

Rev. 03/07/2022

Forms & Notices Timelines



Nevada Real Estate Division

*Presented By the Training Officer; Office of the
Ombudsman for Owners in Common-Interest Communities
and Condominium Hotels Training Program*





Disclaimer

- Staff in the Ombudsman's Office is prohibited from providing legal advice. All Materials produced and provided to the public are for informational purposes only and do not serve as legal advice.
- Should confusion arise requiring the interpretation and application of the law to your association's specific circumstances, a legal opinion from a qualified attorney may be necessary.
- Please review the course calendar, training request form, and presentations published on the training webpage to gain an understanding of additional opportunities for education and training. See our training webpage at http://red.nv.gov/Content/CIC/Program_Training/.

Agenda



- Introduction
- Forms
- Executive Board Meetings
- Unit Owner Meetings
- Budgeting
- Other Notices

Introduction

- NRS 116 contains several provisions of law that specify timeframes for delivering forms to the Division and various notices to unit owners.
- The provisions covered in this course are not all inclusive and it is highly recommended that participants review the complete language of the law for themselves whenever necessary.



Initial Registration of New Association

- Used when a CIC registers with the Office of the Ombudsman for the **first time**
 - If that CIC organized no later than the date the first unit was conveyed.
- This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and
 - must be completed **before** filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS
3300 W. Sahara Ave. Ste. 350 • Las Vegas, NV 89102
(702) 486-4480 • Toll free: (877) 829-9907 • Fax: (702) 486-4520
E-mail: mailto:CICombudsman@red.nv.gov <http://red.nv.gov/>

INSTRUCTIONS FOR REGISTRATION OF AN ASSOCIATION OR CONDOMINIUM HOTEL

This information sheet is intended to assist the public in understanding the process of registering an association or condominium hotel with the Office of the Ombudsman for Owners in Common-Interest Communities, which is required by NRS 116.31158 and NRS 116B.625.

The Initial Registration form (Form 603) should be used when an association or condominium hotel registers with the Office of the Ombudsman for Owners in Common-Interest Communities for the first time (provided that the association organized no later than the date the first unit in the common-interest community was conveyed.) This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and must be completed before filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

***Note: Please check with the Department of Taxation to determine whether the association is required to have a business license.

The following documents are required to be submitted to the Division for an Initial Association Registration Application:

1. Initial Association Registration Application form 603:
 - The form is available at: <http://red.nv.gov/uploadedFiles/rednvgov/Content/Forms/603.pdf>
2. Permit Registration Letter issued by the Projects Section of the Nevada Real Estate Division:
 - Please call Jean McFeaters at 702-486-4480 Option 5 for the Projects Section of the Division;
3. Recorded Plat Map or Maps;
4. CC&R's (Covenants, Conditions, & Restrictions):
 - Draft is okay; needs to correspond with Initial Association's name;
5. Bylaws – Draft is okay; needs to correspond with Initial Association's name;
6. Copy of Articles of Incorporation you intend to file with the Nevada Secretary of State:
 - Nonprofit Articles of Incorporation
 - Registered Agent Acceptance

For the Initial Registration to be processed in a timely manner:

- Items 1-6 should be emailed to CICombudsman@red.nv.gov;
- The subject line of the email should read, "Initial Registration Filing – *Indented name of the Association*;
- Please indicate in the body of the email how the certificate will be returned to the party filing the Initial:
 - Picked up at the Division
 - Mailed to an address indicated within the body of the email

No monies should be submitted with an Initial Registration Filing.

Please direct questions to the Division's CIC Supervisor at:

REAL ESTATE DIVISION
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM
3300 WEST SAHARA AVENUE, SUITE 325
LAS VEGAS, NEVADA 89102
(702) 486-4480 • Fax (702) 486-4520
Statewide Toll-Free Telephone: (877) 829-9907

Initial Registration of New Association continued

- A unit-owners' association must be organized no later than the date the first unit is conveyed (sold);
- The association must be organized as a profit or nonprofit corporation, association, limited-liability company, trust, partnership or any other form of organization authorized by state law;
- Contain in its name the words "common-interest community," "community association," "master association," "homeowners' association" or "unit-owners' association"; and
- Register with the Secretary of State its articles, complying with the applicable provisions of state law.

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The Initial Registration form (Form 603) should be used when an association or condominium hotel registers with the Office of the Ombudsman for Owners in Common-Interest Communities for the first time (provided that the association organized no later than the date the first unit in the common-interest community was conveyed.) This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and must be completed before filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

***Note: Please check with the Department of Taxation to determine whether the association is required to have a business license.

The following documents are required to be submitted to the Division for an Initial Association Registration Application:

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Annual Registration

- This registration form and the annual per unit fee of \$4.25 **MUST** be received by the Ombudsman's Office, no earlier than 45 days and no later than the last business day in the month the association incorporated with the Office of the Secretary of State.
- If the association fails to pay the fee on time, the Division shall impose an administrative penalty totaling 10% of the fees owed or \$500, whichever is less.
- The amount of the unpaid fees bears interest equal to the prime rate at the largest bank in NV, as ascertained by the Commissioner of Financial Institutions from the date owed to the date the fees are paid in full.

