

## Course Outline

<b>Course Title:</b>	PROP 1043 <b>Advanced Strata Management</b>						
<b>Program Area:</b>	Real Estate			<b>Index:</b>	CSPMG		
<b>Coordinator:</b>	John Neuls, A.Sc.T.						
<b>Instructor:</b>	Leslie Haycock						
<b># of Classes:</b>	10	<b># Hrs Per Class:</b>	3	<b>Total Course Hrs:</b>	30	<b>CEUs:</b>	3.0
<b>Course Dates:</b>	TBD						
<b>Prerequisites:</b>	Students must have the Strata Management License						
<b>Course Description:</b>							
<p>An applied course for strata managers. You will develop “hands-on” knowledge and skills for problem solving. You will also acquire a deeper understanding of how to handle everyday challenges pertaining to statutory compliance, annual general meetings, council meetings, mixed-use stratas, budget preparation and presentation, financial reserves, building maintenance, insurance claims, and time management.</p> <p><b>Prerequisite:</b> A current Strata Management License. A minimum 6 months of strata management experience is recommended.</p>							
<b>Learning Outcomes:</b>							
<i>Upon successful completion of this course, the student should be able to:</i>							
<ul style="list-style-type: none"> <li>• Explain the practical applicability of various sections of the Strata Property Act and Regulations</li> <li>• Organize and manage a strata AGM and SGM</li> <li>• Describe and explain quorum requirements, voting procedures and vote counting</li> <li>• Prepare operating budgets</li> <li>• Review and evaluate past strata budgets</li> <li>• Inform strata owners on required and optional insurance coverage</li> <li>• Prepare schedules for regular maintenance of equipment and facilities</li> <li>• Explain the statutory requirements for handling a CRF account</li> <li>• Explain why operating and CRF accounts are kept separate</li> <li>• Explain the purpose, content and design of a reserve fund study</li> <li>• Describe effective methods and techniques for organizing, running and recording a council meeting</li> <li>• List Strata Property Act forms that are routinely used and explain the purpose and proper handling procedure for each form</li> <li>• Describe and explain how liens and bylaws are registered</li> <li>• Organize and update the business files of a strata corporation</li> <li>• Respond efficiently to council directives</li> </ul>							

**Course Content, Structure or Schedule of Topics:**

The course is presented in ten 3-hour sessions, including the final exam. Instruction is based on short lectures, presentation and analysis of materials, student assignments, class discussion, guest speakers, and Q&A.

The ten classroom sessions are as follows:

- Strata Property Act and Regulations
- Annual and Special General Meetings
- Preparing Annual Budgets
- Strata Corporation Insurance
- Preventative Maintenance
- Operating and Contingency Reserve Funds
- Preparing for a Council Meeting
- Strata Property Act Forms
- Time Management and Organization
- Review, Final Exam, and Course Evaluation

**Method of Delivery:**

Classroom

**Instructor Profile:**

Nizam is a managing partner of Northwest Strata Management Limited. He has been a strata manager for over 17 years and holds the Certified Professional Residential Property Manager Designation from the Professional Association of Managing Agents.

**Texts / Manuals Required:**

Course Workbook and Appendix booklet provided in class

**Student Evaluation:**

Attendance and Participation	10%
Question Assignments	20%
Report Assignment	30%
Final Exam	40%
Total	100%

**Assignments:**

As directed by instructor

**Other Materials & Supplies To Be Brought By Students:**

None

**Bibliography/Required Reading:**

Internet access required for report assignments and legislation updates

## Grading Policy

A+	95 – 100%	B+	80 – 84%	C+	65 – 69%	D	50 – 54%
A	90 – 94%	B	75 – 79%	C	60 – 64%	F	Below 50%
A-	85 – 89%	B-	70 – 74%	C-	55 – 59%		

**Please note: Students must achieve a C or greater to successfully pass the course.**

## Academic and Code of Conduct Expectations

**Plagiarism and Cheating Policy:** Plagiarism and cheating are serious educational offences, which may result in failure of an assignment, failure of a course, and possible suspension from Langara. For more details, please refer to Langara's Code of Conduct which can be found at:

<http://www.langara.bc.ca/registration-and-records/pdf/F1004.pdf>

**Student Code of Conduct:** Langara College is committed to creating and maintaining an environment that is conducive to learning, teaching and working. Students are encouraged to review Langara's Student Code of Conduct (policy E1003) which can be found at:

<http://www.langara.bc.ca/about-langara/policies/policies/student-services.html>

## Attendance Policy

Students are expected to attend all classes. Students who do not attend at least 80% of classes will not be eligible for a passing final grade, except for extenuating circumstances (such as health-related issues, family emergencies, and other serious situations).

## Course Content Responsibility

Students are responsible for the entire course content which includes the materials assigned from the textbook and any topic covered or discussed in class. It is important that students pre-read the assigned material and or/readings for the next week's coverage.

## Examinations

Quizzes and exams (mid-terms and finals) must be written on the assigned dates. Accommodations will be considered for extenuating circumstances only. Accommodations will only be made with proper documentation and advanced notification. There will be no exceptions, other than under exceptional documented circumstances or medical related reasons.

## Requirements for Successful Course Completion

In order to qualify for successful course completion, students must achieve a minimum of a C or 60% to move onto the next level or use the course towards the certificate. Students must also achieve a minimum of 50% on the final exam in order to pass the course. Students who do not pass the final exam, or achieve the minimum mark in the course would be required to retake the course in another term. There is no option to challenge the exam.

## Withdrawal Policy

**Before course starts:** All refunds are subject to an administration fee of 20% of the course/event fee (minimum \$15 to a maximum of \$35 per course). Cancellations must be received before the first day of class. Alternatively, we would be pleased to hold a 100% credit of the registration fee toward taking another Langara Continuing Studies course/s. This credit is valid for 12 months.

**After course has started:** No refunds are issued except for extraordinary circumstances. In such cases, a request must be submitted in writing to the relevant program coordinator.