

UNLV COMMUNITY ASSOCIATION MANAGER PRE-CERTIFICATION COURSE

First Service Residential, 639 Isbell Road, Suite 280, Reno, NV

Tuesdays, Wednesdays, & Thursdays, 5:30 pm – 8:30 pm, February 16-April 7, 2021

#	Class Title	Date	Time	Instructor
1	Course Introduction/Overview	February 16, 2021	5:30 pm – 8:30 pm	Bates
2	The Executive Board, Elections and Removals	February 17, 2021	5:30 pm – 8:30 pm	Bates
3	HOA Meetings and Parliamentary Procedures	February 18, 2021	5:30 pm – 8:30 pm	Costa
4	Financial Management 1	February 23, 2021	5:30 pm – 8:30 pm	Olson
5	Financial Management 2	February 24, 2021	5:30 pm – 8:30 pm	Olson
6	Homeowner Rights & Responsibilities	February 25, 2021	5:30 pm - 8:30 pm	Bates
7	Recordkeeping & Reporting	March 2, 2021	5:30 pm – 8:30 pm	Costa
8	Declarant Transition & Resales	March 3, 2021	5:30 pm – 8:30 pm	Osterode
9	Facilities Management	March 4, 2021	5:30 pm – 8:30 pm	Osterode
10	Insurance in the HOA	March 9, 2021	5:30 pm – 8:30 pm	Phillippi
11	REVIEW AND MIDTERM EXAM	March 10, 2021	5:30 pm – 8:30 pm	Bates
12	HR, Communications & Conflict Resolution	March 11, 2021	5:30 pm – 8:30 pm	Huebner
13	Administration & Enforcement	March 16, 2021	5:30 pm – 8:30 pm	Olson
14	Reserve Studies – The CAM’s Perspective	March 17, 2021	5:30 pm – 8:30 pm	Osterode
15	Reserve Studies – The Reserve Study Specialist	March 18, 2021	5:30 pm – 8:30 pm	Browning
16	Fair Housing, ADA, and HOPA	March 23, 2021	5:30 pm – 8:30 pm	Zanetti
17	State & Federal Laws – 1	March 24, 2021	5:30 pm – 8:30 pm	Zanetti
18	State & Federal Laws – 2	March 25, 2021	5:30 pm – 8:30 pm	Zanetti
19	NRS/NAC 116 Overview	March 30, 2021	5:30 pm – 8:30 pm	Zanetti
20	NRS/NAC 116A Overview	March 31, 2021	5:30 pm – 8:30 pm	Zanetti
21	Ethics and HOAs	April 1, 2021	5:30 pm – 8:30 pm	Bates
22	REVIEW AND FINAL EXAM	April 6, 2021	5:30 pm – 8:30 pm	Bates
23	REVIEW FOR STATE EXAM (OPTIONAL)	April 7, 2021	5:30 pm – 8:30 pm	Bates