NRS 116.31155(4)

NRS 116.31155(4)

Office of the Ombudsman for CICCH

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ANNUAL ASSOCIATION REGISTRATION

Association's legal name: _____
(As it appears in the Articles of Incorporation/Secretary of State's website)

Subdivision name(s) for the Association: _____
(As it appears on the County Assessor's website)

Nevada Secretary of State (SOS) entity number: _____ SOS original filing date: ____/____/____
(For SOS Filing information, visit <http://irsos.gov/assentinysearch/>)

Is the Association identified as a Master or Sub-association, per the CC&Rs: _____ ☐ Master ☐ Sub-Association ☐ Neither
If identified as a Sub-Association, please indicate the name of the Master Association: _____

Association's physical address: _____
(If no address list closest cross streets)

City: _____ State: NV Zip: _____
County the association is located in: _____
Association Telephone Number: _____

Current Notification Address for Division Use:
C/O _____
Attn: _____
Address: _____
City: _____ State: _____ Zip: _____

Pursuant to NRS 116.3101 and NRS 116B.415, indicate the type of common-interest community (choose one):
☐ Profit corporation ☐ Non-profit corporation ☐ Trust ☐ General partnership ☐ Limited partnership ☐ Limited liability company
Is the association a (check one): _____ ☐ Condominium ☐ Cooperative ☐ Condominium Hotel ☐ Planned Community
If a planned community, indicate unit type: ☐ Single Family Dwelling ☐ Condominium ☐ Duplex ☐ Townhouse ☐ Manufactured Housing

As of this date, the number of units that currently have liens filed against them for unpaid assessments: _____
Number of foreclosures, in the prior fiscal year, based on liens for failure of unit owner to pay assessments: _____

Units/Budget/Assessments
Number of current annexed units: (See page 3 regarding residential single family dwelling custom homes under Units/Budget/Assessments) _____
Max. (total) # of units declarant reserves right to annex as indicated in the Covenant, Conditions & Restrictions (CC&Rs): _____
Have the declarant's developmental rights (right to annex additional units into the community) expired: _____ ☐ Yes ☐ No
Date most recent annual meeting was held: _____ (M/D/YR) ____/____/____
Accounting Fiscal Year End: _____ (Month/Day): ____/____
Total annual budgeted assessments (combined assessment amounts for all units within the community):\$ _____
Total annual budgeted revenue (combined assessment amounts for all units, including interest, other income, etc.):\$ _____
The most recent independent CPA financial statements, required by NRS 116.31144, were: ☐ reviewed ☐ audited ☐ <\$45,000
The fiscal or calendar year for which the reviewed or audited financial statements represent: _____ (Year only): ____
If required, has the review or audit above been completed: _____ ☐ Yes ☐ No
Date the audit/review was completed: _____ (M/D/YR) ____/____/____
If not completed, explain: _____

For office use only

Check No.: _____ Amount: _____ First Date Stamp: _____ ☐ Walk-in Accepted by: _____
Receipt No.: _____ Fiscal Year: _____ Date Processed: _____ Processed By: _____
Notes: _____ Second Date Stamp: _____ Processed By: _____
☐ Reserve Study Summary ☐ Master Roster ☐ Correspondence: _____

Registration Filing Addendum

- The association shall submit the Registration Filing Addendum to the Division within 30 days of any change in the contact information of a member of the executive board or hired agents.

NAC 116.385

- There are no fees associated with this form.

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REGISTRATION FILING ADDENDUM

The Association shall submit this form to the Division within 30 days of any change in board membership or hired agents, including any change in contact information (NAC 116.385). There are NO FEES associated with this form. Any changes submitted are for Division use only and will not be reported to the Secretary of State. If submitted incomplete, this form will not be processed and will be returned to sender.

Association's Legal Name _____
(As it appears in the Articles of Incorporation/Secretary of State's website)

Association's Subdivision Name(s) _____
(As it appears on the County Assessor's website)

Nevada Secretary of State (SOS) Entity Number _____ **SOS Original File Date** ____/____/____
(For SOS Filing information, visit <http://nvsos.gov/sosentitysearch/>)

Is the Association identified as a Master or Sub-Association, per the CC&Rs? ☐ Master ☐ Sub-Association ☐ Neither
 If identified as a Sub-Association, please indicate the name of the Master Association _____

Has there been a change in address for correspondence with the Association? ... ☐ Yes (complete below) ☐ No

C/O _____ Attn. _____
 Address _____ City _____ State _____ Zip _____
 Association's Telephone Number _____ Fax Number _____
(This phone number will be supplied to the public)

Has there been a change in Management Company? ☐ Yes (complete below) ☐ No
If changing management company, complete the Custodian of Record below this section as well.

