

# COURSE INFORMATION

## LIVE IN PERSON

**Thursday, May 7, 2026**  
**Minnesota CLE Conference Center**  
600 Nicollet Mall, Suite 370  
Third Floor City Center, Minneapolis

## ONLINE REPLAY

**Thursday, May 28, 2026**  
**Tuesday, June 16, 2026**  
View online at [www.minncle.org](http://www.minncle.org)

A moderator will be available to answer questions by email.

## HOW TO REGISTER

Register online at [www.minncle.org](http://www.minncle.org).  
Email [customerservice@minncle.org](mailto:customerservice@minncle.org) or call **800-759-8840** for assistance.

## COURSE MATERIALS

In-person attendees will receive hard copies of any course materials submitted. All attendees will have access to all course materials via their Minnesota CLE online accounts.

## CREDITS

Minnesota CLE is applying to the Minnesota State Board of CLE for **6.0 standard CLE credits**. Minnesota CLE is also applying to the Minnesota State Bar Association for **6.0 advanced real estate specialist credits**. The maximum number of total credits attendees may report for this seminar is 6.0.

## SCHOLARSHIPS AVAILABLE

Minnesota CLE maintains a scholarship program for those with a financial need. Contact [customerservice@minncle.org](mailto:customerservice@minncle.org) for further details or to obtain an application.

## ACCOMMODATION

If you have a disability and need an accommodation in order to attend this seminar, contact Minnesota CLE as soon as possible at **800-759-8840** or [customerservice@minncle.org](mailto:customerservice@minncle.org).

## CANCELLATION POLICY / NO-SHOW POLICY

Paid registrants who cancel before the seminar will receive a refund. Paid registrants who do not cancel and are unable to attend will retain access to all seminar materials through their Minnesota CLE website account.

## QUESTIONS?

[customerservice@minncle.org](mailto:customerservice@minncle.org)  
[www.minncle.org](http://www.minncle.org)  
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your mobile device or  
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# Representing Common Interest Communities and Homeowners Associations IN MINNESOTA

## Insights and Hot Topics

### HIGHLIGHTS INCLUDE:

- Drafting **CIC Governing Documents** to Comply with the Minnesota Common Interest Ownership Act
- Ensuring Compliance with **CIC Recording Requirements**
- Understanding **Flexible CICs**
- Properly Imposing **HOA Fines and Assessments**
- Understanding How **Housing Cooperatives** are Unique
- Learning **HOA Hot Topics**
- And much more!



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**Representing  
Common Interest  
Communities and  
Homeowners  
Associations**  
IN MINNESOTA



**Thursday, May 7, 2026 –  
Attend In Person**

8:30 – 9:00 a.m.  
CHECK-IN & CONTINENTAL BREAKFAST

9:00 – 9:05 a.m.  
WELCOME & ANNOUNCEMENTS

9:05 – 9:35 a.m.  
**Introduction to Common Interest Communities**  
*Jennifer L. Carey*

9:35 – 10:35 a.m.  
**Drafting CIC Governing Documents to Comply with the Minnesota Common Interest Ownership Act**  

- Understand MCIOA requirements for CIC governing documents
- Review key provisions in CIC declarations and bylaws
- Avoid common drafting pitfalls
- Ensure compliance with Minnesota law
- And more!

*Jennifer L. Carey*

10:35 – 10:45 a.m. BREAK

10:45 – 11:30 a.m.  
**Getting It on the Record: CIC Recording Requirements and Plats**  

- Review MCIOA requirements for recording CIC declarations and related documents
- Understand the role and structure of CIC plats in creating a common interest community
- Identify common issues when preparing and recording CIC plats and documents
- And more!

*David B. Gates*

11:30 – 11:35 a.m. BREAK

11:35 a.m. – 12:20 p.m.  
**Flexible CICs, Special Declarant Rights and Turnover of Declarant Control**  

- Understand MCIOA provisions governing flexible CICs
- Review the scope of special declarant rights
- Learn how declarant rights are reserved, exercised, and transferred
- Understand requirements for turnover of declarant control
- And more!

*Jeri L. Parkin*

12:20 – 1:00 p.m.  
LUNCH BREAK (on your own)

1:00 – 2:00 p.m.  
**HOA Fines and Assessments and How to Collect**  

- Authority of Minnesota HOAs to impose fines and levy assessments
- Due process requirements under the MCIOA
- Collection strategies for HOAs
- And more!

*Karly A. Kauf*

2:00 – 2:05 p.m. BREAK

2:05 – 2:50 p.m.  
**How Housing Cooperatives Work and What Makes Them Unique**  

- How cooperatives differ from other types of common interest communities
- Application of the MCIOA to cooperatives
- Sale or disposition of real estate owned by a Cooperative
- Impact of the new Minnesota Cooperative Housing Act
- And more!

*Phaedra J. Howard*

2:50 – 3:00 p.m. BREAK

3:00 – 4:00 p.m.  
**HOA Hot Topics: Insurance and Beyond**  

- Insurance coverage issues for Minnesota HOAs
- Emerging HOA issues in Minnesota
- Recent legislative developments and practical guidance for advising boards and owners
- And more!

*Anthony T. Smith*

4:00 – 4:15 p.m.  
**CIC Questions & Answers**

**Jennifer L. Carey**  
*Course Chair*  
Hanft Fride, A Professional Association  
Duluth

**David B. Gates**  
Office of the Examiner of Titles  
Hennepin County  
Minneapolis

**Phaedra J. Howard**  
Hellmuth & Johnson, PLLC  
Edina

**Karly A. Kauf**  
Chestnut Cambronne PA  
Minneapolis

**Jeri L. Parkin**  
Fredrikson & Byron P.A.  
Minneapolis

**Anthony T. Smith**  
Smith Jadin Johnson, PLLC  
Bloomington



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**TUITION:**  
\$295 MSBA member  
\$295 paralegal  
\$345 standard rate

**SEASON PASSHOLDERS:**

- Super Passholders** may attend the in-person seminar or an online replay at no charge.
- In-Person Passholders** may attend the in-person seminar at no charge or an online replay for 50% off.
- Online Passholders** may attend the in-person seminar for 50% off or an online replay at no charge.

**NEW LAWYER DISCOUNT!**  
New lawyers who have been admitted to the bar less than 5 years receive a 50% discount.

**SCHOLARSHIPS AVAILABLE**  
Minnesota CLE maintains a scholarship program for those individuals with a financial need. To obtain a scholarship application, contact [customerservice@minncle.org](mailto:customerservice@minncle.org).

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