

# Community Insights

*A Newsletter from the Common-Interest Communities  
& Condominium Hotels Program*

Department of Business & Industry, Nevada Real Estate Division

SPRING 2017

## Nevada Real Estate Division Our Mission

To protect the public and Nevada's real estate sectors by fairly and effectively regulating real estate professionals through licensure, registration, education and enforcement.

## Office of the Ombudsman Our Mission

To provide a neutral and fair venue to assist homeowners, board members and community managers in handling issues that may arise while living in a common-interest community or condominium hotel.

## Real Estate Division

**Sharath Chandra**  
Administrator

**Sharon Jackson**  
Deputy Administrator

**Charvez Foger**  
Ombudsman

**Ingrid Trillo**  
Editor

## INSIDE THIS ISSUE

Ombudsman Charvez Foger.....	1
New CIC Training Officer CE Education Update.....	2
Annual Association Registration Forms .....	3
Our Webpage .....	4
Informational Bulletin #33 Computing Time.....	5
Governor's Conference Housing Assistance.....	6
Our New Location Map....	7
CIC Commissioners & Meeting Schedule .....	8

<http://red.nv.gov/>

## Ombudsman Charvez Foger

Welcome to the Spring 2017 issue of Community Insights.

As the Ombudsman, I work on a daily basis to encourage and support open dialogue between multiple players within common-interest communities.

In this office we strive to open the doors of communication and provide numerous outlets for individuals to have their questions and concerns heard.

In our informal conferences, we provide all sides of a dispute with an equal opportunity to voice their complaints and reach a resolution that all parties can agree upon.

Through our training program, we provide a direct line of access for the community to ask questions regarding NRS 116 and we are flexible when providing courses uniquely tailored for the public, unit owners, board members and community managers.

The Office of the Ombudsman continues to strive to assist unit owners and board members understand their rights and responsibilities within common-interest communities and hopes to become even more proactive in terms of outreach and scope of contact throughout the State.

As the Ombudsman, it is a goal of mine to make myself available and remain respon-

sive to the needs of all actors within common-interest communities. I want our programs to work for those who seek them and I am always willing to make adjustments as needed.

It is encouraging to witness the success of an association when all parties understand their duties and work together toward a common goal of improving their community. This Office understands its role in helping maintain that type of amicable environment between key players.



*This picture was taken on March 29, 2017, at the*

*Northern Nevada HOA Trade Show*

*held at the Atlantis Casino and Resort Spa in Reno, Nevada.*

*The Ombudsman and staff were on hand to answer questions and provide handouts to the public.*



Monique Williamson

## New CIC Training Officer

Ombudsman Charvez Foger is pleased to introduce Monique Williamson as the new Program Training Officer for the Common-Interest Communities and Condominium Hotels Program.

Monique has earned both her Bachelor and Master of Arts degrees from UNLV, with an emphasis on Political Science and Public Administration. She has lived in Southern Nevada for over twenty years, working for both the federal and local government.

She has provided training in a variety of fields ranging from homeland security to occupational safety, and has published journal articles in the realm of emergency management and local first responder training for Las Vegas.

Monique has been interpreting federal law and local statutes for over ten years and will strive to develop and provide educational programs that truly clarify and streamline NRS 116 guidelines for homeowners, board members, and community managers. "I am excited for this new career opportunity. As someone looking at NRS 116 with fresh eyes, I hope that being able to read and interpret the laws in a way that makes sense to me will translate to a simplification and better understanding of the laws for others."

"Monique will bring a unique approach to this position, as her vast knowledge in dealing with and interpreting the law will be paramount for her success. Her previous work with the federal and local government gives her a head start as she steps into this vital position for the Ombudsman's office," said Charvez.

*"Anyone who has never made a mistake has never tried anything new."*

**Albert Einstein**

To register for free classes, visit [http://red.nv.gov/Content/CIC/Program\\_Training/Classes/](http://red.nv.gov/Content/CIC/Program_Training/Classes/)

Email: [OMBClasses@red.nv.gov](mailto:OMBClasses@red.nv.gov)

## CIC Education & Information Officer—Ingrid Trillo

The Real Estate Division's Administrator, Sharath Chandra, stated in the Fall 2016 Community Insights Newsletter that "an area of focus will be improving and expanding the digital delivery of services."