Management Company Name _____ ☐ Same Correspondence Address as above
 Address _____ City _____ State _____ Zip _____

REQUIRED if YES for this portion: Date new Management began ____/____/____

Has there been a change in the Association's Custodian of Records? ☐ Yes (complete below) ☐ No

Individual (not company) designated as the Custodian of Records ☐ Same as CM
 List the address where the Association's records are located below ☐ Same as Correspondence Address
 Address _____ City _____ State _____ Zip _____
 Telephone Number _____ Fax Number _____

Has there been a change in Community Manager (CM)? ☐ Yes (complete below) ☐ No
If changing the community manager, complete the Custodian of Record above this section as well with current Custodian.

Name of Licensed Community Manager _____ **CM License #** _____
(As it appears on the license issued by the Real Estate Division)

Name of Management Company: _____

Licenses type: ☐ Temporary Certificate ☐ Provisional Designation ☐ Supervisory Designation
 If CM is a Temp or Provisional, Supervising Manager _____ Sup. CM License # _____

REQUIRED if YES for this portion: Date new Manager began ____/____/____

Has there been a change in the Association's Attorney of Record? ☐ Yes (complete below) ☐ No

Name of Law Firm _____ **Name of Attorney** _____
 Address _____ City _____ State _____ Zip _____
 Telephone Number _____ Fax Number _____

FOR OFFICIAL USE ONLY

First Date Stamp: _____ Date Processed: _____ Processed By: _____
 Second Date Stamp: _____ Date Processed: _____ Processed By: _____

Certification of Board Members

- Each member of the board shall, within 90 days after joining the board, certify via for 602, that they have read and understand the association's governing documents and applicable laws.
- This form is kept for 10 years as a record of the association. NRS 116.31175(7)
- Do not submit this form to the Division unless requested.

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Declaration of Certification Common-Interest Community Executive Board Member

I _____, as an elected or appointed member of the executive board
(Print name clearly)
of _____, a common-interest
(Legal name of the association as it appears on Secretary of State's website)
community or condominium hotel, Secretary of State (SOS) Entity Number of _____,
certify that I have read and understand, the governing documents of the association and the provisions of
Chapter 116 or 116B of Nevada Revised Statutes (NRS) and Chapter 116 of the Nevada Administrative Code
(NAC) to the best of my ability.

Indicate the following one of the following:

- ☐ Elected to the board on _____
- ☐ Re-Elected to the Board on _____
- ☐ Appointed to the Board on _____

Position elected, re-elected, or appointed to: ☐ President ☐ Vice President ☐ Secretary ☐ Treasurer ☐ Director

"I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

Signature

Date

The Office of the Ombudsman for Common-Interest Communities and Condominium Hotels offers board member training free of charge. For more information, contact our office or visit our training webpage at http://red.nv.gov/Content/CIC/Program_Training/.

Pursuant to NRS 116.31034(19) "Each member of the executive board shall, within 90 days after his or her appointment or election, certify in writing to the association, on a form prescribed by the Administrator, that the member has read and understands the governing documents of the association and the provisions of this chapter to the best of his or her ability. The Administrator may require the association to submit a copy of the certification of each member of the executive board of that association at the time the association registers with the Ombudsman pursuant to NRS 116.31158."

Do not submit this form to the Division.

This form is required to be kept as an association record that MAY be requested by the Division at any time.

Knowledge Check

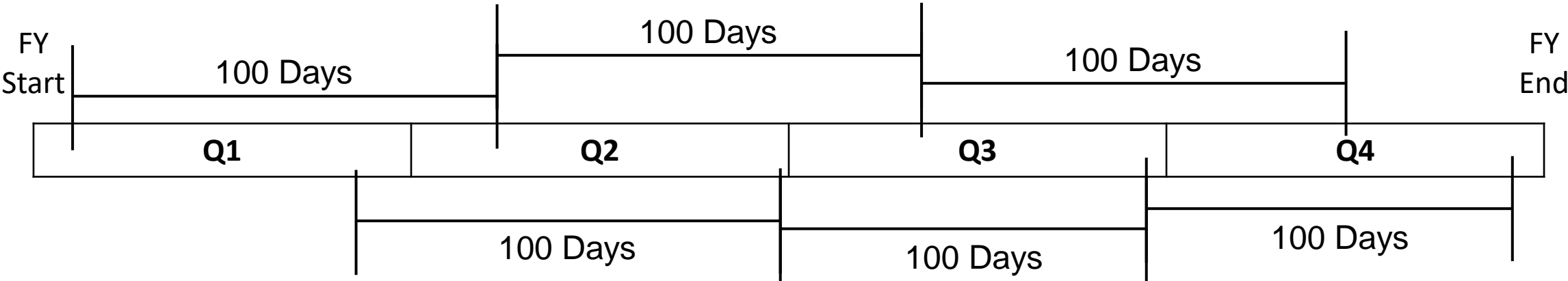


1. Which form is used to register a CIC with the Ombudsman for the first time?
2. True/False: An association **MUST** be organized as a nonprofit corporation.
3. Which form is used for annual registration with the Ombudsman?
4. What form is used to update the Ombudsman regarding board member or hired agents contact information?
5. Which form do new board members complete within 90 days of assuming their seat on the board?

