

Before submitting your application, please remember:

- To read the application carefully. Incomplete or incorrectly submitted applications are subject to penalties ranging from loss of points to disqualification.
- Remember to check the box “yes” or “no” for each question, if applicable. Failure to do so will result in loss of points.
- The homeowner on the application must be a member of CAI and the Washington Metro Chapter CAI.
- The homeowner must write the essay. Essays written by a manager will be disqualified.
- The essay must be typed on a separate sheet, standard spaced (1.15) and include the homeowner’s name, member ID and word count. Failure to do so will result in loss of points.
- No additional attachments are required for the Community Association of the Year other than the application and essay.
- When submitting for the Communicator or Charitable Community of the Year, remember to submit any additional materials (as applicable) along with your application and essay.
- To help us expedite the process if your community wins, please upload 3-4 camera-ready photos of your community when uploading your application materials on Dropbox. If possible, include a photo of your entrance sign. The photos will be used in the Community Association of the Year issue of *Quorum* magazine and in the PowerPoint used at the Best Practices session at the 2023 Conference & Expo.
- The application and other materials must be uploaded on Dropbox no later than 11:59 p.m. on Friday, September 30, 2022, to be considered. The Dropbox link is: <https://www.dropbox.com/request/hjdTjyl4uZGaLdL8t3su>
- Contact mbeam@caidc.org with any questions regarding the Community Association of the Year.