Sponsors, good news! We have begun our digital process. New course materials may be emailed to: [CAMEducation@red.nv.gov](mailto:CAMEducation@red.nv.gov). Remember to include the course title and note in the email that the new course is pending.

The same process can be used when

you are renewing and providing updated materials; include in the subject area the CE number and course title.

During the summer, we will be working on updating our forms and instructions. Sponsors will be notified once the updates are complete.

This new process is the first step to digital incorporation. Please note this is optional at this time. If you wish to submit your package by mail or in person, that will also be accepted.

As of now, you will still need to complete any new application or renewal form and submit that with payment by mail or in person.

Looking forward to your comments and suggestions. Any questions, contact Ingrid Trillo below at:

Email: [itrillo@red.nv.gov](mailto:itrillo@red.nv.gov) or call (702) 486-4012.





# Annual Association Registration Form

Complying with NRS116.31158 begins with submitting a complete, signed, and dated Annual Association Registration form (#562). Per NRS 116.3115, each association is required to complete and submit this form annually, along with annual fees (\$4.25 per unit effective July 1, 2016). The filing date for each association coincides with the association's annual filing of the List of Officers with the Secretary of State; with the exception of sub-associations\*.

Division within 45 days of adoption. Each subsequent year, the Reserve Study section of the Annual Registration form must be completed in its entirety, adjusting the reserve account balances to reflect the current fiscal year.

Any inaccurate and/or missing information on the form may suggest that the association is not in compliance with the statutes, the consequences of which could lead to further involvement by the auditor or an investigator.

If an association fails to pay the fee within the times established by the Division, the association will be charged 10 percent of the amount owed, or \$500, whichever amount is less. The amount of unpaid fees owed by the association or master association bears interest at the rate set forth in NRS 99.040; a rate equal to the prime rate at the largest bank in Nevada.

When completing your form, know your correct Nevada Secretary of State (SOS) entity number, the SOS original filing date, the correct and current address for your association, correct dates of meetings, audits or reviews, budget amounts, and provide complete contact information for every board member and the community manager. Any missing information will lead to a delay in processing.

Form 562 is an excellent barometer of where an association stands in terms of complying with the provisions set forth in NRS 116 and NAC 116. One commonly overlooked area on the form is the Reserve Study section. Per NRS 116.31152, the executive board of every association shall cause to be conducted a study of the reserves every five years. Once completed, the association must submit the Reserve Study Summary form (#609) to the

The Annual Association Registration form provides a snapshot of the association. Completing it accurately and timely affords both the association and the Division valuable information.

\*The sub association's annual filing date coincides with the filing date of their Master association.

“ With confidence, you can reach truly amazing heights; without confidence, even the simplest accomplishments are beyond your grasp.”

– Jim Loehr

To find out more, visit us at:

<http://red.nv.gov>

For more information, email:

[CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov)

All CIC forms are fillable PDFs.

Go online to:

<http://red.nv.gov/Content/Forms/CIC/>

## What's on our Webpage?

You can use *License Lookup* to search for any licensed positions with the State.

**Criteria**

Note: Hover over any field to display help text.

License Number: CAM - [ ] - [ ]

Company Name/DBA: [ ]

First Name: [ ] Last Name: [ ]

City: [ ] State: Nevada Zip: [ ]

County: [ ]

Search Clear Form

Have a question? Try searching for past answers in our *Advisory Opinions* section.

