detailed information, and contains tables and charts that simplify the seemingly complex rules for at-a-glance answers.

### ***Robert's Rules of Order* (11th Edition)**

Author(s): Robert, Honemann and Balch

The only authorized guide to parliamentary procedure, this book is suitable for parliamentarians and novices alike. It's the most recognized guide to conducting smooth, orderly, and fairly-conducted meetings. The Eleventh Edition lists more than 100 significant additions, changes, clarifications and includes their page numbers. Cross-referenced and indexed.

### ***Standards of Care***

#### **A Survey of State Standards**

Author(s): Marc D. Markel, Esq., and Jeffrey D. Roberts, Esq.

Standards of Care provides a survey of each state's standard of care for community association directors and officers, a brief description of the standards by which they must perform their duties and recommendations for complying with their state's standard of care. Also includes a discussion of notable trends in state legislation, how the standard of care may evolve and a chart of the standard of care by state.



### ***The Ultimate Guide to Pool Maintenance***

Author(s): Terry Tamminen

The Ultimate Guide to Pool Maintenance provides clear, detailed information on everything from plumbing to chemistry. It presents technical information and practical tricks of the trade in a format that will benefit the novice or the "old pro." This Guide will help everyone who deals with pools, spas, and water features be more professional and successful.

## **Magazines**

Additionally, these magazines are also available through the city of Goodyear Neighborhood Services HOA Reference Library:

### ***Common Ground***

CAI Magazine for Community Association Leaders

#### **2017**

- Jan/Feb Cover Story: The Gold Standard: The Columbia Association at 50
- March/April Cover Story: The Unlicensed Practice of Law
- May/June Cover Story: The Pets Issue – Appropriate Rules
- July/August Cover Story: Home Is Where the Amenities Are

#### **2016**

- Jan/Feb Cover Story: Welcome to Pleasantville
- March/April Cover Story: Built to Last
- May/June Cover Story: Lien Times
- July/Aug Cover Story: Where There's Smoke
- Sept/Oct Cover Story: Voter Fraud: Every Vote Counts
- Nov/Dec Cover Story: Hack Attack: Cyber

#### **2015**

- Jan/Feb Cover Story: Carry On?
- March/April Cover Story: Please Keep Off the Grass
- May/June Cover Story: Losing the Lawn
- July/Aug Cover Story: Darn Kids
- Sept/Oct Cover Story: The Buzz Above
- Nov/Dec Cover Story: Community

#### **2014**

- Jan/Feb Cover Story: Here to Hear
- May/June Cover Story: Help is not on the Way
- July/Aug Cover Story: Protect and Serve
- Sept/Oct Cover Story: Who Cares?
- Nov/Dec Cover Story: Smile. You're on Camera