DAY 1  Read: Ch. 1 of Condominium Concept textbook

A. Common Law and General Community Development Concepts
   1. Introduction and historical perspective
   2. Land planning and community development concepts

B. Condominiums and Other Forms of Common Ownership
   1. Condominiums – residential, retail, office, industrial/warehouse, mixed-use, conversions, hotel-condominiums, phase condominiums
   2. Cooperatives
   3. Time-share estates and fractional ownership
   4. Homeowner associations (HOAs)
   5. Equity Clubs
   6. Key participants in community developments

DAYS 2 & 3  Read: Ch. 2 of Condominium Concept textbook

C. Overview of Statutory Regulation of Condominiums and Homeowner Communities
   1. Florida’s Condominium Act - Chapter 718
   2. Homeowners Association Act - Florida Statute §720.301 et seq.
   3. Florida’s Not-for-Profit Corporate Act – Chapter 617
   4. Other pertinent statutory regulation

DAYS 4, 5 & 6  Familiarize yourself with Oxford Terrace II Condominium documents

D. Creation of the Condominium Regime – Planning and Drafting Considerations
   1. Life cycle of a community development
   2. Initial planning by the developer and practical considerations
   3. Preliminary drafting and creation considerations – creativity; flexibility; adequate disclosure, etc.
   4. The “developer” entity
   5. Prospectus, and exhibits (Case Study: Oxford Terrace II)
   6. Declaration of Condominium, and exhibits (Case Study: Oxford Terrace II)
   7. Preparing for the condominium closings
E. The Community Association: Its Functions, Powers and Duties
1. Powers and duties
2. Fiduciary duties of directors and officers
3. Rule promulgation and enforcement, and fines
4. Meetings, notice requirements, and voting
5. The community association election process
6. Access to records
7. Material alterations to Condominium property
8. Association approval rights re: prospective buyers/tenants
9. Amending Documents
10. Enforcement of Documents, and Rules & Regulations
11. Insurance issues
12. Termination of Condominium regimes

F. Fiscal Responsibilities of the Community Association
1. Assessments, budgeting and reserves
2. Collection of delinquent assessments, lien rights, the statutory “safe harbor”, and mortgagee issues
3. Borrowing of money
4. Financial reporting
5. Maintenance guarantees
6. Working capital fund
7. The bidding process

G. Pertinent Federal Statutes of Interest
1. Interstate Land Sales Full Disclosure Act, and applicable exemptions (ILSA)
2. Implications of Federal and State securities laws
3. Federal Fair Housing Amendments Act

H. In-class Quiz (35 multiple-choice questions)

I. The Purchase Contract and Related Documents
1. Purchase contract
2. Escrow agreement
3. Reservation deposit programs
4. Common disputes and rescission claims
DAY 12  Read: Ch. 12 of Condominium Concept textbook

J.  “Mock” Board of Directors Meeting

K.  Construction Defect Issues and Turnover of Control

   1.  Implied and statutory warranties
   2.  Statute of limitations/claims period
   3.  Disclaimers and defenses
   4.  Financial and accounting issues
   5.  Developer representation and disclosure issues
   6.  The negotiation and litigation processes

DAY 13

L.  The Florida Department of Business and Professional Regulation (“DBPR”)

   1.  Filing requirements
   2.  Manner of enforcement
   3.  Administrative Rules (Ch. 61B – 15 et al.)
   4.  Arbitration decisions and Declaratory Statements
   5.  The licensing of community association managers

DAY 14

M.  The Condominium Conversion

   1.  Practical considerations
   2.  Statutory considerations – the Roth Act

N.  The Role of the Lender in Community Developments

   1.  FNMA/FHLMC, and documentation issues
   2.  The failed development, and the lender as “successor developer”
   3.  Bulk transfers