**CIC - DIVISION ADVISORY OPINIONS**

**Chapter 116**

- [No. 16-01: Capital improvement questions \(October 22, 2015\)](#)
- [No. 15-02: What is the retaliatory action prohibited by NRS 116.31183? \(May 20, 2015\)](#)
- [No. 14-03: Necessity of photographic evidence of a violation \(Sept. 3, 2014\)](#)
- [No. 14-02: Notices prior to an association's foreclosure proceeding \(June 30, 2014\)](#)
- [No. 14-01: What is a "unit's owner"? \(Dec. 12, 2013\)](#)
- [No. 13-01: The Super Priority Lien \(Dec. 12, 2012\)](#)
- [No. 12-05: Executive Session Agenda \(Nov. 15, 2012\)](#)
- [No. 12-04: Electronic Mailing \(May 18, 2012\)](#)
- [No. 12-03: Records of Unit Owned by Association \(May 18, 2012\)](#)
- [No. 12-02: Is the Approval of Units' Owners Required for Expenditure of Operating Funds on Capital Projects? \(Dec. 12, 2011\)](#)  
Replaced by 16-01 on October 22, 2015
- [No. 12-01: Charging a Unit Owner Attorney Fees for Attending a Hearing Regarding a Fine \(May 18, 2012\)](#)
- [No. 11-02: Determining Whether Executive Board has Performed their Duty for Bids for Services "When Practicable" \(Sep. 1, 2011\)](#)
- [No. 11-01: Executive Board Meetings and Methods of Voting by Board Members \(June 14, 2011\)](#)
- [No. 10-03: Records of the Association Relating to Another Unit's Owner \(July 30, 2009\)](#)

Need training regarding NRS or NAC 116?

Utilize the CIC Training Program tab to access a schedule and registration form for upcoming classes.

You can also request specific training, scheduled on days and times that meet your needs.

Department of Business and Industry  
**Nevada Real Estate Division**

HOME ONLINE SERVICES ADMINISTRATION PUBLICATIONS LICENSING

**PROGRAM TRAINING CLASSES**

- [Calendar](#)
- [Registration](#)
- [Training Request](#)

Teamwork

Coming together is a beginning

Keeping together is progress

Working together is success

-Henry Ford

DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**

[realest@red.nv.gov](mailto:realest@red.nv.gov)    [red.nv.gov](http://red.nv.gov)

## COMPUTING TIME

**Computing Time:** The Nevada Supreme Court has held that when a statute does not specify how to compute a particular time period, Nevada Rule of Civil Procedure (NRCP) governs the computation.

Currently, Nevada Rule of Civil Procedure 6(a)'s express language provides that when a statute's time period is less than 11 days, then Saturdays, Sundays, and non-judicial days are excluded from the computation.

**Question: How do I compute the time period under NRS 116.4109 (3)?**

*That states:*

*Within 10 days after receipt of a written request by a unit's owner or his or her authorized agent, the association shall furnish all of the following to the unit's owner or his or her authorized agent for inclusion in the resale package:*

Since the requirement is less than 11 days, and does not specify how to compute the time period, Nevada Rule of Civil Procedure 6(a) would apply, which requires excluding Saturdays, Sundays, and non-judicial days when making the computation.

**Question: How do I compute the time period under NRS 116.4109(7)(b)?**

*That states:*

*Remains effective for the period specified in the statement of demand, which must not be less than 15 business days after the date of delivery by the association to the unit's owner, the authorized agent of the unit's owner or the holder of a security interest on the unit, whichever is applicable.*

NRS 116.4109(7)(b) specifies that it is business days so there is no need to look at NRCP 6(a) for that time computation.

Some additional things to keep in mind during computation.

- When the period is stated in days exclude the day of the event that triggers the period;
- Include the last day of the period, but if the last day is a Saturday, Sunday, or non-judicial day, the period continues to run until the end of the next day that is not a Saturday, Sunday, or non-judicial days when computing business days or time periods less than 11 days.

04/10/17



## SAVE THE DATE!

# GOVERNOR'S CONFERENCE ON BUSINESS 2017

August 17, 2017

Nugget Casino Resort, Sparks

## ATTEND, EXHIBIT, PITCH!

Contact Carrie Foley for information on conference sponsorships:  
cfoley@business.nv.gov or (702) 486-2754

Registration is now open for the 6th annual Governor's Conference on Business, scheduled for August 17, 2017 at the Nugget Casino Resort in Sparks.

This comprehensive Business resource and networking event is designed for entrepreneurs seeking to launch a new venture, and business owners interested in growing or improving their business.

The conference will feature a Business Resource Expo, breakout learning sessions, a Business Pitch Competition and a luncheon featuring a keynote address by Governor Brian Sandoval.

If you are interested in attending , exhibiting or pitching please visit:

[business.nv.gov/GCB/Home](http://business.nv.gov/GCB/Home) for more information!



