

Classes meet Monday through Thursday, 5:30 pm – 8:30 pm.
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Session	Title	Instructor	Date
1	Course Introduction/Overview	Ken Richardson	10/24/16
2	The Executive Board, Elections and Removals	Lauren Scheer	10/25/16
3	HOA Meetings and Parliamentary Procedures	Lauren Scheer	10/26/16
4	Homeowner Rights & Responsibilities	Lauren Scheer	10/27/16
5	Recordkeeping & Reporting	Lauren Scheer	10/31/16
6	Declarant Transition & Resales	Lauren Scheer	11/1/16
7	Financial Management 1	Lauren Scheer	11/2/16
8	Financial Management 2	Lauren Scheer	11/3/16
9	Insurance in the HOA	Barbara Westhoff	11/7/16
10	Facilities Management	Scheer/Lonardo	11/8/16
	MIDTERM EXAM	Lauren Scheer	11/9/16
11	Reserve Studies – The CAM’s Perspective	Scheer/Wolfe	11/10/16
12	Reserve Studies – The Reserve Study Specialist	Rob Forney	11/14/16
13	NRS/NAC 116 Overview	Ken Richardson	11/15/16
14	NRS/NAC 116A Overview	Ken Richardson	11/16/16
15	Administration & Enforcement	Ken Richardson	11/17/16
16	State & Federal Laws – 1	Bruce Jenkins	11/21/16
17	State & Federal Laws – 2	Bruce Jenkins	11/22/16
18	HR, Communications & Conflict Resolution	Ken Richardson	11/23/16
19	Fair Housing, ADA, and HOPA	Linda Rheinberger	11/28/16
20	Ethics and HOAs	Lauren Scheer	11/29/16
	FINAL EXAM	Lauren Scheer	11/30/16