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**TO:** Commission for Common-Interest Communities and Condominium Hotels  
**FROM:** Jennifer Oerding, Education and Information Officer  
**SUBJECT:** Education Summary – September 22-24, 2015

**DISCUSSION AGENDA EDUCATION COURSES**

**COMMUNITY MANAGER PRE-CERTIFICATION**

**NOTE: The first 20 timed outlines, each of which is three hours long, are all part of the same 60-hour precertification course and are submitted as one entire program.**

1. Key Realty School  
*“60-Hour Association Manager Pre-Certification Course”*  
**Request:** **60 Hours Pre-certification Classroom as follows:** 40 Hours in subjects listed in NAC 116.120(1)(b); 18 Hours in NRS 116 and NAC 116; and 2 Hours Federal law pertaining to CICs.

**Recommendation:** Approve. The course breakdown is very similar to last year's. All applicable tracks have been modified to integrate changes from 2015 legislative session. The course meets the regulatory requirements and is offered in Reno and Las Vegas.

**Instructors:** Asa Ashcraft, Donald Barry, Sara Barry, Amber Garrell-Dunton, Susan Keenan, Gary Lein, Gayle A. Kern, John E. Leach, Royi Moas, Michael T. Schulman, and Ron Wright.

**Objective:** The 60-hour association management course is specifically designed to complete the pre-certification requirement deemed necessary under NRS and NAC. The course will provide both academic and practical insight into the association management field. Students completing the course will be prepared to take the Nevada association management licensing examination and enter into the field of association management.

**Justification:** The course includes the required 18 hours of instruction on NRS 116 and NAC 116, more than 2 hours on federal laws pertaining to common-interest communities, and an additional 40 hours on subjects listed in NAC 116A.120 that are required before becoming a provisional community manager. In addition, the course includes two in-class exams. Key Realty School has received approval from the Commission on Post-Secondary Education.

**Content:**

<b>Track 1: Course Objectives, Overview and Legal Basics of Community Management</b>		
<b>Course objectives</b>		
A. Introduction of Students and Staff		10
B. Education for Growing Industry Professionals & Professional Designation/Track		5
C. Continuing Ed. for Certificate Holders, Industry Changes, Outline of Entire Course		10
D. Importance of Keeping Track of Time After Receiving License		5
E. Questions		5
<b>Basics in Community Management and Management Role</b>		
A. Community Management vs. Property Management		5
B. Putting Community back in Community Associations		5
C. What is a Community Manager?		5
D. Professionalism & Presentation, Perception Becomes Reality and/or Image		5
E. Education, Licenses, Certification and Re-Certification		5
F. Real Estate Division Regulations – Discipline & Performance Regulations		5
<b>History and Evolution of Common-Interest Communities</b>		
A. What is an Association? - Overheads and Discussions of Types; Reviewing Draft Documents		20
B. Assignment for Next Class – Find Set of Articles of Incorporation		5
C. Assignment – Look up the Same Association on the Secretary of State’s Internet Site		5
D. - K. Current Reasons for Common-Interest Communities/ Number of CICs Nationally and Statewide/ Man’s home is Castle/Size of Homes/Upgrade Cities/ Omb. Survey/Course Materials		15
L. - O. Roles and Responsibilities of Association Members/ Fiduciary Responsibilities of Board Members/Meetings /Communications		20
P. Basic Overview of Risk Management and Insurance		15
Questions		5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>		<b>150</b>
<b>Track 2: Community Management – People Skills, Organization and Communication</b>		
Review and discussion of governing documents, Secretary of State home work		15
<b>Basics in Community Management and Management Role</b>		
A. – D. People skills, caring, dealing w/ apathy, 3 C’s in community management		20
E. Three key types of communication (verbal, physical, written)		5
F. Dealing with difficult people (welcome letter, newsletter, annual reports, website, email)		10
G. Contractual requirements (meetings, inspections, bookkeeping, other services)		20
H. Billing/ financial statements (more in future courses)		5
National Night Out		5
Strengths, Weaknesses, Opportunities and Threats (SWOT)		5
Association Initial Setup		
A. Management contract		15
B. – D. Inventory of acceptance, financial audit, unit setup and maintenance		10
E. – G. Homeowner disclosure (NRS 116.4109), project binder - tools, project calendar		15

Education of Board/ Committee/ Manager – State regs / board training / team building	15
Record Storage – How long to keep what?	5
Questions	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 3: Ethics in Community Management</b>	
<b>Ethics and the Community</b>	
A. Why is section being taught?	5
B. What does being ethical mean? How does Black’s Law Dictionary define ethics?	5
C. How does Webster’s Dictionary define ethics?	5
D. Individually take the ethics test	5
E. What does being ethical mean to your reputation and livelihood?	5
F. What does the state of Nevada expect?	
G. What does NRS 116 state regarding incentives offered and received?	5
H. What does NAC 116 and NAC 116A expect from the community manager?	5
I. What do industry designations state about ethics?	5
J. Sample cases of ethical violations and discussions in group	10
<b>Human Resources in the Common-Interest Community</b>	
A. Are employees paid directly by the HOA to manage a CIC required to be certified?	5
B. What constitutes an employee?	5
C. What constitutes an independent contractor?	5
D. What does the IRS state?	5
E. What is an employee handbook? Review of sample handbook.	5
F. What should it contain?	10
G. Who should receive the handbook?	5
H. What is a safety policy and when is it required in the state of Nevada?	15
I. Sample CIC jobs/determination by class if person is employee or independent contractor	10
J. Employee interview – role play	20
K. Evaluation of role play	15
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 4: NRS 116, NRS 116A, NRS 116B and the Community Association</b>	
<b>NRS 116</b>	
A. Hierarchy of Laws and Documents	10
B. NRS 116 – history – When was NRS 116 first adopted? Why? What’s happened since?	10
C. How do we compare with other states and their statutes?	5
D. How can the community manager help? Best practices	5
E. Commission and Division – Penalties – NRS 116.790	5
F. Reading the Revised Statutes	10
G. What if the law conflicts with the community’s documents?	5

H. Where do we look to see if the law takes precedence or the documents? (There is no I. or J.)	5
K. NRS 116 provisions: powers of association, landscaping- drought-tolerant issues, rental units, wind systems – 300 feet	10
L. NRS 116 provisions for discussion and review: Ombudsman’s office, CIC commission, political signs, flags, member in good standing, records	20
M. Architectural provisions	5
N. Commercial vehicles – NRS 116.1201(2)(b)	5
O. What if there are conflicts between NRS 116 and other Nevada statutes?	5
NRS 116A review of provisions	20
NRS 116B and NAC 116B	20
Review and Questions	10
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 5: NAC 116, NAC 116A and the Community Association</b>	
<b>NAC 116</b>	
A. NAC 116 and NAC 116A - Introductions	20
B. What is an administrative code? Most statutes have an admin. code that can’t be ignored	
C. NRS 116.615 – administration of NRS 116	
D. When were these established and why?	
E. Who do the statutes apply to? Boards, community managers, reserve study specialists	20
F. How does the management company fit into the mix?	
G. How does the bookkeeping staff fit into the mix?	
H. Why is the manager held responsible vs. the board?	
I. Management company and / or owner of the company?	5
J. What does it exempt from NRS 116 by definition?	
K.NAC provisions and application to community manager 2015 Legislative Changes	
1. Review and construction of code	20
2. Educational requirements and experience levels	
3. Supervising CAM – requirements and submissions	
4. Provisional CAM requirements	15
5. Office location and hours	
6. Community manager shall’s and shall not’s	
7. Community manager contract must’s and may’s	10
8. Process for discipline of community manager and why would anyone complain?	5
L. What else will we be learning in other classes?	10
1. Financial/ banking implications	
2. Enforcement	
3. Meetings	
4. Educational requirements	
5. Bids from service providers	
6. Safety of funds	
7. “If self-managed” provisions	
M. NAC provisions and members of the board (shall’s and shall-not’s)	15
N. What is new? Regulations that passed in 2015.	10
<b>NRS 116B/ NAC 116B.</b>	<b>20</b>

