



ARP/ICBI 2021 Annual Conference



Join us for 8 hours of training designed specifically for reserve professionals

Saturday August 21, 2021
Las Vegas, Nevada

ARP (Associated Reserve Planners) and ICBI (International Capital Budgeting Institute) are dedicated to providing the highest quality, relevant continuing education for reserve professionals. The 2021 conference continues that tradition with six courses Addressing the conceptual foundation of reserve studies plus several specialized topics.

Spend a day with us to gain education you can't get from any other source.

Special one hour course on high rise structural issues. In light of the recent condo collapse tragedy in Florida this course is a "must attend."



2021 Annual Conference Saturday August 21, 2021 (Day after CAI National Conference)

Co-hosted by ICBI – International Capital Budgeting Institute

Location – Airport Doubletree Hotel, Las Vegas

7250 Pollock Dr, Las Vegas, NV 89119

Training schedule, 8:00 AM to 5:00 PM

Includes continental breakfast, deli lunch buffet, afternoon snack

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| 1. Reserve study fundamentals – 90 minutes – Gary Porter, Facilities Advisors | 8:00 AM |
| 2. Maintaining paved surfaces – 60 minutes – Michael Frank, Frank Civil Consulting | 9:30 AM |
| 3. Investing Reserve Funds – 60 minutes - Nico March, The March Group | 10:30 AM |
| 4. Performing the high rise reserve study ⁽¹⁾ – 120 minutes – Gary Porter | 11:30 AM |
| 5. High rise structural issues – 60 minutes – David McDermott, Architect | 2:30 PM |
| 6. Performing Country Club reserve studies ⁽²⁾ – 90 minutes – Greg Libke,
Gary Porter, Facilities Advisors | 3:30 PM |

(1) – This is an introductory level course only, intended to expose reserve preparers to what they may encounter in a high rise reserve study, it is NOT intended to make them an expert in high rise projects.

(2) – This is an introductory level course only, intended to expose reserve preparers to what they may encounter, it is NOT intended to make them an expert on country club projects. Focus will be on examples from a study of what is recognized as one of the top ten country clubs in the US and contrasting that with a number of other club studies competed and the different challenges of each.

* = Course qualifies for required education for those seeking credential as a RRC – Registered Reserve Consultant. Those seeking credit for this course must pass a test with a minimum score of 75%. A separate testing fee of \$50 per course is required. The RRC credential requires each applicant to successfully complete 24 hours of education before applying for the credential. This is the proof of knowledge required to earn the credential.

Note that we do intend to record each of the six sessions from this conference to have available on the ARP-USA website shortly after the conference concludes.

All ICBI and ARP members are required to have 8 hours of continuing education annually in order to renew their membership. Following standard educational protocols 50 minutes is deemed to constitute one hour of continuing education due to normal “break” times between sessions.

Course descriptions

1. **Reserve study fundamentals*** – 90 minutes – This is the most important reserve study course for any reserve professional, manager, or anyone else connected to the community association industry. While reserve studies have been around the industry for some 40 years there are still many misconceptions about what a reserve study is. Many of those misconceptions come from reserve preparers who think they know what a reserve study is and continue to spread bad information. This course sets the record straight. A reserve study is a budget, a financial projection. It is NOT a maintenance plan or component study but is based on a maintenance plan. This course examines the conceptual foundation of capital budgets in general, standards for reserve studies, the three disciplines that comprise the reserve study process, the skills required of reserve professionals, the importance of consistency of financial calculations, the relevance of the Fair Assessment Doctrine, why a consistent, structured reporting arrangement is necessary, and more.
2. **Maintaining paved surfaces*** – 60 minutes – Paved surfaces exist in almost every community association yet are often ignored in the maintenance planning process. Every association with significant paved surface should have a formal pavement study, which becomes the asphalt maintenance plan. This course looks at the construction of streets and roads, explains what maintenance is normally required and helps reserve professionals understand the common asphalt failures and what causes them. Michael Frank is an expert with decades of experience
3. **Investing Reserve Funds** – 60 minutes – This course discusses the importance of the association having a financial plan for its accumulated reserve funds and the guiding principles that associations should consider in forming their investment policy. Nico March guides this discussion of the limitations imposed by state statutes, governing documents, fiduciary responsibility, and prudent business practices. Conservatism and protection of the principle of invested funds is paramount.
4. **Performing the high rise reserve study*** – 120 minutes – This is an introductory level course only, intended to introduce reserve preparers to what they may encounter in a high reserve study and provide basic information regarding the systems unique to the high rise project. It is NOT intended to make attendees an expert in high rise projects. Recognize that each of the mechanical systems in a high rise condominium project could themselves be developed into a separate course (and that is on our planning agenda for future conferences) to understand why we are just presenting the basics here. Awareness, not expertise.
5. **High Rise structural issues** – 60 minutes – This course exposes attendees to basic structural considerations of high rise projects. Catastrophic structural failures are exceedingly rare in the US because of strong building codes. However, the recent condo collapse of Champlain Towers South in Florida has brought this subject to the forefront and opened up the discussion about maintenance issues unique to high rise structures. This course is a “must attend” course for those involved in high rise reserve studies or those manage high rise condo or co-op projects. David McDermott is an experienced architect who will provide insight into this very timely topic.
6. **Performing Country Club reserve studies*** – 90 minutes – This is an introductory level course only, intended to introduce reserve preparers to what they may encounter in a country club reserve study, or golf course operations within a community association. This is NOT intended to make attendees an expert on country club projects. Included will be examples from a study of what is recognized as one of the top ten country clubs in the US and contrasting that with a number of other club studies completed and the different challenges of each.

