

Reserve Study Summary

Form 609, Reserve Study Summary, is to be submitted to the Ombudsman's Office no later than 45 days after the board adopts a reserve study pursuant to NRS 116.31152(4).

Declaration of Certification

Each newly elected or appointed board member must complete Form 602 within 90 days of his/her election or appointment and submit a copy to the Division. Only one copy is required, per election or appointment, to be submitted to the Division at the time of registration pursuant to NRS 116.31034(9).

Common-Interest Communities Master Roster

Form 620, Common-Interest Communities Master Roster, must accompany a master association's registration. Information given must match what is reported by each sub-association. Added up, the number of conveyed units in each sub-association, plus the number of conveyed units directly under the master association ("same as master" or "SAM") equals the total conveyed units in the master association. Multiply the total units conveyed by \$3 to determine the fee the master association remits with registration. The sub-associations do not remit fees unless the master association's governing documents state otherwise.

For information such as the association's filing number, filing date, association name and corporate status, visit the Nevada Secretary of State Web site, www.nvsos.gov.

For updates and more information, please visit our Web site at: www.red.state.nv.us.

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HOA REGISTRATION



How to register an association with the Ombudsman's office



All homeowners' associations must register annually and report specific information periodically with the Ombudsman's Office.

What information must an association file with the Ombudsman?

1. Each year, all homeowners' associations must, per NRS 116.1201, complete either:
 - Form 603, Initial Association Registration, for first-time registrants; **or**
 - Form 562, Annual Association Registration, for registration renewal; **or**
 - Form 653, "Limited Purpose Association ..." for legally specified rural agricultural residential communities.
2. Along with registration, each newly elected or appointed board member must submit a copy of Form 602 to the Division.

The copy of Form 602, for each board member, is only required to be submitted upon election or appointment.

3. Within 45 days after adopting a full study of the reserves, an association must submit Form 609, Reserve Study Summary. A new full study of the reserves must be conducted at least once every 5 years.

4. If contact information (manager, officers, etc.) on the registration changes after submittal, the association must identify the change on Form 623, Registration Filing Addendum and file with Division within 30 days.

5. If the association changes its legal name, it must identify the change on Form 646, Association Name Change Notification.

6. Master associations must include Form 620, Common Interest Communities Master Roster with registration.

When is the registration due?

For independent associations (not part of a master association), registration is due within 45 days before the last State business day of the month in which the association was incorporated.

Example 1 – An association incorporated in May 2002. It must register sometime between April 15th and May 31st each year. If the month ends on a holiday or weekend, it must register and submit unit fees by the last day in May that the State is open for business.

The rules are the same for sub-associations within master associations with one exception: registration is due for the master association and all of its sub-associations in the month that the master association was incorporated.

Example 2 – A sub-association incorporated in April 2002. It is part of a master association that incorporated in June 2001. Both associations must register each year before the end of June.

What are the fees to file?

The only cost to file is a \$3-per-unit fee for each unit conveyed (ownership transferred from declarant), which is paid at registration.

Thus, an association with 100 homes conveyed would pay \$300. **Unit fees must accompany registration.** Late receipt of unit fees will result in a penalty and interest, if applicable.

NOTE: If there is a master association, then **the master association is required to submit the fee for all units, including those in sub-associations** (unless the master's governing documents state otherwise). Sub-associations and masters should communicate to ensure the unit fees submitted match the reported number of units.

All other filings, such as the Registration Filing Addendum, require no fee to submit.

Tips for completing each form

Initial Association Registration

Form 603, Initial Association Registration, must be submitted to the Ombudsman's Office before an association may file its articles of incorporation with the Nevada Secretary of State (SOS), pursuant to NRS 116.3101. The association need not have any units conveyed.

Association Annual Registration

All information requested on the Annual Registration must be provided. Otherwise, the form will be returned. Some tips:

- Make sure to register using the association's legal name, the name filed on the articles of incorporation.
- The subdivision name is given to the land once the maps are recorded with the county assessor's office. There may be other names associated with the project.

• The Secretary of State (SOS) file number is the "entity" number found by searching the association's name on the SOS Web site.

• An association's articles of incorporation will mention the type of association within the first few pages.

• The physical address must be on-site. It may be that of a clubhouse or water meter, or it may be the nearest cross street, one that directly border the association.

• The number of liens and foreclosures requested on the form refers to ones filed on behalf of the association, not lenders.

• A declarant's right to annex more units may be found in the association's covenants, conditions, and restrictions (CC&Rs), including maximum number of units and expiration date. It will also include the name of the original declarant.

• For financial statements reviewed or audited by a CPA, use the most recently completed ones and include the full date.

• If a reserve study has never been performed, an explanation why must be included. If a study has been performed, be aware that the date the study is conducted by the specialist, the date of adoption by the board, and the date that the Reserve Study Summary form is completed should never be the same day.

• Contact data: The directors' actual physical addresses and phone numbers – not the manager's or anyone else's – must be provided. This information is confidential and for Division use only.

• **Some information does not change – keep it on hand for next year's registration.**

Registration Filing Addendum

Form 623, Registration Filing Addendum, must be submitted within 30 days whenever there is a change of directors, officers, management companies, or billing address.