Executive Board Meeting: Frequency

NRS 116.31083(1)

- Meeting must be held at least once every quarter, not less than 100 days
 - Two of which, must be at a time other than normal business hours.



Executive Board Meeting: Content

NRS 116.31083(7)

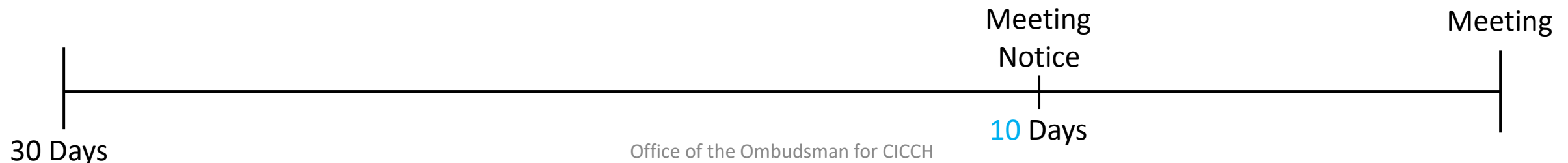
- At each quarterly meeting, the board SHALL review the following minimal financial information:
 - A current year-to-date financial statement;
 - A current year-to-date schedule of revenues and expenses of all operating and reserve accounts, compared to the budget for those accounts;
 - A current reconciliation of the operating and reserve accounts;
 - The latest account statements issued by the financial institutions where the funds are maintained; and
 - The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.



Executive Board Meeting: Notice

NRS 116.31083(2)

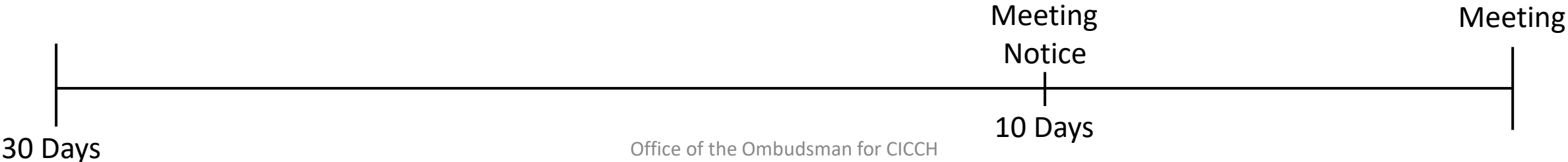
- Unless the bylaws require a longer period, not less than 10 days before the meeting the designated officer shall cause notice of the meeting to be given to unit owners.
- Must be sent:
 - US mail, postage paid; OR
 - Email.
 - Or, hand delivery, commercial delivery or other reasonable method.



Executive Board Meeting: Notice continued

NRS 116.31083(2)

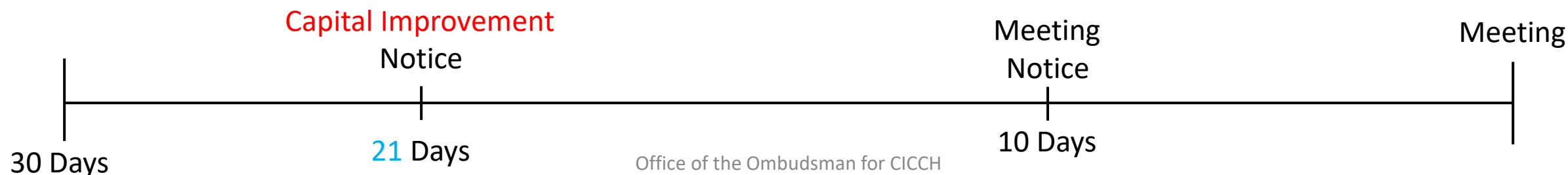
- The notice MUST include:
 - The time and place of the meeting;
 - A copy of the agenda, OR state the date and location(s) where copies of the agenda may be conveniently obtained by the unit’s owner;
 - Notification of the right of a unit’s owner to have a copy of the audio recording, minutes, or a summary of the minutes provided to the unit’s owner upon request; and
 - Speak at the meeting (except during executive sessions)



Executive Board Meeting: Capital Improvements

NRS 116.3115(9)

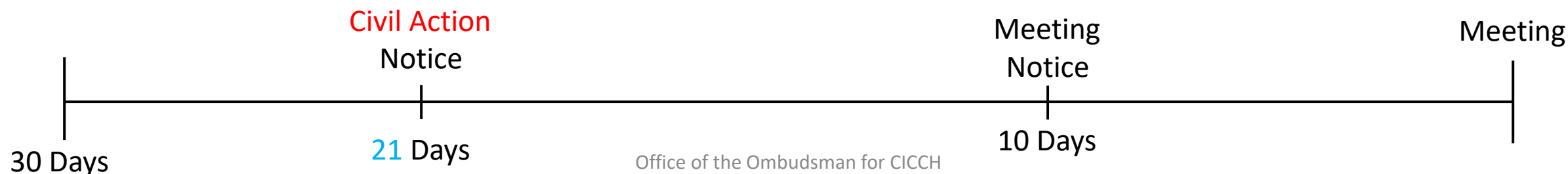
- IF an assessment for a **capital improvement** project is to be considered or action is to be taken,
 - The association shall provide written notice to each unit owner, at least **21** calendar days before the meeting.
 - Notice must be sent by mail OR email to each owner's designated address.



