## **CICCH - EDUCATION**

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

| FROM:       Charvez Foger - Ombudsman<br>Monique Williamson - Education and Information Officer         SUBJECT:       Education Summary - approvals from December 2019 through February 2020         NewLY APPROVED COMMUNTY MANAGER CONTINUING EDUCATION COURSES (6)       I.         Sponsor:       Community Association Solutions         Course Title:       Understating Capital Improvements in a CIC         Request:       2 Hours       Law         Classroom       Objective:       To assist community managers in understanding capital improvements, as this is a term often misused when adopting budgets, creating funding plans, etc.       Standards:         Standards:       Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge: 1(b) contains information that relates to pertinent Nevada laws and regulations; and 2(c) licensing and enforcement.       Introduction       5         Instructors:       Sara Barry, Michael Schulman, Esq., Ted Boyack, Esq., Michael McKelleb, Esq.       Minutes         Obsterimination: Approved - 2 Hours - General - Classroom       Minutes         Introduction       5       5         I.       Mundemi's fuduciary duty to protect, preserve, maintain and enhance assets of the association       5         I.       Mirodemi's fuduciary duty to protect, preserve, expense?       5         III.       Scope of Authority       a. It is the board's fiduciary dut  | TO:    |            | Common-Interest Community and Condominium Hotels Commission                 | 2) 486-4480 |
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| a. Is this a new component, or part of an upgrade, repair or replacement?       b.       NRS 116.3115(9) – discussion at meeting       45         b. NRS 116.345(3) – building or structure       d.       Structure examples – detached garages, car ports, pool restrooms, storage structures, pool sheds, children's play areas, athletic courts, raised lighting foundations, etc.       45         c. Example of required upgrade to the association's water system (SNWA requirement)       f.       Getting bids – NAC 116.405         V. Funding       a.       Loans – NRS 116.3112       25         ii. Vote of the owners       iii. Consult legal       25         b. Using surplus funds       i. Look to the governing documents       25         VI.       Reserve Study update       45   |        |            |   |             |
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| c. NRS 116.345(3) – building or structure       45         d. Structure examples – detached garages, car ports, pool restrooms, storage structures, pool sheds, children's play areas, athletic courts, raised lighting foundations, etc.       45         e. Example of required upgrade to the association's water system (SNWA requirement)       6         f. Getting bids – NAC 116.405       6         V. Funding       1         a. Loans – NRS 116.3112       1         i. Look to documents       1         ii. Vote of the owners       25         iii. Consult legal       25         b. Using surplus funds       1         i. Look to the governing documents       1  |        |            |   |             |
| d. Structure examples – detached garages, car ports, pool restrooms, storage structures, pool       45         sheds, children's play areas, athletic courts, raised lighting foundations, etc.       6         e. Example of required upgrade to the association's water system (SNWA requirement)       6         f. Getting bids – NAC 116.405       7         V. Funding       8         a. Loans – NRS 116.3112       10         i. Look to documents       11         ii. Vote of the owners       25         iii. Consult legal       25         b. Using surplus funds       1         i. Look to the governing documents       1         VI. Reserve Study update       10   |        |            |   |             |
| <ul> <li>d. Structure examples – detached garages, car ports, pool restrooms, storage structures, pool sheds, children's play areas, athletic courts, raised lighting foundations, etc.</li> <li>e. Example of required upgrade to the association's water system (SNWA requirement)</li> <li>f. Getting bids – NAC 116.405</li> <li>V. Funding <ul> <li>a. Loans – NRS 116.3112</li> <li>i. Look to documents</li> <li>ii. Vote of the owners</li> <li>iii. Consult legal</li> <li>b. Using surplus funds</li> <li>i. Look to the governing documents</li> </ul> </li> <li>VI. Reserve Study update</li> </ul>   |        | -          |   | 45          |
| e. Example of required upgrade to the association's water system (SNWA requirement)         f. Getting bids – NAC 116.405         V. Funding         a. Loans – NRS 116.3112         i. Look to documents         ii. Vote of the owners         iii. Consult legal         b. Using surplus funds         i. Look to the governing documents         VI. Reserve Study update  |        | d.         |   |             |
| f. Getting bids – NAC 116.405         V. Funding         a. Loans – NRS 116.3112         i. Look to documents         ii. Vote of the owners         iii. Consult legal         b. Using surplus funds         i. Look to the governing documents   |        |            |   |             |
| V.       Funding         a.       Loans - NRS 116.3112         i.       Look to documents         ii.       Vote of the owners         iii.       Consult legal         b.       Using surplus funds         i.       Look to the governing documents         VI.       Reserve Study update  |        | e.<br>f    |   |             |
| a. Loans – NRS 116.3112<br>i. Look to documents<br>ii. Vote of the owners<br>iii. Consult legal<br>b. Using surplus funds<br>i. Look to the governing documents<br>VI. Reserve Study update   | V      |            |   |             |
| i. Look to documents<br>ii. Vote of the owners<br>iii. Consult legal<br>b. Using surplus funds<br>i. Look to the governing documents<br>VI. Reserve Study update  | v.     |            |   |             |
| ii. Vote of the owners<br>iii. Consult legal<br>b. Using surplus funds<br>i. Look to the governing documents<br>VI. Reserve Study update  |        | а.         |   |             |
| iii. Consult legal<br>b. Using surplus funds<br>i. Look to the governing documents<br>VI. Reserve Study update  |        |            |   | 25          |
