

COMMUNITY MANAGER PRE-CERTIFICATION

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

Location: UNLV Paradise Campus

702-895-3394

Web: continuingeducation@unlv.edu

Session	Title	Date	Instructor
1	Course Introduction/Overview	Tuesday, September 10, 2019	Richardson
2	The Executive Board, Elections and Removals	Wednesday, September 11, 2019	Gilchrist
3	HOA Meetings and Parliamentary Procedures	Thursday, September 12, 2019	Gilchrist
4	Homeowner Rights & Responsibilities	Tuesday, September 17, 2019	Richardson
5	Financial Management 1	Wednesday, September 18 , 2019	Ramsey
6	Financial Management 2	Thursday, September 19, 2019	Ramsey
7	Recordkeeping & Reporting	Tuesday, September 24, 2019	Gilchrist
8	Declarant Transition & Resales	Wednesday, September 25 , 2019	Greengrass
9	Facilities Management	Thursday, September 26, 2019	Greengrass
10	Insurance in the HOA	Tuesday, October 1 , 2019	Williams
11	REVIEW AND MIDTERM EXAM	Wednesday, October 2 , 2019	Richardson
12	NRS/NAC 116 Overview	Thursday, October 3, 2019	Richardson
13	NRS/NAC 116A Overview	Tuesday, October 8, 2019	Richardson
14	Reserve Studies – The CAM’s Perspective	Wednesday, October 9 , 2019	Bates
15	Reserve Studies – The Reserves Study Specialist	Thursday, October 10, 2019	Forney
16	Fair Housing, ADA, and HOPA	Tuesday, October 15 , 2019	Haley
17	State & Federal Laws – 1	Wednesday, October 16 , 2019	Haley
18	State & Federal Laws – 2	Thursday, October 17, 2019	Haley
19	Administration & Enforcement	Tuesday, October 22, 2019	Richardson
20	HR, Communications & Conflict Resolution	Wednesday, October 23 , 2019	Richardson
21	Ethics and HOAs	Thursday, October 24, 2019	Bates
22	REVIEW AND FINAL EXAM	Tuesday, October 29 , 2019	Richardson
23	REVIEW FOR STATE EXAM (OPTIONAL)	Wednesday, October 30 , 2019	Richardson