

# November 2015

## PROGRAM TRAINING OFFICER EDUCATION CALENDAR

Send Email questions or requests to [OMBCLASSES@red.nv.gov](mailto:OMBCLASSES@red.nv.gov)

updated 10/19/2015

Date	Time	Class Name	Hours	Description	Location
11/03/15	2:00-4:00pm	Meetings	2	Learn the basics of meetings <ul style="list-style-type: none"> <li>◦ Be able understand differences between unit owners meetings vs executive board meeting</li> <li>◦ Unit Owners Budget Meetings</li> <li>◦ Executive Session Meetings</li> <li>◦ Emergency Meetings</li> <li>◦ Notice Requirements</li> <li>◦ Agenda Requirements</li> <li>◦ Minutes Requirements</li> <li>◦ Running a successful board meeting</li> <li>◦ CAM Responsibilities</li> </ul>	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
11/06/2015 thru 11/13/2015		No classes	2	Program Training Officer will be out of the office	
11/16/2015	9:00am-11:00am	Five Hot Topics	2	A condensed overview of the following topics: Elections Agendas Records Bids Reserve Studies	State of Nevada Department Of Business and Industry, Division of Insurance, 1818 East College Parkway Suite 103 Carson City, Nevada 89706

11/16/2015	1:30-3:30pm	HOA Violations	2	Gain a basic understanding of : The HOA's right/duty to enforce the governing documents and impose fines and sanctions for violations of governing documents  Executive Board procedural requirements and limitations	State of Nevada Department Of Business and Industry, Division of Insurance, 1818 East College Parkway Suite 103 Carson City, Nevada 89706
11/17/2015	9:00am-5:00pm	Commission Meeting	8	Quarterly Commission Meeting	State of Nevada Department Of Business and Industry, Division of Insurance, 1818 East College Parkway Suite 103 Carson City, Nevada 89706
11/18/2015	9:00am-5:00pm	Commission Meeting	8	Quarterly Commission Meeting	State of Nevada Department Of Business and Industry, Division of Insurance, 1818 East College Parkway Suite 103 Carson City, Nevada 89706
11/19/2015	9:00am- 5:00pm	Commission Meeting	8	Quarterly Commission Meeting	State of Nevada Department Of Business and Industry, Division of Insurance, 1818 East College Parkway Carson City, Nevada 89706
11/20/2015	9:00am- 11:00am	NRS Monthly	2	Monthly review of questions and open forum	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
11/26/2015- 11/27/2015	8:00am-5:00pm	State Holiday	8	State Office Closed	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room

Yellow bar					