| b. Using surplus funds     i. Look to the governing documents       VI. Reserve Study update     Image: Comparison of the study of |        |            |   | 20          |
| i. Look to the governing documents VI. Reserve Study update   |        | h          |   |             |
| VI. Reserve Study update  |        | υ.         |   |             |
|   | VI     | Reserv     |   |             |
| a. Once capital improvement project is complete 10  | · 1.   |            | Once capital improvement project is complete                                | 10          |
| b. Funds necessary moving forward   |        |            |   | 10          |
| Questions 15  | Questi |            |   | 15          |
| TOTAL 120   |        |            |   |             |

| JUCOLI      | ons      |  | 15       |
|-------------|----------|--|----------|
| Questi      | ons      | in place; clearly stating expectations before anything occurs  | 15       |
|             | b.       | It could benefit the entire community if the association is proactive and puts codes of conduct<br>in place, clearly stating expectations before enuthing occurs | - •      |
|             | a.       | Board members should never act as bullies  | 10       |
| /III.       | Conclu   |  |          |
|             | с.       | Risk of losing indemnification if board members are behaving badly   |          |
|             | b.       | Transfer risk or defend an additional insured  | 15       |
| -           |          | Potential exclusions – breach of contract, injury or damage  | 1.7      |
| VII.        | U        | ce – what to look for  |          |
|             | r.<br>g. | Violators to be suspended  |          |
|             |          | No commercial advertising  |          |
|             |          | No ranting/personal opinions/attacks   |          |
|             | с.<br>d. | Make clear what can be posted – announcements, reminders, events, photos (with permission)   | 25       |
|             | b.       | Prohibit anonymity   |          |
|             | a.<br>b  | Restrict communications to owners and tenants  |          |
| VI.         |          | ng a policy<br>To minimize abuse   |          |
| <b>1</b> /T | 1.       | What have you seen?  |          |
|             | e.       | Youtube  |          |
|             | d.       | Websites   |          |
|             |          | NextDoor   | 5        |
|             |          | Twitter  |          |
|             |          | Facebook, Instagram, etc.  |          |
| V.          |          | nt types   |          |
|             | b.       | Issues with "Apparent Authority"   |          |
|             | a.       | Directors independently using sites to communicate directives  | 15       |
| IV.         | Potenti  | al issues with social media  |          |
|             | с.       | Others?  |          |
|             | b.       | Saves money on postage, etc.   | 15       |
|             | a.       | Board can communicate quickly with residents and vice versa  | 15       |
| III.        |          | es of social media   |          |
|             |          | Manager and other staff were subsequently terminated   |          |
|             |          | \$15,000 suite filed because of Facebook comments  | 10       |
| II.         |          | le- Tennessee  |          |
|             | c.       | Comments made through social media can negatively impact property values as they go viral  |          |
|             | 27       | invasion of privacy  |          |
|             | b.       | Social media can be abused by users through practices such as cyber bullying, defamation and   | 10       |
|             | u.       | inappropriately, resulting in exorbitant legal fees  |          |
| 1.          | a.       | Social media can leave communities vulnerable to serious legal risks if managed  |          |
| I.          |          | ction – why is this class being taught?  | 1vinutes |
| Conte       |          | : Approved – 2 Hours – General – Classroom   | Minutes  |
|             |          | Michael Schulman, Esq., Gayle Kern, Esq. and Greg Kerr, Esq.   |          |
|             | ictors:  | Sara Barry, John Leach, Esq., Cheri Hauer, Esq., Ed Song, Esq., Donna Zanetti, Esq., Kirby   |          |
|             |          | s; and 2(s) dispute resolution techniques.   |          |
| 0           |          | 2(f) administering the management office; 2(j) health and safety issues; 2(o) interpersonal  |          |
|             |          | rove professional knowledge; 2(c) licensing and enforcement; 2(e) insurance and risk   |          |
| Stand       | ards:    | Complies with the following provisions of NAC 116A.232: 1(a) contains current information  |          |
| Objec       |          | To help community managers find proactive solutions to the abuse of social media in CICs.  |          |
| Reque       |          | 2 Hours General Classroom  |          |
| Cours       | e Title: | Community Association Solutions<br>Ups and Downs of Social Media in the CIC  |          |
| pons        |          |  |          |

| Sponsor:         Community Association Solutions           Course Title:         Understanding Asbestos           Request:         2 Hours           Objective:         To help community managers understand how asbestos issues fit into the reserve study,<br>budgeting and insurance.           Standards:         Complex with the following provisions of NAC 116A.232: 1(a) contains current information<br>that will improve professional knowledge; 2(c) licensing and enforcement; 2(d) reserve studies; 2(e) insurance<br>and risk management; and 2(j) health and safety.           Instructors:         Sara Barry, John Temoyan           Determination:         Approved - 2 Hours - General - Classroom           Ontent:         Sara Barry, John Temoyan           I.         Introduction         a.           a.         HARBRO is a full-service restoration contractor providing emergency services to damaged         10           structures         .         .         5           b.         When does the community manager need to worry about asbestos?         .         .           a.         Daring a renovation project         5         .         .           b.         When does the community manager need to worry about asbestos?         .         .           a.         Only mineral that grinds into fiber instead of grains         .         .           b.         Externely fire re  | 3.    |           |   |          |
