

ASSOCIATION MANAGEMENT COURSE OUTLINE

I. Terminology and Definitions

- Condominium Hotels: Definition and Distinctive Features
- Community Managers
- Common-Interest Communities

II. Governing Documents of Common-Interest Communities

- Public Offering Statement, Rules, Bylaws

III. Governance of Common-Interest Communities¹

- Record-Keeping Requirements
- Roles and Responsibilities of Association
- Members, Officers, Directors
- Role and Responsibilities of Community Manager
- Rules for Association and Executive Board Meetings

IV. Regulatory Authorities and Scope of Oversight

- Fair Housing Laws and ADA
- Mediation and Arbitration Protocols
- Other Methods of Dispute Resolution
- Powers and Duties of Commission for CICCHs
- Powers and Duties of Real Estate Division
- Reporting Requirements
- Required Disclosures in Certificate of Resale

V. Developer Control and Transition

VI. Financial Management

- Budget Preparation
- Basic Accounting
- Requirements for Financial Statements and Reports
- Required Reserves for CICs
- Taxes and Audits
- Collection Procedures

VII. Facilities Management

Management of Maintenance and Repairs
Key Features of RFPs and Bid Process
Environmental and Energy Issues
Basic Components of Contracts

VIII. Risk Management

Recognition of Possible Construction Defects
Types of Insurance
Risk Awareness

IX. Association Powers of Enforcement

Assessments, Fines and Penalties
Procedures

X. Business Ethics

Conflicts of Interest and Required Disclosures for Board Members
Conflicts of Interest for Community Managers
Required Disclosures for Association Members Running for Board
Records Turnover
Test constraints: legal, physical, financially feasible and maximally productive
Application of highest and best use
Market analysis