Department of Business & Industry

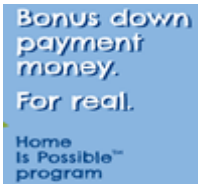
# Together, HOME is Possible!

The Home Is Possible grant program helps make the dream of home ownership a reality for qualified Nevadans.

This program helps those who can afford monthly mortgage payments, but whose savings may fall short of the necessary down payment. The down payment assistance grant amount can be as much as 5% of the loan amount, to be used for covering down payment and closing costs. This grant never needs to be repaid. For more information regarding qualifications visit:

<http://www.homeispossiblenv.org/program/home-possible-mcc-program>

For questions or more information, contact:  
Las Vegas (702) 486-7220 or Carson City (775) 687-2240  
[HIP@housing.nv.gov](mailto:HIP@housing.nv.gov)  
<http://www.HomeIsPossibleNV.org/>



### Help for Struggling Nevada Homeowners!

The Nevada Affordable Housing Assistance Corporation, a nonprofit organization and administrator of the U.S. Treasury sponsored Nevada Hardest Hit Fund, is pleased to announce three new programs: Principal reduction, Second Mortgage reduction, and Mortgage Assistance to assist struggling Nevada homeowners.

These programs can provide significant financial help for Nevadans and it only takes a few minutes to determine pre-eligibility.

Call (855) 428-4357 or go to [www.nahac.org](http://www.nahac.org) to take the Program Qualification Self-Assessment today!  
<http://housing.nv.gov/>

*"The future belongs to those who believe in the beauty of their dreams."*  
Eleanor Roosevelt



Map of how to access our new office.

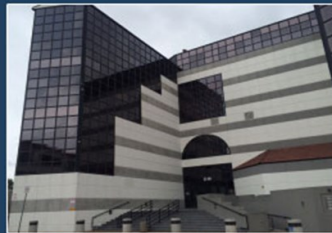
# WELCOME

3300 W. Sahara Ave  
Las Vegas, NV 89102

Nevada Real Estate Division  
Suite 350

Office of the Ombudsman  
Suite 325

(702) 486-4033



Nevada State Business Center

Our office hours are 8 a.m. to 5 p.m.  
Monday through Friday (excluding holidays)

**There is construction occurring around our new building.**

Please see above for an aerial view showing the access point into the garage until the front parking lot is complete and open for traffic.



The following agencies within the Department of Business & Industry in Las Vegas are now under one roof at our new location:

- The Director's Office
- Consumer Affairs & Minority Affairs
- Nevada Athletic Commission
- Employee Management Relations Board
- Financial Institutions Division
- Real Estate Division
- Nevada Housing Division
- Manufactured Housing Division
- Division of Insurance
- Labor Commission
- Mortgage Lending Division
- Nevada Transportation Authority

### LAS VEGAS OFFICE

3300 W. Sahara Ave, Suite 350  
Las Vegas, NV 89102  
(702) 486-4480

### STATEWIDE TOLL FREE

1-877- 829-9907

Email: [CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov)

### CARSON CITY OFFICE

1818 E. College Parkway Suite 110  
Carson City, NV 89706



# Community Insights

*Community Insights* is an official publication of the  
**STATE OF NEVADA**  
**DEPARTMENT OF BUSINESS AND INDUSTRY**  
**Bruce Breslow**  
Director

## **COMMISSION FOR COMMON-INTEREST COMMUNITIES & CONDOMINIUM HOTELS**

**Michael Burke, ESQ., Chairman**  
Attorney Member

**James Rizzi, Vice Chairman**  
Developer Member

**Richard Layton, Secretary**  
Certified Public Accountant Member

**Charles Niggemeyer, Commissioner**  
Homeowner Member

**Doris Woods, Commissioner**  
Homeowner Member

**Ryan Henderson, Commissioner**  
Homeowner Member

**Ken Williams, Commissioner**  
Community Manager Member

## **CIC COMMISSION MEETING CALENDAR**

JUNE 27-29      SOUTH

AUGUST 29-31      NORTH

NOVEMBER 14-16      SOUTH



**Our office will be CLOSED**  
**MONDAY, MAY 29, 2017** in observance of  
**MEMORIAL DAY**