|--|-------|-----------|---|----------|
| Request:         2 Hours         General         Classroom           Objective:         To belp community managers understand how asbestos issues fit into the reserve study, budgeting and insurance.         Standards:         Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) licensing and enforcement; 2(d) reserve studies; 2(e) insurance and risk management; and 2(j) health and safety.         Minutes:           Instructors:         Sara Barry, John Temoyan         Minutes:           Content:         Ontent:         Minutes:           I.         Introduction         a.         HARBRO is a full-service restoration contractor providing emergency services to damaged         10           structures         .         .         .         .         .           I.         When does the community manager need to worry about asbestos?         .         .         .           a.         During a renovation project         .         .         .         .           I.         When its asbestos?         .         .         .         .         .           a.         Only mineral that grinds into fiber instead of grains         .         .         .         .         .           b.         Extremely fire resistant         .         .         .         .  | Spons | or:       | Community Association Solutions   |          |
| Objective:         To help community managers understand how asbestos issues fit into the reserve study,<br>budgeting and insurance.           Standards:         Complies with the following provisions of NAC 116A.232: 1(a) contains current information<br>that will improve professional knowledge; 2(c) licensing and enforcement; 2(d) reserve studies; 2(e) insurance<br>and risk management; and 2(j) health and safety.         Minutes:           Instructors:         Sara Barry, John Temoyan<br>Determination: Approved - 2 Hours - General - Classroom         Minutes:           Introduction         a.         HARBRO is a full-service restoration contractor providing emergency services to damaged<br>structures         10           I.         When does the community manager need to worry about asbestos?         5           b.         Minutes:         5           III.         What is asbestos?         5           a.         Only mineral that grinds into fiber instead of grains         5           b.         Extremely fire resistant         20           c.         Awesome temperature insulator         20           d.         I. Inexpensive         20           g.         Flexible         10           h.         High chemical resistance         10           b.         Itight tensils exempth         20           if.         High chemical resistance         10  | Cours | e Title:  | Understanding Asbestos  |          |
| budgeting: and insurance.       Standards:       Standards: <t< td=""><td>Reque</td><td>est:</td><td></td><td></td></t<>   | Reque | est:      |   |          |
| Standards:         Complex with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) licensing and enforcement; 2(d) reserve studies; 2(e) insurance and risk management; and 2(j) health and safety.           Instructors:         Sara Barry, John Temoyan           Determination: Approved - 2 Hours - General - Classroom         Minutes:           I         Introduction         a.           a.         HARBKO is a full-service restoration contractor providing emergency services to damaged structures         10           II.         When does the community manager need to worry about asbestos?         a.         a.           a.         During a renovation project         5         b.           M.         Mater as absectos?         a.         a.           a.         Only micreral that grinds into fiber instead of grains         b.         Extremely fire resistant           c.         Awesome temperature insulator         20         1         f.         High chemical resistance         10           b.         Difficient electricient insulator         20         10         10         10           b.         Renovations, repairs, emergencies         10         10         10         10           v.         Ashestos exposure         a. Renovations, repairs, emergencies         10  | Objec | tive:     | To help community managers understand how asbestos issues fit into the reserve study, |          |
| that will improve professional knowledge; 2(c) licensing and enforcement; 2(d) reserve studies; 2(e) insurance<br>and risk management; and 2(j) health and safety.<br>Instructors: Sara Barry, John Temoyan<br>Determination: Approved - 2 Hours - General - Classroom<br>Content: MARBRO is a full-service restoration contractor providing emergency services to damaged<br>structures 100 structures 100 structures 100 structures 100 structures 100 structures 5<br>b. Whenever adding a new structure 5<br>c. Whenever adding a new structure 5<br>c. Whenever adding a new structure 200 structure 200 structures 200 structures 200 structures 200 structure 200 structures 200 structure 200 struct   |       |           |   |          |
| and risk management; and 2(i) health and safety. Instructors: Sara Barry, John Temoyan Determination: Approved – 2 Hours – General – Classroom Content: I. Introduction a. HARBRO is a full-service restoration contractor providing emergency services to damaged structures I. Mene does the community manager need to worry about asbestos? a. During a renovation project 5. b. Whenever adding a new structure III. What is asbestos? a. Outprint in the structure instead of grains b. Extremely fire resistant c. Avesome temperature insulator d. Great electricity insulator d. Great electricity insulator d. Great electricity insulator f. High tensile strength g. Flexible h. High chemical resistance i. Intexpensive j. Still being used today IV. When do the fibers become airborne? a. Enters the body through the respiratory system or the gastro-intestinal tract b. Diseases caused: i. Asbestos is – scar tissue, lung shrinkage ii. Mesothelionma – tumors iii. Lung eancer c. t. Colon cancer c. Latency – 10 to 50 yens from exposure d. Smokers have 50 to 90 times higher risk VI. Asbestos abutement c. Area is wattered down to prevent dust particles d. Smokers have 50 to 90 times higher risk VI. Asbestos in the US, and Nevada a. It was never competent band after, but it is heavily regulated b. In 1991, the EPA ban was overtured c. OSHA concerned with workers d. DisPaces caused b. Tape concerned with workers c. DisPaces caused with workers c. DisPaces caused b. In 1991, the EPA ban was overtured c. OSHA concerned with workers c. DisPaces caused c. DisPaces caused b. Tape cause c   |       |           |   |          |
