

Condominium Management Pre-Licensing Education

FUNDAMENTALS OF CONDOMINIUM MANAGEMENT

1. Introduction to Condominium Management
2. Regulation of Condominium Managers in Alberta
 - a. Self-Regulation and Professionalism
 - b. RECA
 - c. Licensing Processes
 - d. RECA oversight processes
3. Real Estate Act and Rules
4. Agency Law and Representation Relationships
5. Ethics, Professionalism and Licensee Risk Reduction
6. Effective Negotiations and Dispute Resolution
7. Privacy and Confidentiality
8. Contract Law
9. Real Property Law
10. Land Ownership and Registration in Alberta
11. Building Design and Construction

PRACTICE OF CONDOMINIUM MANAGEMENT

1. Condominium Property Act
2. Corporation, Board and Owner Obligations
3. Condominium Management Services
4. Governance
5. Condominium Management Service Agreements
6. Condominium Meetings and Communications
7. Building Operations
8. Building Maintenance and Enhancement
9. Accounting and Financial Statements
10. Reserve Fund
11. Working with Service Providers
12. Occupational Health & Safety, Employment and Human Rights Legislation
13. Risk Management
14. Principles of Natural Justice and Enforcement
15. Insurance
16. Documents and Records
17. Working with Developers and Interim Boards