

September 2015

PROGRAM TRAINING OFFICER EDUCATION CALENDAR

Send Email questions or requests to OMBCLASSES@red.state.nv.us/

updated 08/26/15

Date	Time	Class Name	Hours	Description	Location
09/01/2015	10:00am-12:00	Five Hot Topics		A condensed overview of the following topics: Elections Agendas Records Bids Reserve Studies	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 nd Floor Conference Room
09/08/15	2:00-4:00pm	Record and Record Keeping	2	Importance of knowing how, where the Associations are maintained, and ideas for storage	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 nd Floor Conference Room
09/09/15	2:00-4:00pm	Hiring Experts	2	Understanding how to prepare to hire experts, asking the tough questions and understanding the bid process	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101 Room 1412
09/10/15	1:30-3:30pm	Record & Record Keeping	2	Importance of knowing how, where the Associations are maintained, and ideas for storage	Sun City Aliante 7394 Aliante Parkway, North Las Vegas, NV 89084 Conference Room
09/15/15	2:00-4:00pm	Unit Owners relationship with Community Managers		Review the rights of a unit owner in order to understand how a community manager can assist you	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 nd Floor Conference Room
09/16/15	1:30pm-3:00pm	Violations	2	Explanation of the violation process and the necessary steps an Association should take before fining a unit owner	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104

					2 nd Floor Conference Room
09/22-09/24	9:00am-5:00pm	Commission Meeting		Quarterly Commission Meeting	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101
09/25/15	9:00-11:00am	NRS Monthly		Monthly review of questions and open forum	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 nd Floor Conference Room
09/29/15	1:30-3:30pm	Robert's Rules	2	Overview of the history of Robert Rules Explanation of typical motions used at board meetings	Sun City Desert Vista 10360 Sun City Blvd. Las Vegas, NV 89134 Room #3
09/30/15	1:30-3:30pm	New Board Member	2	Brief overview of the areas of importance which a new board member should focus their attention.	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 nd Floor Conference Room