| Instructors:         Sara Barry, John Temoyan         Minutes:           Determination: Approved - 2 Hours - General - Classroom         Minutes:           I         Introduction         a.           a.         HARBRO is a full-service restoration contractor providing emergency services to damaged structures         10           II.         When does the community manager need to worry about asbestos?         5           a.         During a renovation project         5           b.         When ver adding a new structure         5           III.         What is asbestos?         5           a.         Only mineral that grinds into fiber instead of grains         5           b.         Extremely fire resistant         c.           c.         Awesome temperature insulator         20           f.         High tensile strength         20           g.         Plexible         1         10           b.         Bitter bedy through the respiratory system or the gastro-intestinal tract         10           b.         Deterioration, impact, other disturbances         10           v.         Asbestos sexposure         1         Asbestosis - scar tissue, lung shrinkage         1           ii.         Asbestosis - scar tissue, lung shrinkage         1         20  |       |           |   |          |
| Determination: Approved - 2 Hours - General - Classroom         Minutes:           Content:         Minutes:           I.         Introduction         a. HARBRO is a full-service restoration contractor providing emergency services to damaged structures         10           II.         When does the community manager need to worry about asbestos?         a.         5           a.         During a renovation project         5           b.         When were adding a new structure         5           III.         What is asbestos?         a.           a.         Only mineral that grinds into fiber instead of grains         b.           b.         Extremely fire resistant         c.           c.         Avesome temperature insulator         20           f.         High tensile strength         20           g.         Flexible         h.         High tensile strength           g.         Flexible         h.         High tensile strength         20           v.         Asbesto exposure         a.         Renovations, repairs, emergencies         10           b.         Disease caused:         i.         Asbesto exposure         20           ii.         Lang caused:         i.         Asbestosis – scar tissue, lung shrinkage         20  |       |           |   |          |
| Content:         Minutes:           I.         Introduction         a.         HARBRO is a full-service restoration contractor providing emergency services to damaged structures         10           II.         When does the community manager need to worry about asbestos?         5           a.         During a renovation project         5           b.         Whenever adding a new structure         5           III.         What is absestos?         5           a.         Only mineral that grinds into fiber instead of grains         5           b.         Externely fire resistant         20           c.         Awesome temperature insulator         20           f.         High chemical resistance         20           i.         Incepensive         10           V.         Asbestos exposure         10           b.         Deterioration, impact, other disturbances         10           V.         Asbestos exposure         10           a.         Enters the body through the respiratory system or the gastro-intestinal tract         10           b.         Diseases caused:         1.         Asbestos exposure         20           ii.         Latency - 10 to 50 years from exposure         20         10           b.   |       |           |   |          |
| Introduction       a. HARBRO is a full-service restoration contractor providing emergency services to damaged structures       10         II.       When does the community manager need to worry about asbestos?       5         a. During a renovation project       5         b. Whenever adding a new structure       5         III.       What is asbestos?       5         a. Only mineral that grinds into fiber instead of grains       5         b. Extremely fire resistant       20         c. A wesome temperature insulator       6 Great electricity insulator         e. Powerful noise retardant       20         f. High tensile strength       20         g. Flexible       10         b. Deterioration, impact, other disturbances       10         V. Asbestos exposure       10         a. Renovations, repairs, emergencies       10         b. Deterioration, impact, other disturbances       10         V. Asbestos exposure       10         a. Mesoholioma - tumors       20         ii. Lung cancer       iv. Asbestos abatement         a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.         b. Air testing – air samples taken before, during and after abatement       20         c. Area is watered down to provend ust partricles       20      <   |       |           | : Approved – 2 Hours – General – Classroom  |          |
