

## FALL 2023 UNLV COMMUNITY ASSOCIATION MANAGER PRE-CERTIFICATION COURSE

Classes meet Tuesday, Wednesday, and Thursday, 5:30 pm – 8:30 pm

Location: Virtual through Zoom

702.895.3394 or [continuingeducation@unlv.edu/register](mailto:continuingeducation@unlv.edu/register)

#	Class Title	Date	Time	Instructor
1	Course Introduction/Overview	Tuesday, Sept. 5, 2023	5:30 pm – 8:30 pm	Gilchrist
2	The Executive Board, Elections, and Removals	Wednesday, Sept. 6, 2023	5:30 pm – 8:30 pm	Gilchrist
3	HOA Meetings and Parliamentary Procedures	Thursday, Sept. 7, 2023	5:30 pm – 8:30 pm	Gilchrist
4	Homeowner Rights & Responsibilities	Tuesday, Sept. 12, 2023	5:30 pm – 8:30 pm	Heydarian
5	Declarant Transition & Resales	Wednesday, Sept. 13, 2023	5:30 pm – 8:30 pm	Greengrass
6	Facilities Management	Thursday, Sept. 14, 2023	5:30 pm – 8:30 pm	Greengrass
7	Recordkeeping & Reporting	Tuesday, Sept. 19, 2023	5:30 pm – 8:30 pm	Gilchrist
8	Financial Management 1	Wednesday, Sept. 20, 2023	5:30 pm – 8:30 pm	Fertick
9	Financial Management 2	Thursday, Sept. 21, 2023	5:30 pm – 8:30 pm	Heydarian
10	Insurance in the HOA	Tuesday, Sept. 26, 2023	5:30 pm – 8:30 pm	Williams
<b>11</b>	<b>REVIEW AND MIDTERM EXAM</b>	<b>Wednesday, Sept. 27, 2023</b>	5:30 pm – 8:30 pm	Gilchrist
12	HR, Communications & Conflict Resolution	Thursday, Sept. 28, 2023	5:30 pm – 8:30 pm	Gilchrist
13	Reserve Studies – The CAM’s Perspective	Tuesday, Oct. 3, 2023	5:30 pm – 8:30 pm	Bates
14	Reserve Studies – The Reserve Study Specialist	Wednesday, Oct. 4, 2023	5:30 pm – 8:30 pm	Forney
15	Fair Housing, ADA, and HOPA	Thursday, Oct. 5, 2023	5:30 pm – 8:30 pm	Cheri Hauer
16	State & Federal Laws – 1	Tuesday, Oct. 10, 2023	5:30 pm – 8:30 pm	Cheri Hauer
17	State & Federal Laws – 2	Wednesday, Oct. 11, 2023	5:30 pm – 8:30 pm	Cheri Hauer
18	NRS/NAC 116 Overview	Thursday, Oct. 12, 2023	5:30 pm – 8:30 pm	Zanetti
19	NRS/NAC 116A Overview	Tuesday, Oct. 17, 2023	5:30 pm – 8:30 pm	Zanetti
20	Administration & Enforcement	Wednesday, Oct. 18, 2023	5:30 pm – 8:30 pm	Bates
21	Ethics and HOAs	Thursday, Oct. 19, 2023	5:30 pm – 8:30 pm	Bates
<b>22</b>	<b>REVIEW AND FINAL EXAM</b>	<b>Tuesday, Oct. 24, 2023</b>	5:30 pm – 8:30 pm	Gilchrist
23	<b>REVIEW FOR STATE EXAM (OPTIONAL)</b>	Wednesday, Oct. 25, 2023	5:30 pm – 8:30 pm	Gilchrist