



UHAB University Course Descriptions

UHAB University is a renewal of UHAB's HDFC leadership training program. Previously UHAB offered HDFC training classes as part of the HPD contract. UHAB University, however, is privately funded and completely independent of HPD. There are 16 classes being offered overall. Participants can complete an eleven-course program to earn a certificate of completion. This certification program consists of eight required classes and three electives. Participants are also welcome to attend only the specific classes in which they have an interest. Attending a UHAB University class will fulfill an HDFC's regulatory agreement training requirement.

Coop Principles and Practices

All participants are required to take Shareholder Ed I and II as a foundation to the other training sessions. These classes serve as an introduction to co-op living including the legal structure of a co-op and the difference between renting and owning. The classes also highlight shareholder and co-op responsibilities in terms of maintenance and repair.

Shareholder Ed I:

HDFCs are one of the largest housing cooperative movements in the United States. This course will touch on the cooperative principles that connect all cooperatives, the difference between renting and owning, the rights and responsibilities of shareholders, and HDFCs as a means of ensuring the continued availability of affordable housing. Though required for all, it is especially important for new shareholders and people interested in applying for an apartment in an HDFC.

Shareholder Ed II

Shareholder Education II builds on the conversation started in Shareholder Ed I. Participants are asked to draw on their experience to determine what makes a coop successful. We will also discuss the basic co-op governing structure and the difference between governance and management.

Coop Governance

Shareholders, through electing a board of directors, are responsible for democratically governing their co-op. In fact, this is one of the seven principles of the cooperative movement. Co-op governance in self-managed buildings can be especially confusing and challenging. Participants are required to take Understanding your Cooperative Documents, at least one course from the Organizational Development Series, as well as Writing Enforceable Policy and Governing the Sale of Shares.

Understanding your Cooperative Documents

Though the language in each co-op's documents might vary, all HDFCs have the same founding documents that govern the cooperative: Certificate of Incorporation, Bylaws, Proprietary Lease, and possibly, a Regulatory Agreement. This training provides a general overview of the documents and will provide participants with the skills needed to interpret and use the documents in their own organization.

Organizational Development

Choose at least one (1) of the following courses:

Effective Meetings and Participation

This training assists participants in developing the skills needed to effectively write agendas and facilitate meetings as well as to recruit and involve shareholders in meetings

and committees. Participants will also have the opportunity to share their experiences and use the group to trouble-shoot problems from their own co-ops.

Board Development

This class discusses the job descriptions of each officer, the responsibilities of the Board, and how to effectively govern cooperatively. We also deal with the question of hiring a management company versus self-managing your co-op.

Conflict Resolution

Every co-op has conflict between members at one point or another. This class is designed to give participants the skills to effectively and respectfully manage conflict in their corporation. Activities include discussions on common causes of conflict and ways to peacefully and effectively manage conflict in a coop.

Effective Election Policy and Procedure

Every co-op is required to hold an election every year, yet election night can be one of the most difficult and conflict-ridden nights of the year. This training is centered on elections and developing policies and procedures that can help insure a fair and legal election year after year.

Writing Enforceable Policy

The founding co-op documents provide the rules for governing and cooperative, however they do not provide detail procedures or policies to carry out those rules. Instead, each cooperative is expected to develop their own set of policies that are fair, clearly communicated and enforceable. Common policies cover subletting, resale, rent collection, house rules and resident selection. This course is an introduction to the basics of developing policy as well as to creating a plan to approve and adopt them.

Governing the Sale of Shares: A class for sellers, buyers, and boards

As an HDFC, there are legal restrictions on the sale of shares both initially when you buy a coop and anytime a shareholder leaves the corporation. This is a class for sellers, buyers and boards to discuss the legal restrictions (income eligibility and resale prices) as well as the legal and organizational policies (fair housing laws and board approval) that you will need to know if and when shares are for sale in your corporation.

Management and Maintenance

Whether your cooperative is self-managed or retains a management company, supervising building management tends to be one of the primary tasks of the board of directors. These classes serve as an introduction to building maintenance in a cooperative with a special emphasis on meeting inspection deadlines and supervising professionals. Participants are required to take Introduction to Maintenance and Repair as well as one other course.

Who Fixes What?: Introduction to Maintenance and Repair

This class serves as an introduction to managing maintenance in a housing cooperative. It will help participants determine what repairs fall under the shareholder's responsibility and what should be fixed by the cooperative. Participants will also gain experience prioritizing repairs with a limited budget. Finally, the class will introduce students to a basic management calendar that reminds cooperatives of when to pay taxes, hold boiler inspections and other mandatory building requirement.

Management and Maintenance II

Choose at least one (1) of the following courses:

Rent Collection and Housing Court

HDFCs generate income through rent and maintenance collection. When there is poor collection rates, bills go unpaid and the coop can find itself in debt. This course will help participants brainstorm ways to increase rent/ maintenance collection through policy and management and serves as an introduction the housing court procedures in the case that the board must take a tenant or shareholder to court for non-payment.

Working with Professionals: Taxes, Workers Comp and PayChecks

Governing and managing a cooperative is governing and managing a business and most times, your building retains certain professionals: accountants, maintenance staff, lawyers, etc. This course will not only help participants gain supervisory skills but will help them to understand the tax and legal requirements involved in hiring and paying personnel.

Financial Management and Planning

All participants are required to take Introduction to Coop Economics and Budgeting Made Easy. From there, UHAB understands that coops manage their finances differently and so, participants can choose from one of the following series: Connected Books (1 course), Bookkeeping for Treasurers (2 courses), and Reviewing and Approving Financial Reports and Budgets for Shareholders (2 courses).

Introduction to Coop Economics

This class is an introduction to the income and expenses of cooperatives. Participants will discuss the different ways that income is generated in an HDFC and what are some of the common expenses. Finally, participants will be introduced to the basics of budgeting.

Budgeting Made Easy

This course is designed for board members who are preparing or reviewing the annual budget. The course discusses the elements of the annual budget, deciding maintenance fees and monitoring the budget over the course of the year.

Financial Management

Choose at least one (1) of the following series:

Connected Books

UHAB offers a free online bookkeeping service to assist buildings keep up to date with their financial reporting. This course is a hands-on computer course in which participants are introduced to the Connected Books program, it's services and potential benefits.

Preparing Monthly and Annual Reports

Whether doing your books by hand or using an Excel Spreadsheet or Quickbooks, this course is an introduction to accounting and bookkeeping for treasurers who are responsible for producing monthly reports. Participants will be introduced hands-on to the different aspects of the financial report: the rent roll, disbursement and reconciliation form.

Reading and Understanding Financial/ Management Reports

In most buildings, the shareholders are not involved in the production of financial reports but they are responsible for reviewing and approving them. This course covers the elements of monthly and annual financial reports and provides participants with the knowledge to read and analyze the reports.