| a.     HARBRO is a full-service restoration contractor providing emergency services to damaged<br>structures     10       II.     When does the community manager need to worry about asbestos?     5       b.     During a renovation project     5       III.     What is absestos?     5       a.     Only mineral that grinds into fiber instead of grains     5       b.     Extremely fire resistant     20       c.     Awesome temperature insulator     20       d.     Great electricity insulator     20       e.     Powerful noise retardant     20       f.     High tensile strength     20       g.     Flexible     10       h.     High chemical resistance     10       i.     Intexpensive     10       V.     Ashestos exposure     10       a.     Enters the body through the respiratory system or the gastro-intestinal tract     20       b.     Diseases caused:     i.     Ashestos scopsure       a.     Worker/environmental safety drives the cost of abatement – containment, PPE, etc.     20       b.     Area is watered down to proven dust particles     20       c.     Latency – 10 to 50 years from exposure     20       d.     Everything but the tools is toxic water and disposed of accordingly     20       c.     <   |       |           |   | Minutes: |
| structures         II.       When does the community manager need to worry about asbestos?       5         a. During a renovation project       5         b.       Whenever adding a new structure       5         III.       What is asbestos?       5         a.       Only mineral that grinds into fiber instead of grains       5         b.       Extremely fire resistant       6         c.       Awesome temperature insulator       6         d.       Great electricity insulator       20         f.       High tensile strength       20         g.       Flexible       1       10         h.       High tensile strength       10       10         g.       Renovations, repairs, emergencies       10       10         b.       Deterioration, impact, other disturbances       10       10         v.       Asbestos exposure       a       Enters the body through the respiratory system or the gastro-intestinal tract       10         b.       Discasses caused:       i.       Asbestos abatement       20         ii.       Mesothelioma – tumors       10       10       10         i.       Shestosia shatement       20       10       10       20 <t< td=""><td>I.</td><td>Introdu</td><td></td><td></td></t<>   | I.    | Introdu   |   |          |
| II.       When does the community manager need to worry about asbestos?       5         a.       During a renovation project       5         b.       Whenever adding a new structure       5         III.       What is asbestos?       5         a.       Only mineral that grinds into fiber instead of grains       5         b.       Extremely fire resistant       6         c.       Awesome temperature insulator       7         d.       Great electricity insulator       20         f.       High tensile strength       7         g.       Flexible       7       10         h.       High chemical resistance       10       10         V.       When do the fibers become airborne?       10       10         v.       Asbestos exposure       10       10         v.       Asbestos exposure       20       10         v.       Asbestos exposure       10       10         v.       Asbestos abatement       20       10         v.       Asbestos acused:       1       Asbestos acused:       10         v.       Asbestos abatement       20       20       20         with tusing cancer       iv.       Colon cancer  |       | a.        |   | 10       |
| a. During a renovation project     5       b. Whenever adding a new structure     5       III.     What is asbests?       a. Only mineral that grinds into fiber instead of grains     20       b. Extremely fire resistant     20       c. Awesome temperature insulator     20       d. Great electricity insulator     20       e. Powerful noise retardant     20       g. Flexible     1       h. High chemical resistance     1       i. Inexpensive     1       j. Still being used today     10       IV.     When do the fibers become airborne?       a. Renovations, repairs, emergencies     10       b. Deterioration, impact, other disturbances     10       v.     Asbestos exposure       a. Enters the body through the respiratory system or the gastro-intestinal tract     20       b. Diseases caused:     i. Asbestos = scar tissue, lung shrinkage       ii. Asbestos exposure     20       c. Latency - 10 to 50 years from exposure     20       d. Smokers have 50 to 90 times higher risk     20       VI. Asbestos abatement     20       a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       b. Air testing – air samples taken before, during and after abatement       c. Area is watered down to prevent dust particles       d. Everything but the tools  |       |           |   |          |
| b. Whenever adding a new structure         III.       What is asbestos?         a. Only mineral that grinds into fiber instead of grains       .         b. Extremely fire resistant       .         c. Awesome temperature insulator       .         d. Great electricity insulator       .         e. Powerful noise retardant       .         g. Flexible       .         h. High chemical resistance       .         i. Inexpensive       .         j. Still being used today       .         IV.       When do the fibers become airborne?         a. Renovations, repairs, emergencies       .         b. Deterioration, impact, other disturbances       .         V.       Asbestos exposure       .         a. Enters the body through the respiratory system or the gastro-intestinal tract       .         b. Diseases caused:       .       .         ii. Mesothelioma – tumors       .       .         iii. Lung cancer       .       .       .         iv. Colon cancer       .       .       .         v.       Osbestos abatement       .       .         a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       .       .         b. Air testing – air  | II.   |           |   |          |
| III.       What is asbestos?       a. Only mineral that grinds into fiber instead of grains       b. Extremely fire resistant       c.         a.       Only mineral that grinds into fiber instead of grains       b. Extremely fire resistant       c.         c.       Awesome temperature insulator       d.       Great electricity insulator       20         e.       Powerful noise retardant       g.       20         f.       High tensile strength       g.       20         g.       Flexible       h.       High chemical resistance       i.         i.       Inexpensive       j.       Sitil being used today       10         IV.       When do the fibers become airborne?       a.       Renovations, repairs, emergencies       10         b.       Deterioration, impact, other disturbances       10       10       10         V.       Asbestos exposure       i.       Asbestos exposure       20         ii.       Lung cancer       iv.       Colon cancer       20         iii.       Lung cancer       iv.       Colon cancer       20         iii.       Asbestos abatement       a.       Worker/novinomental safety drives the cost of abatement – containment, PPE, etc.       b.         A.       Art testing – air samples taken before,  |       |           |   | 5        |
