

COMMUNITY MANAGER PRE-CERTIFICATION – Summer, 2019

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

Location: FirstService Residential-Las Vegas/Reno

702-895-3394

Web: continuingeducation@unlv.edu

Session	Title	Date	Time
1	Course Introduction/Overview	Tuesday, May 21, 2019	5:30 pm – 8:30 pm
2	The Executive Board, Elections and Removals	Wednesday, May 22, 2019	5:30 pm – 8:30 pm
3	HOA Meetings and Parliamentary Procedures	Thursday, May 23, 2019	5:30 pm – 8:30 pm
4	Insurance in the HOA	Tuesday, May 28, 2019	5:30 pm – 8:30 pm
5	Recordkeeping & Reporting	Wednesday, May 29, 2019	5:30 pm – 8:30 pm
6	Declarant Transition & Resales	Thursday, May 30, 2019	5:30 pm – 8:30 pm
7	Facilities Management	Tuesday, June 4, 2019	5:30 pm – 8:30 pm
8	Financial Management 1	Wednesday, June 5, 2019	5:30 pm – 8:30 pm
9	Financial Management 2	Thursday, June 6, 2019	5:30 pm – 8:30 pm
10	Homeowner Rights & Responsibilities	Tuesday, June 11, 2019	5:30 pm – 8:30 pm
11	REVIEW AND MIDTERM EXAM	Wednesday, June 12, 2019	5:30 pm – 8:30 pm
12	Reserve Studies – The Reserve Study Specialist	Thursday, June 13, 2019	5:30 pm – 8:30 pm
13	Reserve Studies – The CAM’s Perspective	Tuesday, June 18, 2019	5:30 pm – 8:30 pm
14	NRS/NAC 116 Overview	Wednesday, June 19, 2019	5:30 pm – 8:30 pm
15	NRS/NAC 116A Overview	Thursday, June 20, 2019	5:30 pm – 8:30 pm
16	State & Federal Laws – 1	Tuesday, June 25, 2019	5:30 pm – 8:30 pm
17	State & Federal Laws – 2	Wednesday, June 26, 2019	5:30 pm – 8:30 pm
18	Fair Housing, ADA, and HOPA	Thursday, June 27, 2019	5:30 pm – 8:30 pm
19	Administration & Enforcement	Tuesday, July 2, 2019	5:30 pm – 8:30 pm
20	HR, Communications & Conflict Resolution	Wednesday, July 3, 2019	5:30 pm – 8:30 pm
21	Ethics and HOAs	Tuesday, July 9, 2019	5:30 pm – 8:30 pm
22	REVIEW AND FINAL EXAM	Wednesday, July 10, 2019	5:30 pm – 8:30 pm
23	REVIEW FOR STATE EXAM (OPTIONAL)	Thursday, July 11, 2019	5:30 pm – 8:30 pm