<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 6: Other Nevada Statutes That Apply to Associations</b>	
NRS 38 - Mediation and Arbitration	5
NRS 40 - Construction Defects (more in class 20)	5
NRS 81 – Miscellaneous Organizations	10
NRS 82 – Nonprofit Corporations	20
NRS 116 – Common-Interest Communities (more in class 4)	5
NRS 117 – Condominiums	5
NRS 118 – Discrimination in Housing	5
NRS 118A – Landlord-Tenant	10
NRS 278-Solar Panels and Wind Energy	10
NRS 444 – Sanitation	10
NRS 444A – Recycling Law	5
NRS 487 – Removal, Repair and Disposal of Vehicles – towing	15
Which takes priority, NRS 116 or NRS 487?	
NRS 613 – Employment Practices (more in class 3) – drug tests, equal testing, age, sex, etc	5
NRS 618 – Occupational Safety and Health – injury prevention, unlawful acts, notices	5
NRS 624 – Contractors Board	10
NRS 683C Insurance Consulting	10
Case law for all of the above	10
How does it affect the community manager?	
Why do we need to know about this and how does it affect the decision of a judge?	
<b>TOTAL: 150 min ÷ 50 min class hr. = 3.0 Hours</b>	<b>150</b>
<b>Track 7: Contracts and the Community Association</b>	
I. Presentation from Nevada State Contractors Board	20
II. Why is the state requiring that a community manager study contracts when they can't practice law without a license?	5
III. Disclosures in Contractual agreement for manager, management company or family	10
IV. Bids and Obtaining them in Nevada NRS116.31085 & NRS116.31086 & AB238	10
V. Types of CIC Contracts	10
VI. When should specifications be sent out requesting bids and should you use the contractors' contract vs. the association contract?	10
VII. Who should prepare the contract?	5
VIII. Offer, acceptance, consideration, terms	5
IX. Who are the parties to the contract and who should be indemnified in the contract?	5
X. What is the subject matter in the contract? Warranties/ Shortening time frames	5
XI. What is the definition of negligence and gross negligence?	5
XII. What are the time frames that are expected?	5
XIII. What is the price? Will there be any addendums considered?	5
XIV. What specifically will be done?	5
XV. What is required to terminate the contract? Will there be a penalty?	5
XVI. Are there any limitations on liability?	5

XVII. What are the legal ramifications if a dispute arises? Is there mandatory arbitration?	5
XVIII. Have acts of God been considered in the contract?	5
XIX. Are there any attorney fee provisions?	5
XX. What is considered a breach of contract and do they have a right to cure?	5
XXI. Assignment of contract	5
XXII. Are there any remedies other than what is spelled out in the contract if there is fraud?	5
XXIII. What problems have arisen in the past because of inadequate contracts?	5
XXIV. How can community managers protect themselves, their companies and clients?	5
XXV. Is there anything community managers can do to help their homeowners protect themselves in day-to-day contractual agreements?	5
XXVI. What entities can help with contractors? Nevada State Contractors Board	5
XXVII. Providing space on a table for vendors/ warning regarding endorsement	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 8: The U.S. Constitution and Federal Laws that Affect the CIC</b>	
<b>U.S. Constitution</b>	
A. Right to Bear Arms – What does permit to carry mean in Nevada HOAs?	5
B. Review of Federal Constitution	15
C. Freedom of Speech	15
D. Others	10
E. State of Nevada Constitution	10
<b>Federal Legislation</b>	
A. Fair Debt Collection Practices Act	15
B. 2015 and possible 2015 decisions affecting collections and foreclosures	10
C. Bankruptcy laws – 7, 11, 13, “20” (Is there really a 20?), pre-petition/ post-petition	10
E. OTARD Over-the-Air Reception Device	15
D. Federal Older Persons Act	5
E. Fair Housing/ ADA	20
F. Virginia Graeme Baker and recent failed drain issues	5
Common Law (examples)	5
Questions and review	10
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 9: Use of Experts in Common-Interest Communities – How and Why</b>	
<b>Roles of Entities in Associations and Usage</b>	
Manager manages and does not “do” everything	15
Discussion of conflicts and disclosures – NRS 116.31187	
Use of experts and why (NAC and Fiduciary duties)	
Developer – educated developer board/ manager role in ensuring contractual commitments	

Real estate licensee – onsite person selling new homes	
Real estate licensee – after developer market	
Homeowner – homeowner education / definition of may and shall	
Board of Directors	15
A. Fiduciary responsibility and personal protections – NRS 82.221	
B. Board/ manager roles in entity	
C. Requirement of boards – NRS 116.31034	
D. Organizational procedures	
Manager use of contract	5
Committees	5
<b>Roles of Entities in Associations and Usage</b>	<b>15</b>
Attorney	
CPA	
Insurance agent	
Landscaper	20
Reserve Study Specialist	
Other service professionals – pool, paved surfaces, roofer, play equipment	
Community Maintenance	20
A. What is considered community maintenance?	
B. Whose responsibility is community maintenance?	
C. What is a statement of responsibility?	
D. Who should prepare the statement of responsibility?	
E. Individual lot/ unit maintenance	
F. Common area maintenance	
G. Maintenance programs	
H. Association’s right to enter property in certain cases	
Community Property	20
A. What are property inspections?	
B. Why are they so important?	
C. What are liability inspections and who should perform them?	
D. Sample inspection list	
E. Who does the property inspections? (Problems with each)	
F. How often?	
G. What are some common pitfalls? (review of samples on slides)	20
H. Recycling containers	
I. What should you notice before the reserve study specialist points it out to you?	
J. Use of other experts and why	
Property Cost Audits as a solution to costing issues	15
A. Water use audits	
B. Electrical and gas audits	
C. Commercial rates are different from residential rates	
D. Commercial utility audits	
<b>TOTAL: 150 min ÷ 50 min class hr = 3.4 Hours</b>	<b>150</b>
<b>Track 10: Parliamentary Procedures and the CIC</b>	