| a. Only mineral that grinds into fiber instead of grains       20         b. Extremely fire resistant       20         c. Awesome temperature insulator       20         d. Great electricity insulator       20         e. Powerful noise retardant       20         g. Flexible       1. High ensile strength       20         minimum field       9. Flexible       10         h. High chemical resistance       10       10         v. Work do the fibers become airborne?       10       10         a. Renovations, repairs, emergencies       10       10         v. Asbestos exposure       10       10         i. Letters the body through the respiratory system or the gastro-intestinal tract       20         b. Diseases caused:       i. Asbestosis – scar tissue, lung shrinkage       20         iii. Lung cancer       iv. Colon cancer       20         iv. Colon cancer       iv. Colon cancer       20         iv. Colon cancer       a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       b. Air testing – air samples taken before, during and after abatement         c. Area is watered down to prevent dust particles       20       20         d. Everything but the tools is toxic waste and disposed of accordingly       20         e. Decontamination room   |       |           |   |          |
| b. Extremely fire resistant<br>c. Awesome temperature insulator<br>d. Great electricity insulator<br>e. Powerful noise retardant<br>f. High tensile strength<br>g. Flexible<br>h. High chemical resistance<br>i. Inexpensive<br>j. Still being used today<br>IV. When do the fibers become airborne?<br>a. Renovations, repairs, emergencies<br>b. Deterioration, impact, other disturbances<br>V. Asbestos exposure<br>a. Enters the body through the respiratory system or the gastro-intestinal tract<br>b. Diseases caused:<br>i. Asbestosis – scar tissue, lung shrinkage<br>ii. Mesothelioma – tumors<br>iii. Lung cancer<br>c. Latency – 10 to 50 years from exposure<br>d. Smokers have 50 to 90 times higher risk<br>VI. Asbestos abatement<br>a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.<br>b. Air testing – air samples taken before, during and after abatement<br>c. Area is watered down to prevent dust particles<br>d. Everything but the tools is toxic waste and disposed of accordingly<br>e. Decontamination room<br>f. Bagging and encapsulation<br>VII. Asbestos in the U.S. and Newada<br>a. It was never completely banned in the U.S., but it is heavily regulated<br>b. In 1991, the EPA ban was overturned<br>c. OSHA concerned with workers<br>d. EPA concerned with workers<br>d. | III.  | What i    |   |          |
| <ul> <li>c. Awesome temperature insulator         <ul> <li>Great electricity insulator</li> <li>Powerful noise retardant</li> <li>Powerful noise retardant</li> <li>High tensile strength</li> <li>Flexible</li> <li>High tensile strength</li> <li>Flexible</li> <li>High chemical resistance</li> <li>Inexpensive</li> <li>Still being used today</li> </ul> </li> <li>IV. When do the fibers become airborne?         <ul> <li>a. Renovations, repairs, emergencies</li> <li>Deterioration, impact, other disturbances</li> </ul> </li> <li>V. Asbestos exposure         <ul> <li>a. Enters the body through the respiratory system or the gastro-intestinal tract</li> <li>Diseases caused:                 <ul> <li>i. Asbestosis – scar tissue, lung shrinkage</li> <li>ii. Asbestosis – scar tissue, lung shrinkage</li> <li>iii. Lung cancer</li> <li>iv. Colon cancer</li> <li>c. Latency – 10 to 50 years from exposure</li> <li>d. Smokers have 50 to 90 times higher risk</li> <li>VI. Asbestos abatement</li></ul></li></ul></li></ul>  |       |           |   |          |
| d.     Great electricity insulator     20       e.     Powerful noise retardant     20       f.     High tensile strength     20       g.     Flexible     1       h.     High tensile strength     1       g.     Flexible     1       h.     High tensile strength     10       JV.     When do the fibers become airborne?     10       a.     Renovations, repairs, emergencies     10       b.     Deterioration, impact, other disturbances     10       V.     Asbestos exposure     1       a.     Enters the body through the respiratory system or the gastro-intestinal tract     20       b.     Diseases caused:     1       i.     Asbestosis – scar tissue, lung shrinkage     20       iii.     Lung cancer     20       c.     Latency – 10 to 50 years from exposure     20       d.     Smokers have 50 to 90 times higher risk     20       VI.     Asbestos abatement     a.     Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       b.     Air testing – air samples taken before, during and after abatement     20       c.     Area is watered down to prevent dust particles     20       d.     Everything but the tools is toxic waste and disposed of accordingly     20   <  |       |           | •   |          |
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| f.       High tensile strength       g.       Flexible         h.       High chemical resistance       i.       Inexpensive         j.       Still being used today       10         IV.       When do the fibers become airborne?       10         a.       Renovations, repairs, emergencies       10         b.       Deterioration, impact, other disturbances       10         V.       Asbestos exposure       10         a.       Enters the body through the respiratory system or the gastro-intestinal tract       10         b.       Diseases caused:       1       10         i.       Asbestosis – scar tissue, lung shrinkage       20         iii.       Lung cancer       20         iii.       Lung cancer       20         iv.       Colon cancer       20         c.       Latency – 10 to 5 0 years from exposure       20         d.       Smokers have 50 to 90 times higher risk       20         VI.       Asbestos abatement       20         a.       Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       20         d.       Everything but the tools is toxic waste and disposed of accordingly       20         e.       Decontamination room       16 </td <td></td> <td></td> <td></td> <td>20</td>  |       |           |   | 20       |
