

# Community Association of the Year Guidelines

Before submitting your application, please review the information below.

- ✓ Read the application carefully.
  - *Incomplete or incorrectly submitted applications are subject to penalties ranging from loss of points to disqualification*
- ✓ The homeowner on the application must be a member of CAI and the Washington Metro Chapter CAI.
- ✓ 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 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.
- ✓ 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 winning community's 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 2026 WMCCAI Conference & Expo*
- ✓ The application and other materials must be submitted to Dropbox no later than 11:59 p.m. on Friday, October 31, 2025, to be considered.

> [Upload to Dropbox Here](#) <