Presenter profiles

Michael Frank, Frank Civil Consulting. Michael has extensive experience in all facets of Land Development, Asphalt & Stormwater Maintenance and the related Site Work Industry. In October 2005, Mr. Frank retired as Executive Vice President of a successful Civil Construction Company (instrumental in the company's development since its inception) including management of estimating and project management departments, pre-construction services, contractual negotiations, problem resolution, and client services. During this time Mr. Frank oversaw projects such as various Master Plan Communities, Residential Subdivisions (5 acres to 750 acres), Commercial Office Complexes of all sizes and types, Industrial Property Development, Multi-family Housing and Municipal Development. Mr. Frank has extensive knowledge of all facets of the Civil Construction industry, including Earthwork, Paving, Wet and Dry Utilities, Concrete and Concrete Structures and Street Lighting. He takes this training experience to another level when he explains in "layman's" language to the client the specific needs, costs and risks of any project. As the owner of Frank Civil Consulting, Michael acts as the non-biased Owner's representative and his expertise is used for asphalt and storm water maintenance, plan review, budget development, bid specifications and planning and strategizing. Mr. Frank's personal experience in the Phoenix Metropolitan area, the State of Arizona, Southern Nevada, California, New Mexico and Colorado dates back to 1977. He has an extensive knowledge of the working conditions, municipalities, and public utilities associated with Civil Development.



Greg Libke, RSS – Greg is the Facilities Advisors reserve professional for Arizona and Texas. Greg is based in Chandler, Arizona and serves both Arizona and Texas.

After earning a degree in Business Management, and working with a local competitor in Arizona, Greg acquired the skills and knowledge to deliver comprehensive reserve studies to his clients. Greg has experience with planned developments and condominium associations in Arizona, Texas, Nevada, and California.

Greg also holds the Nevada RSS permit allowing him to perform reserve studies in Nevada.

Greg is also the current president of Associated Reserve Planners – USA which is affiliated with Associated Reserve Planners International. Associated Reserve Planners (ARP) is a trade organization for reserve preparers that provides education for reserve preparers. He is also responsible for planning and implementing the annual ARP/ICBI joint conference. In 2019 he also participated in making a presentation at the ARP annual conference.



Nico March, The March Group. Nico is a financial advisor well recognized for his expertise in understanding association operations, governing documents and state statutes affecting association investments. He has more than 30 years of experience in the community association industry. Mr. March began his career in the financial services industry in the early 1980's and since 1984, his team has specialized in corporate asset and liability management with a focus on risk mitigation.



In addition, The March Group developed and coordinated some unique software and financial management processes exclusive to their corporate clientele. The "Needs-Based Analysis" and Structured Asset Management Systems[®] process, provides time saving and dynamic real-time "fiscal" checkups, as well as interactive computerized reporting on the financial health and future planning strategies for any organization.

David McDermott, Architect – David is a professional architect with 25 years of experience. Project experience includes: institutional, commercial, industrial, hospitality, government, healthcare and residential.

David has earned the following technical degrees

- Master of Architecture Degree; University of Manitoba, Winnipeg, MB 1989
- Bachelor of Environmental Studies Degree; University of Manitoba, Winnipeg, MB 1983
- Architectural Technology Diploma; Southern Alberta Institute of Tech. Calgary, AB 1980

David's licenses include:

New York License # 032283, Florida License #AR94814, Hawaii License #13511

NCARB – #65621 available to reinstate.

OSHA 30 Hour Safety Certificate

AMFS - American Medical Forensic Specialist

David has held various positions as a construction manager, project manager and forensic architect. He has performed numerous property condition assessments.

Professional Acknowledgements: Cambridge's Who's Who; NIBS - National Institute of Building Science - Seismic Innovation Conference Speaker – Washington D.C. AIA Continuing Education. Presenter: AIASF – Seismic Innovation Dynamic Architectural / Structural Integration The CASL System – AIA Continuing Education
In addition, David is scheduled to virtually present at WCEE - World Conference in Earthquake Engineering, Japan October 2, 2021.