| g. Flexible       h. High chemical resistance       i.         h. High chemical resistance       i.         i. Inexpensive       j.         Still being used today       10         IV.       When do the fibers become airborne?       10         a. Renovations, repairs, emergencies       10         b. Deterioration, impact, other disturbances       10         V.       Asbestos exposure       10         a. Enters the body through the respiratory system or the gastro-intestinal tract       10         b. Diseases caused:       i. Asbestosis – scar tissue, lung shrinkage       20         iii.       Mesothelioma – tumors       20         iii.       Lung cancer       iv. Colon cancer       20         c. Latency – 10 to 50 years from exposure       4.       50 to 90 times higher risk       20         VI.       Asbestos abatement       a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       b. Air testing – air samples taken before, during and after abatement       20         c. Area is watered down to prevent dust particles       20       20         d. Everything but the tools is toxic waste and disposed of accordingly       e.       20         vII.       Asbestos in the U.S, and Nevada       a. It was never completely banned in the U.S., but it is heavily regulated  |       |           |   | 20       |
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| a. Renovations, repairs, emergencies       10         b. Deterioration, impact, other disturbances       10         V. Asbestos exposure       a. Enters the body through the respiratory system or the gastro-intestinal tract       5         b. Diseases caused:       i. Asbestosis – scar tissue, lung shrinkage       20         ii. Mesothelioma – tumors       20         iii. Lung cancer       iv. Colon cancer         c. Latency – 10 to 50 years from exposure       20         d. Smokers have 50 to 90 times higher risk       20         VI.       Asbestos abatement       20         a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       20         b. Air testing – air samples taken before, during and after abatement       20         c. Area is watered down to prevent dust particles       20         d. Everything but the tools is toxic waste and disposed of accordingly       20         e. Decontamination room       1         f. Bagging and encapsulation       20         VII.       Asbestos in the U.S. and Nevada       1         a. It was never completely banned in the U.S., but it is heavily regulated       15         b. In 1991, the EPA ban was overturned       15  | 117   | <u>].</u> |   |          |
| b. Deterioration, impact, other disturbances       Impact other disturbances         V.       Asbestos exposure       a. Enters the body through the respiratory system or the gastro-intestinal tract         b. Diseases caused:       i. Asbestosis – scar tissue, lung shrinkage       20         ii.       Mesothelioma – tumors       20         iii.       Lung cancer       20         iv. Colon cancer       c. Latency – 10 to 50 years from exposure       20         d. Smokers have 50 to 90 times higher risk       20         VI.       Asbestos abatement       20         a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.       20         b. Air testing – air samples taken before, during and after abatement       20         c. Area is watered down to prevent dust particles       20         d. Everything but the tools is toxic waste and disposed of accordingly       20         e. Decontamination room       20         f. Bagging and encapsulation       15         VII.       Asbestos in the U.S. and Nevada       15         a. It was never completely banned in the U.S., but it is heavily regulated       15         b. In 1991, the EPA ban was overturned       15         c. OSHA concerned with workers       15  | 1V.   |           |   | 10       |
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| d. Smokers have 50 to 90 times higher risk       Image: Smokers abatement         VI. Asbestos abatement       a. Worker/environmental safety drives the cost of abatement – containment, PPE, etc.         b. Air testing – air samples taken before, during and after abatement       20         c. Area is watered down to prevent dust particles       20         d. Everything but the tools is toxic waste and disposed of accordingly       20         e. Decontamination room       1         f. Bagging and encapsulation       15         VII.       Asbestos in the U.S. and Nevada       15         a. It was never completely banned in the U.S., but it is heavily regulated       15         b. In 1991, the EPA ban was overturned       15         c. OSHA concerned with workers       15  |       | C         |   |          |
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| c. OSHA concerned with workers<br>d. EPA concerned with environment  |       | b.        |   | 15       |
|  |       | с.        |   | 15       |
| e. DOT concerned with transportation   |       | d.        | EPA concerned with environment  |          |
|  |       | e.        | DOT concerned with transportation   |          |

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|---------|--------|---|-----|
| Questio | ons    |   |     |
|         |        | surplus and capital improvements should be kept in mind.  |     |
|         | e.     | Regarding NRS, provisions pertaining to budgeting, meetings, bids, reserve studies, insurance,  |     |
|         | d.     | Asbestos removal should only be done by trained and licensed abatement workers                  |     |
|         | с.     | The U.S. has not banned asbestos  | 10  |
|         | b.     | Once disturbed, asbestos fibers may be rendered airborne  |     |
|         | a.     | Always keep asbestos in mind when renovating  |     |
| IX.     | Conclu | sion  |     |
|         | b.     | Notification for all demolition   |     |
|         | a.     | Surveys prior to commencement of the project  | 10  |
| /III.   | Review | v of State forms  |     |
|         |        | building or operator to notify the appropriate state agency before any demolition or renovation |     |