What are parliamentary procedures? (Robert’s Rules of Order, Sturgis Standard Code Of Parliamentary Procedures, Demeter’s Manual of Parliamentary Law and Procedure	15
Overview of each common form	5
Where did they come from?	5
What does the board need to know about Nevada law regarding parliamentary procedures?	20
Definitions	10
When “Robert’s Rules” are adopted, what are the benefits?	10
Five principles of Robert’s Rules	10
Drafting procedural rules to satisfy Nevada law	15
What can we do to get the board to use their own rules properly?	10
How do we handle the “expert” in our audience who wants to tell us all we do wrong?	5
When should we consider using a professional parliamentarian?	5
Role playing of a meeting	20
Discussion of what they did well and how they may improve	20
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 11: CICs – Board Meetings, Member Meetings and the Secret Ballot</b>	
<b>Meetings</b>	
Types of meetings – Board, executive session, committee, ad hoc committee, special member, annual member, budget ratification, recall election	20
<b>Meeting vs. Voting by Proxy or Ballot</b>	
A. What is considered a meeting? NRS 82.271, NRS 82.276	20
B. When is a meeting required? By law? By documents?	
C. Agendas – what must they contain	
D. Disclosures before voting and running for the board	
E. Audio recordings and how long must they be kept	
F. When can you vote by ballot?	
G. When can you vote by proxy?	
H. Can proxies be used like a ballot?	15
I. Who can vote a proxy (NRS 116.311)?	
J. How do you deal with co-owners who disagree on an issue?	
K. Do you need to take lessees into consideration in voting? NRS 116.311	
L. How do you handle it when an issue that comes up at an owners meeting and someone wants to raise his hand, make a motion and want everyone to vote on it?	
M. Changes in quorum of board members during meeting	
<b>Election and Removal of Board of Directors</b>	20
A. Listing of unit owners to own on request – other alternatives NRS 116.31034	
B. Tenants may not serve as a director – can be officer if governing documents allow	
C. Nomination Form – sent 30 days before ballots are prepared – What does that mean?	
D. Composition of Board – Husband & Wife. SB 175 - 2015	
E. Delegates are prohibited from voting for directors	
F. Secret Ballot Only – Three envelope system – no incumbent may handle	
G. Candidates equal nominees and candidate statement mailings	

H. Meeting necessary to count secret ballots	
I. Can ballots be accepted at the election? What date of return should show on the ballot?	
J. Counting ballots in public	20
K. Election inspectors – what are they, how many do you need, how should they be trained?	
L. Tally sheet and confirmation	
M. How do we keep records and for how long?	
N. What if we don't have enough people running? Are floor nominations permissible?	
O. What if we don't put a date on the ballot? What should the ballot say?	
P. What if there is a conflict between the law and the documents on quorum requirements?	
Q. If nominations are taken at the elections, can we reschedule the voting?	
R. Can proxies for other issues at the same meeting be used to fulfill quorum? (No)	
S. Can the board appoint vacancies?	
T. Removal of directors in Nevada Process and Requirements	
U. Appointment of a director – term is an issue as they have to be replaced at next election	
V. Retaliation and NRED – Advisory Opinion 15-02	
<b>Notices of all meetings</b>	
A. Preparation	15
B. Dates for distribution of notices	
C. Proof of mailing – what is it and how should it be kept?	
D. Retention of records – specific law requirements besides fraud considerations	
E. Preparation for board meetings – who sets up	
F. Preparation for owners meetings	15
G. Conducting owners meetings/ roles	10
H. Minutes	10
I. Action/ Task list	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 12: Rules, Fines and Enforcement Issues</b>	
Rules Development and Enforcement	
A. All documents must conform with the law	5
B. What does the law say? Retaliatory action	5
C. Purpose of Rules and Enforcement	10
D. Recycling Containers	5
E. Utility vehicle enforcement issues – NRS 116.350	5
F. Reactive vs. proactive	5
G. Drafting association rules	5
H. Right to enter and repair	5
I. Duties owed a trespasser SB 160	5
J. Sample rules	10
K. Enforcement policies	15
1. Why should we have one?	
2. Develop and use	
3. Adoption and distribution	
4. What should they contain?	

5. When must they be mailed?	
6. Notice and utility bills for nonpayment	
7. Maintenance of rules	
8. Liens for lack of maintenance	
9. Vacancy of property considered after two months of nonpayment of assessments	
10. Tenants must receive copies of violation notices	
11. Health and safety issues	
12. Rolling shutters	
13. Use of other entities when possible	
L. Ensuring proper steps taken	5
M. Timeline for Enforcement	10
N. Hearings and Fines	20
1. Two separate accounts if fines are levied on each owner's ledger	
2. No interest on fines	
3. Purpose of hearings	
4. Who holds hearings?	
5. When and where are hearings held?	
6. How to conduct a hearing	
7. Who has the right to attend?	
8. Maximum fines limit	
9. Determination at hearing if member in good standing	
10. Copy of minutes of executive session	
11. Liens of fines	
O. Enforcement against tenants and delivery of goods	
P. Can't foreclose on fines	
Q. Mandatory mediation/arbitration	10
R. Injunctions	5
S. Legal actions after arbitration	15
T. Proactive preventative solutions	10
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 13: ADR and Mediation in the CIC</b>	
I. What is Alternative Dispute Resolution?	
A. Ombudsman presentation on programs & cooperation	10
B. Division forms, fliers and timeframes in law	5
C. Review of state's hearing panels – ALJ system	5
II. What difference is there between the Ombudsman's Intervention and ADR?	10
III. What is mediation?	15
IV. What is arbitration?	10
V. How does the new Referee Program work?	10
VI. Why does the community manager care what they are and how they work?	5
VII. When and how will we be forced to use them?	5
VIII. What laws surround the arbitration procedures regarding CICs? NRS 38. SB 442	15
IX. Review NRS 38.300 and provisions	5
X. Review of NRS 107.086 – Occupied Housing	5
XI. Note the definition of assessments in NRS 38.300	5

XII. When will we as community managers want to use the free mediation?	5
XIII. When will we as community managers want to use ADR?	10
XIV. What can a community manager know about mediating?	5
XV. What would you have done differently?	5
XVI. How could the situation have been stopped early on in the meeting?	5
XVII. How can mediation work during and after a homeowner's hearing before the board?	5
XVIII. Why might it not work during a hearing?	5
XIX. Are we <i>required</i> to do anything but listen?	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 14: CIC Financial Requirements, Reserves and Collections</b>	
Financial Requirements	15
A. Associations business licenses – state \$200 – NRS 81	
B. Separate accounting for fines	
C. Financial responsibilities of a manager – even if you don't prepare the statements	
D. Signatories and investments	15
E. Understanding and Reading financial statements	
1. Nevada law requirement	20
2. Accrual, cash, or modified accounting	20
3. Fund accounting	20
4. What do the documents require?	
5. Developer requirement for accrual basis study	
6. 100-day review by members of the board	
7. 180 days audit if 15 percent of owners petition	
8. Reserve transfers	
F. Audits and Reviews	20
G. Federal Income Taxes	10
H. Taxes on common areas – new discussions and determinations	5
I. Collections	15
1. Why is monitoring important	
2. Collection policy	
3. Enforcement	
4. Equally	
5. Reasonably	
6. Limitation on collection cost for manager and collection entities	
J. Excess funds	5
K. Developer transition issues from an accounting point of view	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 15: CIC Budgets and Reserves</b>	
Calendar Time Table/ Overview – timeline of a budget	15
Maintenance Plans and Schedules – why they are useful in budget process	5

