



# Executive Education

FLORIDA INTERNATIONAL UNIVERSITY

Online Course Time:  
**Approximately 6 to 8 hours**  
depending on student pacing

**Cost: \$145**  
with group discounts.

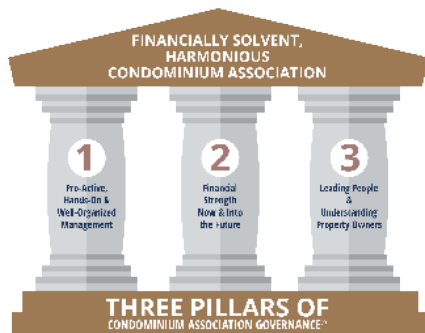
## Florida Condominium Board Member Training

### Solve Aging\* Condo Association Problems with new, convenient online learning

\* Approximately 60% of Florida's 1.5 million condo units are more than 30-years-old

**Instructor:** Patrick Hohman, as a board president and also as a paid condo manager, has helped lead owners in older condominium properties, through the ordeal of year-by-year renovations and sustaining their property. He wrote the book *Condos, Townhomes and Homeowner Associations: How to Make your Investment Safer*. Hohman is a licensed Florida Community Association Manager. Hohman also developed a companion certificate program at FIU to credential Condo & HOA Managers.

### SYLLABUS (Pg 1 of 2)



#### Part One: Pro-Active, Hands-On & Well-Organized Management

#### STAYING ORGANIZED

Reserve Study: Guide to Current and Future Spending.

Florida Structural Integrity Reserve Study (SIRS)

Sample Reserve Study Pages

Reserves: Why the Percent Funded is an Important Benchmark

Champlain Towers South - Reserves Percent Funded

Preventive Maintenance Checklists Help Keep Management Proactive

Organizing the Voluminous Data at Each Association

Project Lists - Guide to Board Task Priority Setting

Key Annual Dates Checklist

#### THE HIRED MANAGER

The Three Main Systems of Condo Assn Management

NEW! Part-Time, On-Site Management with 100 to 200 Condo Unit Limit

On-Site Manager Job Description

Step-by-Step: How the Board Hires a Manager or Management Company

Sample Job Posting for On-Site Manager/Executive Director

Management candidate interview questions and evaluation form

#### ORGANIZING AND LEADING MAJOR REPAIRS AND RENOVATIONS

Relationships with a Trusted Network of Vendors

The Association-Side Team to Help Assure Renovation Quality

The Planning Phase of Major Plumbing Renovations

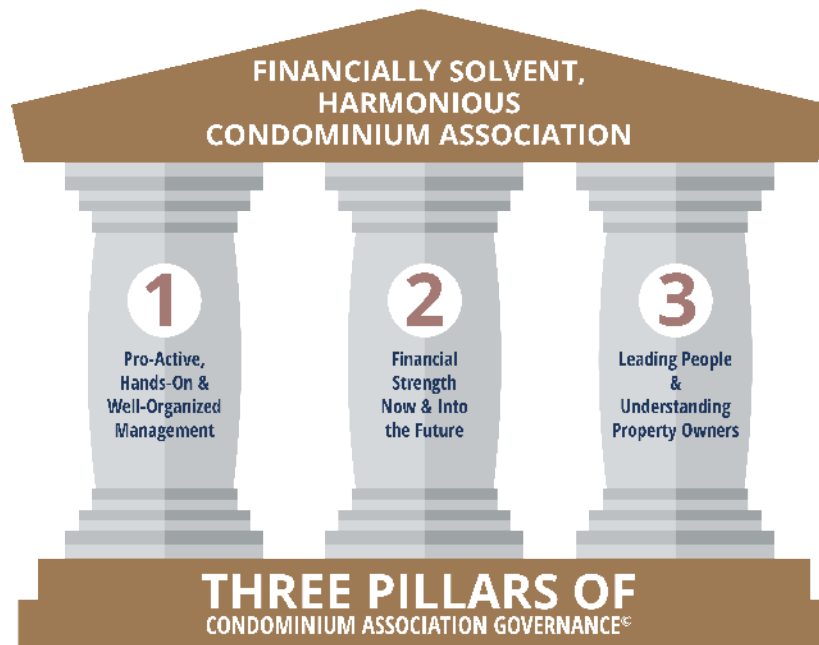
Newsletter updates for Owners During the Plumbing Construction Phase

Pictures in Newsletters help Explain Renovations to Owners

When to Invest in the Services of a General Contractor for Renovations

Explaining an Engineer's Evaluations to Owners

Punch lists: Closing Out the Renovation from an Owner Perspective



**SYLLABUS (Pg 2 of 2)**

**BOARD MEMBER COLLABORATION**

Creating a Culture of Board Member Collaboration

Well-Planned and Executed Board Meetings

*Harvard Research: Executive Leadership is Often a Single, Talented & Courageous Human Being*

*Harvard Research: Reasonable People Grow into Their Board Member Role*

Why a Condo Attorney is Worth the Hourly Fee

Board Member Legal and Insurance Protections

**Part Two: Financial Strength - Now and Into the Future**

Learning from Sample Budget Templates

How to Review the Monthly Financial Statements

Interviews with Florida Specialists in:  
 • Florida Condo Law Attorneys

- Condo Auditor at CPA Firm
- Insurance Agent

**Part Three: Leading People and Understanding Property Owners**

How the Main Personality Traits Help You Understand People

Personality Disorders & High-Conflict Personalities - An Overview

Why You Cannot Label Anyone as Personality Disordered or as a High-Conflict Personality

Getting Help from Others Helps You Endure the Storm

Chart: Five Categories of Condo Owner Behaviors and How to Respond to those Behaviors

How to Respond to the 'Most Difficult and Abrasive'

How to Respond to 'A Little Difficult' and 'Almost Invisible'

How to Respond to 'Agreeable Followers & Agreeable Leaders'

Board Member Superstars

**CREATING ABUNDANT, TRANSPARENT COMMUNICATION WITH ALL OWNERS**

Social Skills and Connecting with Others

Emotional Intelligence & Staying Calm

Persuasive Communications: Envision a Solution, then Persuade Others About Its Benefits

Tips on Creating Well-Written Newsletters

Answering Common Misunderstandings about Association Living

Your Ongoing Careful Communication + Legal Counsel to Solve or Lessen Tough Problems

We Want You To Thrive! Let's Stay In Touch.