



MALTA UNIVERSITY CONSULTING

**BECOME A BETTER CONDOMINIUM ADMINISTRATOR**  
**May/June 2020 (10 hours)**

**Course registration fee:** €129

**Dates:** May 2020: Wed 6; Wed 13; Wed 20; Fri 29  
June 2020: Tues 2

**Time:** 4.30p.m. – 6.30p.m.

**Venue:** University Residence, Robert Mifsud Bonnici Street, Lija (ample parking space available)

**Aim and contents of course:** This Continuous Professional Development course serves to give a comprehensive view of what it takes to manage a condominium. The Participants will be made familiar with the Condominium Act and the regulations made thereunder. They will be in position to implement the terms and conditions found in contracts creating the condominium and the regulations governing it. The course will enable the Participants to comprehend the role of the Administrator in a condominium and the responsibilities that come with that position. They will understand the need to prepare and manage a budget for the condominium and interpret financial statements. It is the scope of this course that the Participants can deal with all the day-to-day operations and administration of the condominium. Attention will be given to the skills required by the Administrator to be familiar with the physical aspects of the building concerned and put in place good maintenance practices for the condominium.

**Who should attend:** Persons interested in proper condominium management, condominium owners, new and experienced Administrators, real estate agents.

**Course outline:** This course provides Participants with the tools necessary for the proper and efficient management of a condominium. The course will cover (i) an analysis of the Condominium Act [Chapter 398, Laws of Malta] as a foundation, (ii) Financial Management; (iii) Condominium Building and maintenance Management; (iv) Managing day-to-day condominium operations; (v) Tackling disputes that arise between the condomini; (vi) referring disputes to arbitration if unresolved amicably.

**Learning outcomes:** By the end of the course Participants will have comprehensive knowledge of Condominium Management.

**Delivery style:** Each lecture involves Power Point presentations which include case-studies dealing with particular topics of the course and discussion sessions.

**Course Tutor:** Dr Mario Caruana LL.D., CEDR Accredited Mediator, is a lawyer by profession. His practice includes family, civil and commercial mediation. He is a visiting lecturer at the University of Malta and lectures within the Faculty of Laws. The Malta Arbitration Centre appoints him to act as arbiter in condominium cases which are referred to it in accordance with the Law. He has experience in condominium management. He is the founder of ADR (Malta) Centre, a firm providing alternative dispute resolution services (in particular mediation services), and organises short-courses designed to provide hands on experience in the field where they practice.

**Certification:** Participants who attend at least 80% of the sessions will be awarded a Certificate of Attendance issued by Malta University Consulting Ltd.

**Course registration fee and contact information:** Cheques are to be made payable to Malta University Consulting Ltd. For further information kindly contact: Malta University Consulting Ltd, Robert Mifsud Bonnici Street, Lija. Tel: 21 240746; e-mail: [maria.bugeja@muhc.com.mt](mailto:maria.bugeja@muhc.com.mt); website: [www.muhc.com.mt](http://www.muhc.com.mt)