Reserve Study – Maintenance Requirements Prior to Budget Preparation	
1. Who should prepare the study?	5
2. What licenses do they need to hold?	10
3. Can members of the board do the study?	5
4. Timeline for securing a study	10
5. What should be in the study?	15
6. Understanding the types and methods of funding	15
Financial Analysis – Review of Past and Present Financial Statements	20
Investigation	
1. Discussion of budget and reserve issues	10
2. Review reserve study portions	10
Input from Investigations and Preparation of First Draft	10
Assemble Mailing Package for Owners for Budget Ratification Meeting	10
Review Packages and Discussion	10
<b>TOTAL: 165 min ÷ 50 min class hr = 3.3 Hours</b>	<b>150</b>
<b>Track 16: Reserve Studies and Funding Types</b>	
<b>Reserve Studies in General</b>	
A. What is a reserve study?	20
B. When should the first reserve study be prepared and who is responsible for it?	
C. Why do you need a study beside the fact that it is required by law?	
D. Why is it a good idea and why was it even considered in the law?	
E. What are the ramifications of not having one prepared?	
F. Who is qualified to prepare a study and who should prepare a study?	
G. Questions to ask the provider to make sure you can and will get what you need?	
H. 1,000,000 in E & O insurance R-050-13	
I. What documents must be completed and when should they be submitted to NRED?	10
J. What does NRS 116 state about reserves?	
K. What does NAC 116 state about reserves?	20
L. What should be included in the reserve study? Nevada law specific	
M. How often does it have to be prepared? NRS 116.31152	
N. Does a copy need to be sent to the Ombudsman or Commission? NRS 116.31152	
O. What do your documents say about reserves?	
P. Types of studies - full, update with site visit, update without site visit	
Q. How often should a full study be prepared?	15
R. How often should an update be performed?	
S. What is the difference in a financial update and a component update?	
T. Method of funding	20
U. What is the best approach (funding method)?	
V. What financial disclosures need to be in the annual budget and where can you find it in the reserve study?	
W. Has adequate reserves been defined?	5
<b>Preparing the Reserve Study</b>	15
A. Site Inspections - Identification of components - What should be included?	
B. Who is responsible to make sure the list of components is correct?	

C. What does useful life mean?	
D. How is the remaining life affected by poor maintenance?	
E. Can the cost of preparation of the reserve study be included in the study?	
F. Can the cost of desert landscape conversions be included in the study?	
<b>Common Pitfalls in Reserve Study Preparation</b>	<b>10</b>
A. Improperly prepared - various reasons	
B. When components are left out - some of the commonly overlooked components	
C. Acceleration of aging of components due to Mother Nature or lack of maintenance	
D. Deferred maintenance ultimately costs the owners money	
<b>Developer Reserve Studies</b>	<b>5</b>
A. Legal requirement - NRS 116.31038	
B. Homeowner controlled reserve study	
C. Adequate funding defined	
D. What are the options if underfunded at transition?	
<b>Reserve Financial Requirements</b>	<b>15</b>
A. Signatories on reserve checks	
B. Transfer from reserve account to operating accounts - Is it allowed?	
C. Safety requirements for community association - safeguards	
D. 100-Day requirements for members of the board NRS 116.31083	
E. Reserve budget preparation and requirements - It is commonly known that only slightly over half of reserves studies in Nevada are prepared correctly	
<b>R050-13-Reserve Issues – RS licensing and CE requirements</b>	<b>10</b>
<b>Questions</b>	<b>5</b>
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 17: Insurance and Risk Management in Nevada</b>	
Common-Interest Community Insurance Protections	
A. Consulting without a license	10
B. What is risk management and who is responsible?	
C. Risk Assessment	
D. Annual requirements in documents	
E. Involvement of agent in requirements	
F. Why are the definitions in the policy critical?	
G. Why are exclusions important?	10
H. Why are exclusions important on an additional insured certificate?	
I. What is a certificate of insurance?	
J. How to read a certificate of insurance	
K. What does self-insurance mean to the association?	
L. Changes due to lawsuits	
M. Types of Insurance	10
1. Liability insurance	

2. Umbrella liability insurance/ excess liability	10
3. Medical coverage in liability policy	10
4. Property coverage	10
5. Non-owned auto coverage	5
6. Directors and officers coverage	10
7. E & O insurance – management company requirements	10
8. Fidelity insurance	10
9. Worker’s compensation insurance	10
10. Loss assessment coverage	5
11. – 13. Setting association deductible policy before claim, earthquake, flood insurance	15
14. Boiler coverage – term for “machinery and equipment”	10
15. Building ordinance	
16. Garage keepers insurance	
17. Inland marine	
18. Cybercrime	
Vendor Insurance Protections	15
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 18: Transition from Developer to the Owners</b>	
<b>I. Overview and Introduction</b>	10
<b>II. Process Overview – Manager is Key Player in Process</b>	20
A. When to start planning for transition?	
B. Importance of this service (sets tone for life of HOA)	
C. Statutory requirements – AB 478	
D. All parties made aware of document transition	
E. Step-by-step transition from declarant form	
F. Transition Checklist	
G. “The meeting” (When, why, terms of office, what)	
H. Organizational meeting	
I. Organization of contact information	
J. Binder for each new board member	
<b>III. Manager Role in Transition</b>	
A. Consistent reminder of developer staff’s responsibility in serving on a board	10
B. Recommend developer staff training	15
C. Importance of consistency on the board by developer staff	20
<b>IV. Statutory Requirements of Transition</b>	15
A. What is the common-interest entitled to get?	
B. Annexation agreements start the process	
C. AB478 (7-1-2015), AB192	
D. NRS 116.31038 Requirements to provide documents and funds	
E. NRS 116.4119 – Builder’s obligation to complete development	
F. NRS 116.3105 Termination of contracts	
G. NRS 116.31038 Warranties	