Executive Board Meeting: Civil Actions

NRS 116.31088(1)

- IF an association is considering commencement of a **civil action** the association shall provide written notice to each unit owner, at least **21** calendar days before the meeting.
- Does not apply to civil actions to:
 - Enforce the payment of an assessment;
 - Enforce CC&Rs, bylaws or rules;
 - Enforce vendor contracts;
 - Initiate a counterclaim; or
 - Protect the health, safety and welfare of the CIC.



Executive Board Meeting: Emergencies

NRS 116.31083(13)

- An emergency is defined as any occurrence that:
 1. Could not have been reasonably foreseen; **and**
 2. Affects the health, welfare, safety of residents; **and**
 3. Requires immediate attention of and possible action by the executive board; **and**
 4. Makes it impracticable to comply with notice and agenda requirements.
- Notice must be sent prepaid US mail. If this is not possible, notice must be:
 - Hand delivered or
 - Posted in a prominent place(s) within the CIC.



Executive Board Meeting: Executive Sessions

NRS 116.31085

- An executive board may meet in executive session **ONLY** to:
1. Consult with the attorney for the association on matters relating to proposed or pending litigation (attorney-client privileged conversations);
 2. Discuss the character, alleged misconduct, professional competence, or physical or mental health of a community manager or an employee of the association;
 3. Discuss a violation of the governing documents, including failure to pay an assessment;
 4. Discuss the alleged failure of a unit's owner to adhere to a construction schedule.



Executive Board Meeting: Executive Session

Notices

NRS 116.31083(3)

- Except for violation hearings, notification is only provided to keep unit owners in the loop, unit owners are not entitled to attend meetings held in executive session.



Executive Board Meeting: Executive Session

Notices continued

NRS 116.31083(3)

- If the executive session is limited exclusively to discussing a violation of the governing documents (holding a hearing):
 - The secretary or other officer specified in the bylaws is required to **give notice of the meeting ONLY to a person who may be subject to a hearing** scheduled for that meeting.

Executive Board Meeting: Executive Session

Notices continued

NRS 116.31083(3)

- If the executive session is limited exclusively to consulting with the attorney on privileged matters :
 - The secretary or other officer specified in the bylaws is required to **POST** notice of the executive session in one or more prominent places in the community AND provide electronic notice to all units' owners who have provided the association with an email address.



Knowledge Check

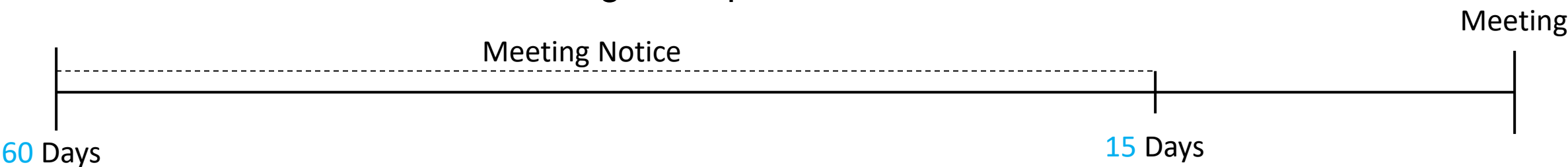


1. How frequently must the executive board meet?
2. Not less than ____ days before an executive board meeting, notice must be given to unit owners.
3. If an assessment for a capital improvement is to be considered, the association shall provide written notice to each owner at least ____ days before the meeting.
4. What 4 factors are required for a situation to be classified as an emergency which would warrant an emergency meeting?
5. If the executive session is held exclusively to hold a violation hearing, must the board provide notice to all unit owners?