Gary Porter, RS, FMP, CPA, RRC, is the CEO of Facilities Advisors International and president of ICBI. Gary has provided financial services to condominium and homeowners associations since 1976. He has authored five books, more than 400 articles on association financial matters and has been quoted or published in the Wall Street Journal, Kiplinger's Personal Finance, Common Ground, The Ledger Quarterly, and The Practical Accountant. He has been performing reserve studies since 1982. He is primary author of ICBI's Generally Accepted Reserve Study Standards. He holds the FMP (Facilities Management Professional) credential, which designates him as an expert in facilities management, the most critical skill in component condition assessment. He was a recognized economics and valuations expert in the California Superior Court system for more than twenty years and has served as the court appointed independent expert on several occasions. He holds CAI's RS (Reserve Specialist) designation and is also a registered reserve specialist in Nevada. Mr. Porter is also a Certified Public Accountant and possesses the skills directly applicable to preparation of a financial projection for future major repairs and replacements. He also holds the Registered Reserve Consultant (RRC) credential, the highest designation available to reserve preparers. His broad background gives him the global perspective of the entire reserve study process that most others lack, and the ability to write the book "Reserve Studies – The Complete Guide". Mr. Porter has been active in the industry for decades. He was a founding member of the CAI Channel Islands California chapter in 1979 and served as CAI's national president in 1998-99. He has received numerous awards, including CAI's Distinguished Service and Author of the Year Awards, and CACM's Vision Award for outstanding service.



Associated Reserve Planners – USA

<https://arp-usa.org/>

Associated Reserve Planners (ARP) is an international organization for those individuals that prepare reserve studies. ARP is dedicated to excellence in the preparation of reserve studies and requires that all members adhere to Generally Accepted Reserve Study Standards as issued by the International Capital Budgeting Institute (ICBI).

Associated Reserve Planners is a trade organization for reserve professionals and provides education and enforcement activities for ICBI (International Capital Budgeting Institute) and BPCB (Budgeting Professionals Credentialing Board). ICBI has established Generally Accepted Reserve Study Principles and Generally Accepted Reserve Study Standards www.capitalbudgeting.org which govern the reserve study process for ICBI members. The Budgeting Professionals Credentialing Board (BPCB) established the RRC (Registered Reserve Consultant) credential, the requirements for education and testing necessary to earn this credential, and continuing education, peer review and ethics rules for all credential holders. The RRC is the ONLY credential for reserve preparers that requires testing of knowledge to qualify for the credential. This testing is based on education courses regarding reserve study fundamentals, financial calculations and reporting standards, and a number of technical courses relating to most commonly encountered physical components.

International Capital Budgeting Institute (ICBI)

<https://www.capitalbudgeting.org/>

ICBI is an international standards organization dedicated to providing clarity, consistency and comparability in capital budgeting reporting. ICBI provides education and resources to all those involved in the creation of and users of capital budgets - business managers, facilities managers, and other businesses and professionals who provide products and services to organizations that maintain capital facilities.

ICBI is based in the United States and our membership includes professionals in Australia, Canada, Dubai, Kenya, Mexico, and the United Kingdom. Professional members include CPAs, architects, engineers, construction contractors, facilities managers, project managers, reserve study professionals, software developers, and lawyers. Our mission is to inspire professionalism in the development of capital budgets. We do that by:

- Providing internationally respected standards for the preparation of capital budgets, including evaluation of facilities, calculation, and software standards.
- Providing internationally respected standards for reporting on capital budgets.
- Working with the Budgeting Professionals Credentialing Board <https://www.budgetcredential.org/> to provide professional designations for those individuals preparing capital budgets.
- Working with Associated Reserve Planners to provide education opportunities for industry professionals.
- Publishing web content, articles, and books and guides on capital budgeting.
- Advocating on behalf of industry groups before federal regulatory agencies and state legislatures.

Registration Form

Cost – ARP and ICBI members \$195

Cost – nonmembers \$245

Pay by credit card online at <https://www.capitalbudgeting.org/payments>

Please fill out this form and email to reserves@capitalbudgeting.org. You will receive and acknowledgement email once payment has been received. Pay via credit card only at

<https://www.capitalbudgeting.org/payments>

Name	
Company Name	
Email address	
Cell Phone	

If you have any questions please contact ICBI president Gary Porter at reserves@capitalbudgeting.org or call 702.605.2394

Location – Airport Doubletree Hotel, Las Vegas

7250 Pollock Dr, Las Vegas, NV 89119

Training schedule, 8:00 AM to 5:00 PM