H. Ancillary audit costs – developer must pay	
I. Four pitfalls to avoid	
<b>V. Home Builders Role in Transition</b>	<b>15</b>
A. What is the perception?	
B. What does the developer expect from the manager in the transition process?	
C. How can the manager deal with the delicate balance of “who is the client”?	
D. Assignment of duties/ board	
<b>VI. Reserves and “Adequate” Funding</b>	<b>10</b>
A. Funding for reserves from day one – from Plans (no dirt broken)	
B. How to determine what is “adequate” contribution from the developer	
<b>VII. Process Immediately After Transition</b>	<b>10</b>
A. Violations	
B. Bank cards	
C. Delinquencies	
D. Rules and regulations	
E. General team building techniques	
F. Monthly vs. quarterly meetings	
G. Workshops	
<b>VIII. Preserving the Client After Transition</b>	<b>10</b>
A. What is the immediate perception of the client?	
B. How can we save the client after transition?	
C. How important is education?	
D. Why is an outside source important?	
E. Team-building tips	
Questions and answers	15
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 19: Re-sales and Disclosures in the CIC</b>	
Introduction	5
What are we talking about when we say re-sales and disclosures?	5
How does the process work in a new development under declarant control?	10
How does the process work in a resale situation? (NRS 116.4109)	10
Who are the parties in the process and what roles do they take?	10
Commission shall adopt regulations for required additional disclosures in sale of unit	5
Who is required in the selling of a property to disclose anything? Seller!!!	5
What is a transfer fee and who can assess and collect them?	
What needs to be disclosed?	5
How does the community manager work into this disclosure process?	5
How should the community manager work into the process?	10
Seller’s Real Property Disclosure Form	10
How do conversions work into this picture?	10

What does the law require? NRS 116.4109	10
What Role does the seller take? NRS 116.41095	5
What Role does the buyer take?	5
What role does the real estate licensee take in the process?	5
Who should talk to the buyer?	5
What should the buyer receive, from whom and why?	5
How do the community manager and management company protect themselves?	5
What does clouding the title mean and how could a community manager do so?	5
Why are liens and release of liens so important in the resale process?	5
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>
<b>Track 20: Litigation and the CIC</b>	
<b>Litigation</b>	
A. What types of litigation can the CIC normally face? Both plaintiff and defense	20
B. What do Privileged and Confidential mean to the community manager?	10
C. What are the issues facing the manager or management company in litigation?	20
D. Discussion of contracts with lawyer no longer in executive session – litigation issues	
E. Can a manager accept part of the award? Even if it is in contract?	
F. Can the manager expect by contract to get paid for extra work required by litigation?	
G. What are the issues facing the board during litigation?	
H. What are the issues facing the owners during litigation?	
I. What steps need to be taken before legal action is taken?	20
J. Sex offenders – Do we have to proactively advise owners or will we be sued if we do?	10
<b>Defect Litigation</b>	20
A. What is defect litigation?	
B. Why is a manager required to study this to receive their certificate?	
C. NRS 40.600	
D. Why should a community manager care?	
E. Why are so many maintenance sections being put into the CC&Rs?	
F. Role of the manager in litigation	
G. How do maintenance and docs fit into litigation and how does it affect the manager?	
H. Statutes of limitations	
I. What responsibility should and will the community manager assume?	
J. How can a lack of communication between the developer board and owner board create a problem for the community manager?	
<b>Final exam</b>	50
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>

## **NEW COMMUNITY MANAGEMENT CONTINUING EDUCATION COURSES**

2. Angius & Terry LLP  
 “2015 NRS 116 Legislative Update”

**Request:                    3 Hours                    Legal                    Classroom**

**Recommendation:** Approve: 3 Hours – Legal – Classroom. The course meets NAC standards for legal education credit.

**Instructors:** Paul P. Terry, Esq., Scott Kelsey, Esq., David Bray, Esq., Troy Dickerson, Esq., John Stander, Esq., Aaron C. Yen, Esq., Brad Epstein, Esq., Norman Rosensteel

**Objective:** This course is designed to instruct community managers, board members and homeowners of the changes made to NRS 116 during the 2015 legislative session. The class will identify the complex procedural and legal requirements that homeowners associations must meet and how they play a vital function in the community.

**Standards:** NAC 116A.232

- 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients.
- 1(b) Contains information that relates to pertinent Nevada laws and regulations.
- 2(b) Legislative issues concerning community managers and the management of a common interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation.
- 2(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels.
- 2(m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel.
- 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids
- 2(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures.

Content:	Minutes
<b>I. Introduction, Overview</b>	10
<b>II. AB 125</b>	15
a. Makes Changes to Chapter 40	
b. Amends Definition of a Defect	
c. Changes Information Required in a Chapter 40 Notice	
<b>III. AB141, AB157, AB183</b>	10
a. AB141 Request for Notice by Lender	
b. AB157 Adds Miniature Horses to a list of Service Animals	
c. AB 183 Penalty for Failure to Record Deed	
<b>IV. AB192, AB238, AB301</b>	15
a. AB192 - Changes to Declarant Control Period in Associations	
b. AB238 3 Bid Rule	
c. AB301 Nevada State Flag	

<b>V. AB386 Squatters</b>	15
a. Establishes Supplemental Procedures for the Retaking of a Dwelling Subject to Certain Conditions	
<b>VI. AB474, SB154</b>	10
a. AB474 Ombudsman's Fees	
b. SB157 Continuing Education for Managers	
<b>VII. SB174</b>	15
a. Restrictions on Who May Serve on the Board	
<b>VIII. SB306</b>	10
a. Liens, Collections and Foreclosures	
b. Sets the Date From Which the 9 Months SPL is Calculated	
<b>IX. SB306</b>	15
a. Specifically Includes Some Collection Costs in the 9 Month SPL	
b. A Lien is Extinguished Unless a NOD or Judicial Proceedings to Collect is Filed Within 3 Years After the Assessments Became Due	
c. NOD Must Contain	
d. Record of Satisfaction	
e. Postponed Sale	
f. Requirements of the Person Conducting the Sale	
g. The Owner Now has 30 Days to Respond to the 60 Day Letter	
h. Sales Subject to a 60 Day Right of Redemption	
i. Requirements for the Person Conducting the Sale and What Must be on the Recorded Certificate	
<b>X. SB377</b>	5
a. Taxation of Property	
<b>XI. SB453, SB512</b>	5
a. SB453 Address' Mortgage Foreclosure	
b. SB512 Also Requires Holders to Register Name and Address of Proper Party to Notify of NOD	
<b>XII. Questions and Comments</b>	25
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>150</b>

3. Clarkson Law Group, P.C.  
 "2015 Nevada Legislative Update"

**Request:**            3 Hours            Legal            Classroom

**Recommendation:**    **Approve – 3 Hours – Legal – Classroom. The course meets NAC standard for legal education credit.**

**Instructors:**            **Adam H. Clarkson, Esq.**

**Objective:** Community Managers will be educated on the changes enacted during the 78<sup>th</sup> Legislative Session affecting NRS 116.

**Standards:** NAC 116A.232

- 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients.
- 1(b) Contains information that relates to pertinent Nevada laws and regulations.
- 2(a) The ethics of managing a common-interest community or the association of a condominium hotel.
- 2(b) Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation.
- 2(i) Federal laws pertinent to the management of a common-interest community or the association of a condominium hotel, including, without limitation, the Fair Housing Act, 42 U.S.C. §§ 3601 et seq., and the Americans with Disabilities Act of 1990.
- 2(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels.
- 2(m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel.
- 2(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures.
- 2(s) Dispute resolution techniques and processes, including, without limitation, informal and formal mediation, arbitration and guidelines for internal association procedures related to hearings concerning violations of the governing documents and other disputes.

