

Classes meet Fridays, 5:30 pm – 8:30 pm; Saturdays and Sundays 9:00am-Noon, 1:pm--4:00pm
 UNLV Paradise Campus 851 E. Tropicana Ave. 89119
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Session	Title	Instructor	Date
1	Course Introduction	Ken Richardson	6/3/16
2	The Executive Board, Elections and Removals (AM)	Ken Richardson	6/4/16
3	HOA Meetings and Parliamentary Procedures (PM)	Ken Richardson	6/4/16
4	Homeowner Rights & Responsibilities (AM)	Ken Richardson	6/5/16
5	Recordkeeping & Reporting (PM)	Ken Richardson	6/5/16
6	Declarant Transition & Resales	Katherine Wolfe	6/10/16
7	Financial Management 1 (AM)	Lauren Scheer	6/11/16
8	Financial Management 2 (PM)	Lauren Scheer	6/11/16
9	Insurance in the HOA (AM)	Barbara Westhoff	6/12/16
10	Facilities Management (PM)	Scheer/Lonardo	6/12/16
	MIDTERM EXAM	Richardson	6/17/16
11	Reserve Studies – The CAM’s Perspective (AM)	Scheer/Wolfe	6/18/16
12	Reserve Studies – The Reserve Study Specialist (PM)	Rob Forney	6/18/16
13	NRS/NAC 116 Overview (AM)	Ken Richardson	6/19/16
14	NRS/NAC 116A Overview (PM)	Ken Richardson	6/19/16
15	Administration & Enforcement	Ken Richardson	6/24/16
16	State & Federal Laws – 1 (AM)	Bruce Jenkins	6/25/16
17	State & Federal Laws – 2 (PM)	Bruce Jenkins	6/25/16
18	HR, Communications & Conflict Resolution (AM)	Wolf/Scheer	6/26/16
19	Fair Housing, ADA, and HOPA (PM)	Linda Rheinberger	6/26/16
20	Ethics and HOAs	Ken Richardson	7/1/16
	FINAL EXAM	Ken Richardson	7/2/16