Unit Owner Meeting: Notice

NRS 116.3108(3)

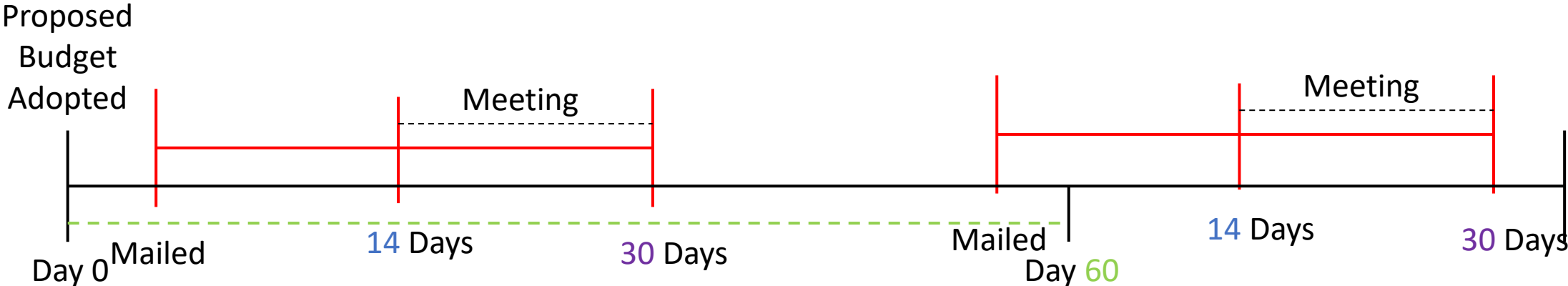
- Between 15 and 60 days before the meeting, the specified officer shall cause notice to be delivered to each owners’ designated mail OR email address stating the time and place of the meeting.
- Notice includes:
 - A copy of the agenda (any amendments to CC&R, fees or assessments to be imposed or decreased, budgetary changes, proposal to remove a board member, etc.);
 - Notice of a unit owner’s right to have a copy of the minutes or a summary of the minutes provided upon request; and
 - Notice of a unit owner’s right to speak to the association or executive board.



Unit Owner Meeting: Budget Ratification (All)

NRS 116.31151(3)

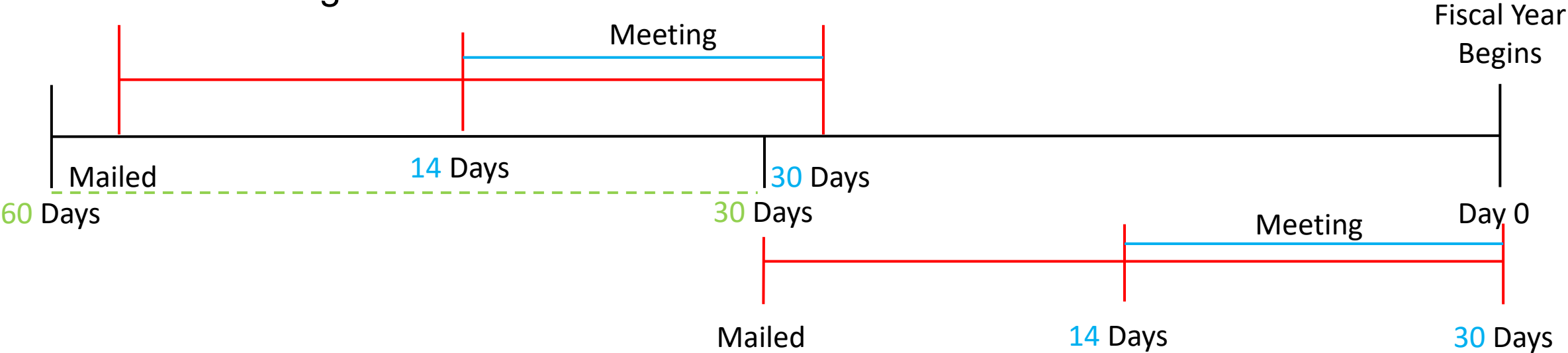
- Within 60 days after adoption of any proposed budget, the board shall:
 - Mail or email a summary of the proposed budget to each unit's owner and
 - Not less than 14 days or more than 30 days after mailing, set a date for a meeting of the unit's owners to consider ratification.



Unit Owners’ Meeting: Budget Ratification (Annual)

NRS 116.31151(1)

- Unless the declaration imposes more stringent standard, 30 to 60 days before the beginning of the fiscal year of the association:
 - The board shall prepare and distribute a copy of the daily operation budget, the reserve budget, fine schedule (NRS 116.31031(3) and collection policy (NRS 116.31151(4)).
 - Sent to the owners’ designated mail OR email address.
 - Not less than 14 days or more than 30 days after mailing, shall set a date for a meeting of the unit’s owners to consider ratification.



Unit Owner Meeting: Elections (Nominations)

NRS 116.31034

- Not less than 30 days before the preparation of a ballot, the specified officer shall cause notice to be given to each unit owner via mail OR email:
 - Of their eligibility to serve as a member of the board;
 - That each qualified unit owner may have their name placed on the ballot;
 - If the duly elected process has been authorized and how it is implemented; and
 - The nomination and candidate disclosure forms.