<b>Content:</b>	<b>Minutes</b>
1. Overview and General Laws	3
2. SB306	15
A. Costs of Collection	
B. Super Priority Lien	
3. SB 306	8
A. Permitting Collection Without a Collection License	
B. Initial Stages of Collection Under NRS 116	
4. SB306	5
A. Lien Extinguishment and Owner Indebtedness	
B. Arising from Payment of Payment of Super Priority Lien	
5. SB 306	10
A. Additional Information	
B. Affidavit Requirements for Notice of Default	
6. SB 306	10
A. Payment Deadlines	
B. Statutory Pre-Collection Waiting Periods	
C. Foreclosure Mediation Stays	
7. SB 306	5
A. Requirement to Notice Security Interest Holders of Foreclosure	
B. FID Address Listing for Mailing	

8. SB306	5
A. Posting and Publishing a Sale Notice	
9. SB 306	10
A. Sale Process	
B. Calling the Sale	
C. Postponement	
D. Proclamation of Super-Priority Status	
E. Prohibited Purchasers	
10. SB 306	15
A. Redemption	
B. Redemption Process	
C. Foreclosure Deed	
11. SB 306	5
A. Request for Notice	
B. Notices to Association from Banks	
C. Effective Date	
12. AB 238	5
A. Bid Requirements	
13. AB 183	2
A. Recording of deed in Lieu	
14. AB 192, AB 301, AB 474	5
A. Transition for 1,000 Plus Units	
B. Nevada Flag Protections	
C. NRED Fee Limit Increase	
15. SB 39, SB 154,	5
A. NRS 81 Business License Exemption	
B. Community Manager CE Credits Through Observation of Hearing and ADR	
16. SB 174	15
A. Director Candidate Limitations	
B. Determination of Limitations	
C. Power and Duty to Enforce	
17. AB 125	10
A. Construction Defect	
18. AB 386	10
A. Squatter Laws Impacting Associations' Ability to Remove Squatters from Association Owned Units and Unit Owners Ability to Abate Squatter Issues	
19. SB 160	10
A. Changes to Premise Liability Laws Effecting Association Liability and Common Element Maintenance Obligations Under NRS 116.3107 and NRS 116.3111	
<b>TOTAL: 150 min ÷ 50 min class hr = 3.0 Hours</b>	<b>153</b>

4. The Clarkson Law Group, P.C.  
*“Non-Judicial Foreclosure from Inception of Assessment Obligation through Foreclosure”*  
**Request:                    3 Hours            General            Classroom**  
**Recommendation:    Approve – 3 Hours – General Credit – Classroom. The course meets NAC standard for general education credit.**

**Instructors:** Adam Clarkson, Esq.BRS

**Objective:** Course participants should obtain knowledge of the overall foreclosure process and its relation to management and community associations. This course covers the non-judicial foreclosure process for Nevada community associations, including recent changes (2015) legislation, which concerns community managers and the management of a common-interest community.

**Standards:**

- 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients.
- 1(b) Contains information that relates to pertinent Nevada laws and regulations.
- 2(a) The ethics of managing a common-interest community or the association of a condominium hotel.
- 2(b) Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation.
- 2(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, licensing and enforcement.
- 2(i) Federal laws pertinent to the management of a common-interest community or the association of a condominium hotel, including, without limitation, the Fair Housing Act, 42 U.S.C.
- 2(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels.
- 2(m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel.
- 2(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures.
- 2(s) Dispute resolution techniques and processes, including, without limitation, informal and formal mediation, arbitration and guidelines for internal association procedures related to hearings concerning violations of the governing documents and other disputes.

<b>Content:</b>	<b>Minutes</b>
I. Overview & General Laws	10
II. Timeline	5
A. NRS 116.3116-116.31168	
III. Pre-Delinquency	10
A. NRS 116 Prior to Delinquency	
B. NRS requirements prior to collection process	
IV. Statutory Pre-Collection	10
A. NRS 116.31162(4)	
V. Intent to Notice of Delinquent Assessment	10
A. Costs pursuant to NRS 116.116.3116(5)	
B. FDCPA - Fair Debt Collection Practice Act notice implication and education	
VI. Notice of Delinquent Assessment	10
A. Process	
B. Explanation	

VII. Intent to Notice of Default	10
A. SPL collection costs pursuant to NRS 116.3116(5)	
B. FDCPA implications for notice	
VIII. Notice of Default (General) and Super Priority Cases	5
A. Notice of Default	
B. Information that must be included in NOD and relevance	
IX. Super Priority Statute	10
A. As established by NRS 116.3116(3)	
X. Notice of Default (Specific)	10
A. Information Content	
B. Processing requirements for the NOD	
XI. Intent to Notice of Sale	5
A. Super priority collection cost pursuant to NRS 116.3116(5)	
XII. Notice of Sale	10
A. NRS 116.31165	
B. Preclusion of sale by foreclosure mediation	
XIII. Pre-Sale	10
A. Pre-sale payment	
B. Recording deadline established by NRS 116.31162 & NRS 116.31164	
XIV. Sale	10
A. Sale process under NRS 116.31164	
XV. Redemption	10
A. Right of redemption process	
B. Redemption period under NRS 116.31164	
XVI. Foreclosure Deed & Funds	5
A. Deed	
B. Distribution of surplus funds as provided by NRS116.31164 and NRS116.31166	
XVII. Fee Caps	5
A. Caps on collection fees and costs NAC116.470	
XVIII. Anytime Impact Events & Extinguishment	5
A. Events under NRS116 that may arise and effect the process – lien extinguishment	
<b>TOTAL: 150min ÷ 50 min class hr = 3 Hours</b>	<b>150</b>

5. Community Associations Institute  
“M-204: Community Governance”  
**Request:**                17Hours                General                Computer Based Interactive Training
- Recommendation:**    Approve – 17 Hours – General Credit – Computer Based Interactive Training. The course meets NAC standard for general education credit.
- Instructors:**           Sara Barry
- Objective:**             This interactive, online course discusses the nature of community governance. This course covers the legal basics of community rules, policies and procedures. Registrants will gain a better understanding of board and

**management responsibilities and a better grasp of the community association as legal entity. They will learn how to advise and support your board and how to revise policies and procedures to comply with current laws and recommended management practices.**

**Standards:** NAC 116A.232

**1(a)** Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients.

**Content:** **Minutes**

<b>Content:</b>	<b>Minutes</b>
<b>Course Introduction</b>	
A. Course material	15
B. Course goals	10
C. Importance of course	10
<b>Module 1: Legal Authority</b>	
A. <b>Lesson 1:</b> Understanding Governing Documents	
1. Purpose of governing documents	10
2. Types of governing documents	10
3. M100 review of concepts	10
4. Activity 1 – Locate specific provisions in governing documents	10
5. Amending governing documents	10
6. Activity 2 – Compare amendment procedures	10
7. Lesson 1 summary	10
B. <b>Lesson 2:</b> Amendments and Resolutions	
1. Introduction	15
2. Activity 3 – Identify needed amendments	20
3. Activity 4 – Board resolution for document issues	20
4. Lesson 2 summary	10
C. <b>Lesson 3:</b> Laws that Affect Associations	
1. Introduction	15
2. Activity 5 – understanding and influencing legislation	15
3. Activity 6 - Laws affecting community associations	15
<b>Module 2: The Manager</b>	
A. <b>Lesson 1:</b> Relative Legal Roles and Authority	
1. Introduction	15
2. Role of the manager, board and committee	15
3. Activity 1: Who fulfills specific corporate roles	15
4. Lesson 1 summary	10
B. <b>Lesson 2:</b> The Manager’s Role	
1. Introduction	10
2. Forms of community association management	15
3. Management contracts vs. employment agreement	15
4. Activity 2: Scope of Management responsibilities	15
5. Activity 3: Manager’s authority	15
6. Lesson 2 summary	10
C. <b>Lesson 3:</b> Ethics	

1. Introduction	10
2. Ethical basis of community management	10
3. Legal vs. ethical	10
4. Duty of care and loyalty	10
5. Potential vs. actual conflicts of interest	10
6. Conflicts between managers, association, directors, or a 3 <sup>rd</sup> party	10
7. Activity 4: Strategize situations	15
8. Module 2 summary	15
<b>Module 3: Professional Service Contracts</b>	
A. Module Introduction	10
B. <b>Lesson 1:</b> The Role of the Association Attorney	5
1. Lesson 1 introduction	
2. Activity 1: uses of the association attorney	15
3. Lesson summary	
C. <b>Lesson 2:</b> Role of Professional Advisors	10
1. Introduction	5
2. Review of roles of professional advisors	10
D. <b>Lesson 3:</b> Association Contracts	
1. Introduction	5
2. Projects vs. ongoing service contracts	10
E. <b>Lesson 4:</b> Contract Provisions	
1. Specific project provisions vs. ongoing services provisions	10
2. Activity 3: Review sample contracts	15
3. Module 3 summary	10
<b>Module 4: Rules Development and Enforcement</b>	
A. Module Introduction	10
B. <b>Lesson 1:</b> Developing and Revising Rules	15
1. Introduction	10
2. Activity 1: Use Rule Making Procedures to Avoid Typical Problems	15
3. Criteria for a valid and enforceable rule	15
4. Activity 2: Review a set of Rules / How Each is Not Valid / Enforceable	15
5. Activity 3: Review a Set of Rules	15
6. Activity 4: Identify rules that should be reconsidered or rewritten	15
7. Lesson summary	15
C. <b>Lesson 2:</b> Enforcing Rules	15
1. Introduction	15
2. Activity 5: Discuss Rules Enforcement	15
3. Activity 6: Develop Strategies for Conducting an Effective Hearing / how can managers prep for a hearing	15
4. Lesson 2 Summary	15
5. Module Summary	15
D. Course Conclusion	
1. Review course focus and learning objectives	10
2. Discussion questions	10
3. Course evaluations	10
<b>Course Exam</b>	<b>60</b>



b. Functional Properties of Paint Coatings	
c. Four Basic Components of Paint	
d. Identify Different Sheen and know when to use each	
e. Pick the Right Paint System for Your Project/Application	
f. Understand VOC and How to Choose “Green” Paint	
g. Identify Common Paint Performance Problems and Understand How to Prevent	
II. Evolution of paint	5
a. Past and Today	
III. Paint Serves 2 Important Functions	10
A. Protects a Substrate From	
a. Corrosion	
b. Dirt and Stains	
c. Wood Rot	
d. Weather	
B. Enhances Aesthetics	
a. Colors and Surface	
b. Provides Desired Sheen	
c. Highlights Design Elements	
IV. Paint Components	10
a. Pigments	
b. Binders	
c. Alkyds	
d. Latex	
V. Troubleshooting	10
a. What’s the Best Paint to Use	
b. Project Requirements	
c. Corrosion	
d. Peeling	
e. Blistering	
f. Fading	
g. Burnishing	
h. Surface Prep	
<b>Mari Jo Betterley – Better Reserve Consultants</b>	
I. Duties of the Board	10
a. Board Must Take Ownership of the Study	
b. Board Must Follow the Study	
c. Annual Updates	
II. Managers Role	10
a. Ensure Compliance With the Law	
b. Provide Information to the Reserve Study Specialist	
c. Provide “Numbers” to the Reserve Study Specialists	
d. Provide History – Invoices and Past Work Completed	
e. Communicate any Changes that May be Needed to Ensure Accuracy	
III. Reserve Study Specialist Role	10
a. Communicate with the Manager and the Board	
b. Contact Experts in the Field	
c. Ensure Accuracy of the Study	
IV. Adequately Funded	10

a. Financial Health of Association	
b. Using Percentages to Measure	
c. Example of Fully Funded	
V. Conclusion and Questions	10
<b>TOTAL: 150 min ÷ 50 min class hr = 3 Hours</b>	<b>150</b>

7. Western Door and Gate  
*“From Behind Bars – What you Need to Know about Automated Entry Gates, Pedestrian Gates and Pool Barriers”*

**Request:** 3 Hours General Classroom

**Recommendation:** Approve – 3 hours – General Classroom. The course meets NAC standards for general education credit.

**Instructors:** Matthew Melton, James Nance

**Objective:** Participants will learn about NRS 407.270 and UL 325 and will be able to recognize violations of such law regarding community automated gates, pedestrian gates and pool fencing and gates.

**Standards:** NAC 116A.232

- 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients.
- 1(b) Contains information that relates to pertinent Nevada laws and regulations.
- 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents.
- 2(j) Health and safety issues in common-interest communities and condominium hotels.
- 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids.

**Content:** **Minutes**

A. Introduction	5
C. Course Objective	
D. History of Automatic Openers	5
E. History of UL 325 - DASMA	5
F. UL 325 and Gates	10
1. www.ul.com	
2. 1894 – Founder William Henry Merrill	
3. Global safety science company	
4. Basic qualifying standards – methods for testing, listed, labeling	
5. National Electric Code – National Fire Protection Code (NFPA)	
6. Testing methods related to safety performance	
7. Installation – in accordance with National Electric Code – UL 325	
8. Safety concerns, potential fire, electrical hazards & public safety	
G. Nevada Law	5

1. SB 302 – all gate systems in compliance with UL325	
2. Mary O'Donnell	
3. NRS 405.270	
4. IBC Section 3110	
H. Injuries	5
1. Houston	
2. South Africa	
3. Las Vegas	
I. Types of Gates	5
1. Swing gate	
2. Horizontal slide gate	
3. Vertical pivot gate	
4. Overhead slide gate	
5. Vertical lift gate	
J. Components to a Gate	5
1. Operator	
2. Electronics	
3. Gate	
4. Transmission	
K. Potential Issues	5
1. Fall over	
2. Positive stop	
3. Protrusions	
4. screening	
5. Entrapment	
6. Warning signs	
L. Fall Over	10
1. Catcher bracket	
2. Dual posts	
3. Positive stops	
M. Protrusions	10
1. Protrusions are not permanent	
2. Definition of protrusion	
3. Exception	
4. Definition	
5. Bottom edges	
6. Bottom edge protrusion definition	
7. Vertical edge	
8. Protrusions at leading edge and trailing edge	
N. Entrapment	15
1. Protection against entrapment	
2. Types of entrapment protection	
3. B1, B2, C, D, E	
4. Gate types and entrapment issues	
O. Screening – slide gate	5
P. User Controls - Reach	
Q. Audio Alarm	5
R. Warning Signs	
S. Pedestrian Entrance	5