Unit Owner Meeting: Elections (Ballots)

NRS 116.31034

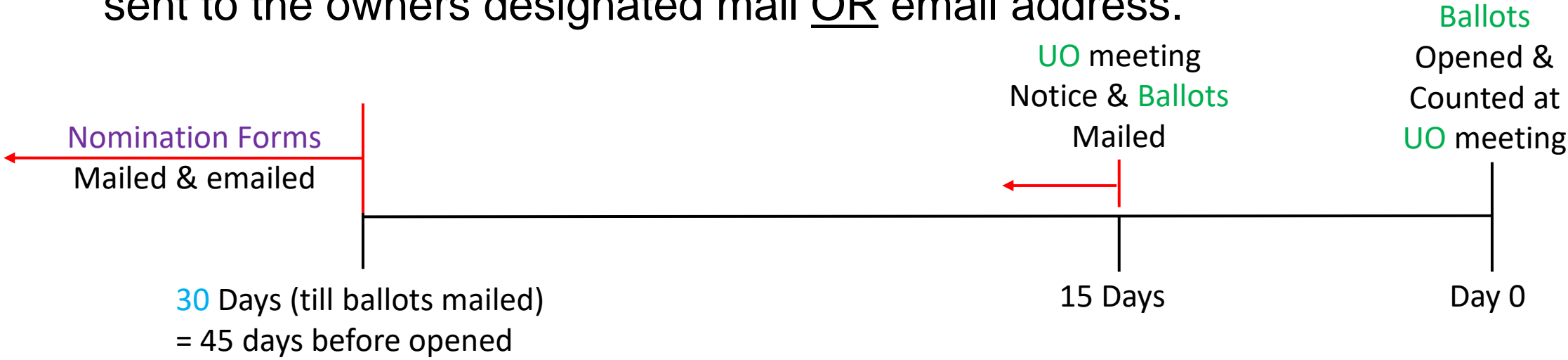
- At least 15 days before the meeting where the ballots are to be opened and counted the association shall prepare and mail:
 - The ballots,
 - Candidate disclosures, and
 - If requested in writing by the candidate, a candidate informational statement.



Election: Timeline

NRS 116.31034

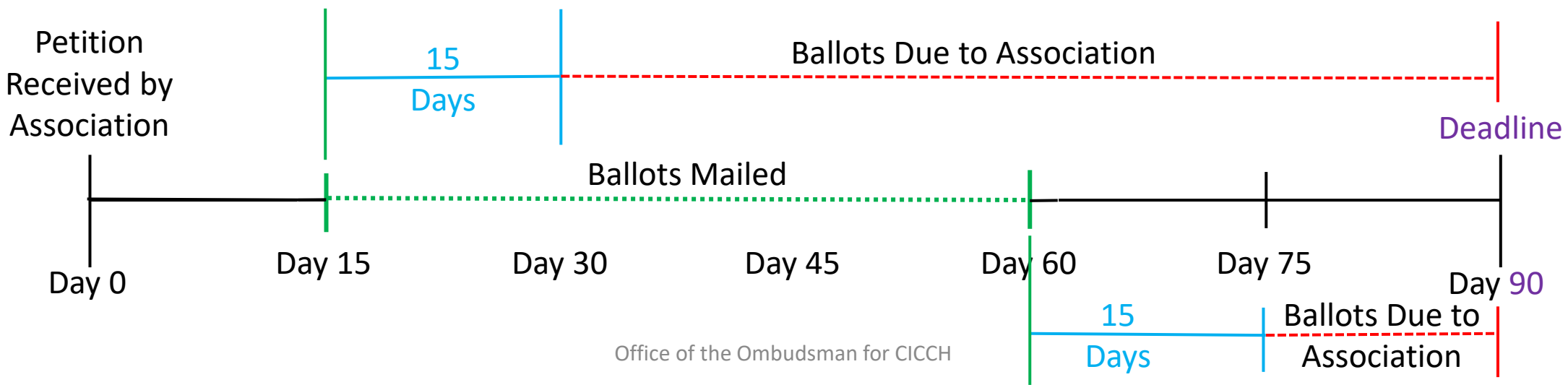
- At least 15 before the **Ballots** are opened, they are distributed.
 - Often sent with the **Unit Owners** Meeting notice
- Not less than **30** days before ballots are prepared, **nomination forms** are sent to the owners designated mail OR email address.



Unit Owner Meeting: Removal Elections

NRS 116.31034

- No later than 90 days after the petition is received by the board, a special meeting of the units owners must be held to open and count the ballots.
- Between 15 and 60 days after a recall petition is received by the association,
 - ballots for the removal MUST be mailed to each unit owner.
- Unit owners must be provided at least 15 days to return the removal ballot. Special meeting may occur anytime after this 15 days.



Knowledge Check



1. Notice of a meeting of the unit owners is sent between ____ and ____ days before the meeting.
2. Within ____ days after adopting any proposed budget, the board shall provide a summary of the proposed budget to each unit owner.
3. Not less than ____ days before the preparation of a ballot, nomination notices are sent.
4. Ballots are sent at least ____ days before the meeting where they are to be counted.
5. A recall meeting must be set no later than ____ days after a recall petition is received.