T. Pool Code	5
U. Pool Fencing, Pool Gates	10
1. Responsible party, barrier height and clearance , latching devices	
V. Unlicensed Contractors	5
W. Capital Improvement Bids	5
X. Acting as a General Contractor	
Y. Outside Scope	5
Z. Questions	20
<b>TOTAL: 150 min ÷ 50 min class hr = 3 Hours</b>	<b>150</b>

8. CAMEO

“2015 Legislative Update for the CIC Industry”

**Request:**                3 Hours                Legislative Update                Classroom

**Recommendation:**    Approve – 3 hours – legal credit - classroom

**Instructors:**                **John E. Leach, Esq., Michael T. Schulman, Esq., Donna Zanetti, Esq., Adam Clarkson, Esq., John Stander, Esq., Gayle kern, Esq., Sara E. Barry**

**Objective:**                **Upon completion of this course managers will have a working knowledge of the 2015 legislative changes that impact the common-interest community.**

**Standards:**                **NAC 116A.232**  
**2(b)**    Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation.

<b>Content:</b>	<b>Minutes</b>
I. INTRODUCTIONS & OVERVIEW OF 2015 LEGISLATION	10
II. <b>AB 125</b> – Effective 2-25-2015	5
a. Construction Defects	
III. <b>SB 194</b> - Effective 10-1-2015	5
a. Developers and adequate insurance when developing HOA, Consolidation of sites for insurance purposes –	
b. SB 477 – Requirement of fire sprinklers if square footage exceeds 5,000	
IV. <b>AB 192</b> – Effective 10-1-2015	5
a. Declarant control of associations greater or less than 1000 units	
b. Greater than 1000 units transfer of control passes 60 days after 90% of units sold First owner elected board member mandated when 15% of units sold	
c. Less than 1000 units remains at 75% of unites sold	
V. <b>SB 453</b> – Effective 10-1-2015	5
a. Loans and Deeds of Trust – One action recovery of debt secured	
VI. <b>SB 306</b> – Effective 10-1-2015	15
a. Collection of delinquent assessments	
VII. <b>AB 141</b> – Effective 10-1-2015	5
a. Foreclosure in the CIC	
b. Requires notice to be sent to all holders of a security interest in property and eliminates the requirement for them to request notice	

VIII. <b>AB 195</b> – Effective 5-25-2015	5
a. Junior lean holders	
IX. <b>SB 512</b> – Effective 6-8-2015	5
a. Foreclosure mediation process	
X. <b>SB 197</b> – Effective 10-1-2015	5
a. Liens – fraudulent liens placed against a property and on <b>public officials</b>	
XI. <b>AB 183</b> – Effective 10-1-2015	5
a. Foreclosure noticing	
XII. <b>AB 157</b> – Effective 10-1-2015	5
a. Service animals – miniature horses	
XIII. <b>AB 179</b> – Effective 7-1-2015	5
a. Employers keeping additional information confidential	
XIV. <b>AB 238</b> – Effective 7-1-2015	10
a. Bidding process. >1000 units , <1000 units, % of budget	
XV. <b>AB 301</b> – Effective 7-1-2015	5
a. Association to permit flying and display of Nevada flag under same rules as US flag	
XVI. <b>AB 474</b> – Effective 7-1-2016	5
a. Increase Ombudsman annual registration fee from \$3.00 to a maximum of \$5.00	
XVII. <b>SB 39</b> – Effective 10-1-2015	5
a. Exempts associations created under NRS 81 from annual Business License fee	
XVIII. <b>SB 377</b> – Effective 7-1-2015	10
a. Taxing of common elements – noticing requirements (Summerlin tax case)	
XIV. <b>SB 154</b> - Effective upon passage for regulation - Effective 1-1-16 / other purposes	5
a. Earn up to5 hours CE credit in 1 hour increments, including law credits for observing Commission disciplinary hearings or an NRED ADR proceeding	
XX. <b>SB 160</b> – Effective 5-30-15	5
a. Duties owed a trespasser – attractive nuisance doctrine	
XXI. <b>SB174</b> – Effective 10-1-2015	10
a. Composition of boards – Sanguinity	
XXII. <b>SB 389</b> – Effective 10-1-15	5
a. NRS 116B	
XXIV. <b>SB 442</b> – Effective 10-1-2015	5
a. Anti-consolidation of arbitration cases and conflicts of arbitrators	
Questions	5
<b>TOTAL: 150 min ÷ 50 class hr = 3 Hours</b>	<b>150</b>

9. Community Association Solutions  
*“Common Interest Communities Financial Matters for the Reserve Study Specialist”*

**Request:**                 4 Hours                 General                 Classroom

**Recommendation:**   Approve – 4 hours – legal credit - classroom

**Instructors:**           Gary Lein, CPA. Sara E. Barry

**Objective:**             Upon completion of this course reserve study specialists will have a greater understanding of the financial impact their studies have on common-interest

**communities and the applicable financial statements.**

**Standards:**        **NAC 116A.232**  
                           **2(d)**     Reserve studies

<b>FINANCIAL REQUIREMENTS</b>	<b>10</b>
A. NRS 116.3115 – To Establish Adequate Reserves	10
B. NRS 116.31152 – 5 Year Requirements	5
C. NRS 116A.420 – Registration Requirements	5
D. NRS 116A.430-Registration of Reserve Study Specialists Fees	5
E. LCB File No. R050-13	
1. NAC 116.425	10
2. NAC 116.430	5
3. NAC 116.435	5
4. NAC 116A.415	5
5. NAC 116A.420	5
6. NAC 116A.425	5
F. Reserve Study Terminology	10
G. NAC 116.451 – Interim Financial Statements	5
H. Accrual and Fund Accounting	10
I. NRS 116.31144 – Audit and Revise Financial Statements	5
J. Analyzing Financial Statements	15
K. NRS 116.31151 – Budget Requirements	10
L. Budget Timeline and Budget Format	5
M. NAC 116.4115 – Contents of Budget to Maintain Reserves	5
N. Supplemental Schedules to be Attached to Budget	5
O. NRS 116.3114 – Surplus Funds	5
P. NRS 116.31038 – Developer Transition	10
Q. NRS 116.310395 – Converted Building Reserve Deficit	5
R. NRS 116.31073 – Security Walls	5
S. Income Tax Considerations	5
T. NRS 116.31153 – Signatures on Reserve Expenditures	5
U. NRED Form 609 - 562	15
V. NRED Form 661 – Application for Renewal	5
W. NRS 116.31185 – Solicitation or Accepting Compensation	5
X. NAC 116.480 & NAC 116.482 - Restrictions on Board and Community Manager	5
<b>TOTAL: 200 min ÷ 50 min class hr = 4 Hours</b>	<b>200</b>