Budgeting: Reserve Study

NRS 116.31152

- The board shall:
 - cause a study of the reserves to be conducted at least once every 5 years.
 - review the results of the most recent study at least annually.
 - make any necessary adjustments to the funding plan to provide adequate funding of the reserve account.
- No later than 210 days after the executive board receives a draft of the study, the board SHALL submit a summary to the Division, electronically if possible, via Form 609. NAC 116.435
- No later than 45 days after the board adopts the results of a study, a summary MUST be submitted to the Division.



**RESERVE
STUDY**



Budgeting: Review & Audit

NRS 116.31144(1)

➤ If the annual budget of the association is:

➤ \$45,000-\$75,000:

- The board SHALL have the financial statement REVIEWED by an independent CPA during the year immediately before the year in which a study of the reserves is to be conducted.

➤ \$75,000-\$150,000:

- The board SHALL have the financial statement REVIEWED by an independent CPA EVERY fiscal year.

➤ \$150,000 or more:

- The board SHALL have the financial statement of the association AUDITED by an independent CPA EVERY fiscal year.





Notice: Changes to Governing Documents

- Governing documents include: NRS 116.049
 - The Declaration/CC&Rs;
 - The Articles of Incorporation, organization, etc;
 - The bylaws;
 - Rules & Regulations; and
 - Any other documents which dictate the operation of the CIC. (reserve study, fine schedule, collection policy, design guidelines, resolutions, etc.)
- Within 30 days after a change is made to the governing documents: NRS 116.12065 & NRS 116.31068
 - The secretary or designated officer SHALL prepare and cause a copy of the change(s) to be delivered to the unit owners' designated mail OR email address.

Notice: Unavailability of Insurance

NRS 116.3113(3)

If any legally required insurance is not reasonably available, the association SHALL, via mail OR email, cause notice of that fact to be promptly given to all units' owners.



Notice: Cancellation of Insurance

NRS 116.31133(3)

- The insurer who issued the policy may not cancel or refuse to renew it until 30 days AFTER notice of the proposed cancellation or nonrenewal has been MAILED to:
 - The association,
 - Each unit owner, and
 - Each holder of a security interest.



Notice: Of a Violation

NRS 116.31031

- No fine may be imposed unless
 - not less than 30 days before the alleged violation, the violator had been provided written notice of the applicable provisions of the governing documents that describe the violation, **and**
 - within a reasonable time after the discovery of the alleged violation, the violator has been provided with;
 - Written notice
 - specifying in detail the alleged violation
 - the amount of the fine, **and**
 - the date, time and location for a hearing, **and**
 - a reasonable opportunity to cure the alleged violation or to contest the alleged violation at the hearing.
- A unit's owner is deemed to have received written notice when it is mailed to the address of the unit **and** to a mailing address specified by the unit's owner, if different.



Notice: Of Towing

NRS 116.31031

- At least **48 hours** before the association may direct the removal of an improperly parked vehicle on a private street:
 - The association must post written notice in a conspicuous place on the vehicle **OR** provide oral or written notice to the owner or operator of the vehicle, unless:
 - The vehicle is blocking a fire hydrant, fire lane or parking space designated for the handicapped; or
 - Poses an imminent threat of causing a substantial adverse effect on the health, safety, or welfare of the units' owners or residents of the common-interest community.

All towing must be in accordance with NRS 487.038 and NRS 706.4477.

Office of the Ombudsman for CICCH



Notice: Delinquent Assessment

NRS 116.31162(4)

- Not earlier than **60 days** after the obligation (NRS 116.310313(3)(b)) becomes past due:
 - The association must mail to the address on file for the unit's owner or, if authorized by the parties, deliver by electronic transmission:
 - a schedule of the fees that may be charged if the unit's owner fails to pay the past due obligation;
 - a proposed repayment plan;
 - a notice of the right to contest the past due obligation at a hearing before the executive board; **and**
 - the procedures for requesting such a hearing.



Notice: Interruption of Utilities

NRS 116.345

- At least **10 days** before the association interrupts any utility service, the association:
 - shall send a written notice of its intent to interrupt service.
- An association **may not** interrupt any utility service except for the nonpayment of utility charges when due.
- The interruption of any utility service must be performed in accordance with all laws, regulations and governing documents.



Knowledge Check



1. Reserve studies must be conducted at least once every ____ years.
2. Within ____ days after a change is made to the governing documents, a copy of the change(s) shall be delivered to owners.
3. True/False: A unit owner is deemed to have received written notice (of a violation) when it is mailed **or** emailed to the unit owner.
4. Can an association interrupt utility services to a unit as penalty for a violation of the governing documents?
5. The association shall send a written notice of its intent to interrupt utility services at least ____ days before they are shut off for nonpayment.

Conclusion!



- Introduction
- Forms
- Executive Board Meetings
- Unit Owner Meetings
- Budgeting
- Other Notices

Questions?

- <http://red.nv.gov/> - Main Page
- CICOmbudsman@red.nv.gov – Email Questions
- http://red.nv.gov/Content/CIC/Program_Training/