|         | j.     | National emission standards for hazardous air pollutants – regulations require the owner of the |     |
|         | i.     | Fire and police   |     |
|         | h.     | Building departments  |     |
|         | g.     | Clark County Department of Air Quality  |     |
|         | f.     | NV Division of Industrial Relations   |     |

| 4.  |          |
|---|----------|
| Sponsor: Marquis Aurbach Coffing P.C.   |          |
| Course Title: Analyzing Service Animal Requests: ADA & FHA  |          |
| Request: 1 Hour Law Classroom   |          |
| <b>Objective:</b> To help community managers distinguish between service animals as defined by FHA and ADA.   |          |
| <b>Standards:</b> Complies with the following provisions of NAC 116A.232: 1(a) contains current information   |          |
| that will improve professional knowledge; 1(b) contains information that relates to pertinent Nevada laws and |          |
| regulations; 2(i) FHA and ADA; 2(j) health and safety issues; and 2(o) interpersonal communications.          |          |
| Instructors: Troy R. Dickerson, Esq., Avece Higbee, Esq.  |          |
| Determination: Approved – 1 Hour – Law – Classroom  |          |
| Content:  | Minutes: |
| I. Introduction   |          |
| a. What is a service animal?  |          |
| i. Certified, specially trained for tasks   |          |
| ii. Uncertified, untrained for disability assistance  |          |
| iii. Uncertified, untrained for emotional support   | 5        |
| iv. Therapy or comfort pet  |          |
| v. Pet therapist  |          |
| vi. Assistance/assistive animal   |          |
| vii. It depends   |          |
| II. Which law applies?  |          |
| a. Fair Housing Act?  |          |
| i. Federal law  |          |
| ii. Prohibits several forms of discrimination, including on the basis of disability                           |          |
| iii. Protects classes of people by ensuring equal access to housing, housing facilities and                   |          |
| housing services  | 15       |
| iv. Broader than the ADA  | 15       |
| v. Includes HOAs as housing providers   |          |
| b. Americans with Disabilities Act?   |          |
| i. Federal law  |          |
| ii. Prohibits discrimination based on disability only   |          |
| iii. Applies to areas of employment and public accommodation  |          |

|             | iv. Strict, limited application   |          |
|-------------|---|----------|
|             | v. Only applies to areas in HOA where public can go   |          |
| III.        | Evaluation analysis   |          |
|             | a. General  |          |
|             | i. Service animal assistance must be for assistance related to a disability                     |          |
|             | ii. Animal must perform a disability-related function   | 5        |
|             | iii. There must be a logical nexus between the disability and assistance provided               | -        |
|             | b. Specific   |          |
|             | i. FHA for use of assistance animals where pets are forbidden                                   |          |
| <b>TT</b> 7 | ii. ADA for use of service animals in public areas  |          |
| IV.         | Vetting an ADA animal   |          |
|             | a. Never for emotional support  |          |
|             | b. Working animal, not a pet  |          |
|             | c. Only two questions can be asked:   |          |
|             | i. Is the animal required because of a disability?  |          |
|             | ii. What work or task has the animal been trained to perform?                                   | 10       |
|             | d. Never request documentation for an ADA dog   |          |
|             | e. Never require dog to demonstrate task  |          |
|             | f. Never ask the nature of the owner's disability   |          |
|             | g. Examples of duties: guiding the blind, alerting the deaf, pulling a wheelchair, alerting and |          |
|             | protecting from seizures, reminding to take meds, calming anxiety attacks                       |          |
| V.          | Vetting an FHA animal   |          |
|             | a. Animal is not required to be individually trained or certified                               |          |
|             | b. Not just limited to dogs   |          |
|             | c. Recognized as a "reasonable accommodation"   |          |
|             | d. A request must be made by the user   | 10       |
|             | e. There must be a qualified disability – physical or mental impairment which substantially     |          |
|             | limits one or more major life activities  |          |
|             | f. Assume the disability is valid   |          |
| <b>X</b> /T | g. Can request verification of disability if not readily apparent                               |          |
| VI.         | Summary   |          |
|             | a. FHA  |          |
|             | i. Assistance animal  |          |
|             | ii. Almost any type of domesticated animal  |          |
|             | iii. Subject to reasonable accommodation analysis   | 15       |
|             | iv. Emotional support animals are allowed   | 15       |
|             | b. ADA  |          |
|             | i. Service animal   |          |
|             | ii. Almost always a dog   |          |
|             | iii. Only applies in HOA areas where the public is allowed                                      |          |
| <u></u>     | iv. Does not allow animals for emotional support  | <u> </u> |
| Questi      |   |          |
| TOTA        |   | 60       |

| 5.              |   |          |
|-----------------|---|----------|
| Sponsor:        | Community Association Solutions   |          |
| Course Title:   | Explaining Special Assessments  |          |
| Request:        | 1 Hour General Classroom  |          |
| Objective:      | To help community managers understand the importance of wording when explaining                 |          |
| assessments, e  | specially special assessments, to unit owners.  |          |
| Standards:      | Complies with the following provisions of NAC 116A.232: 1(a) contains current information       |          |
|                 | ove professional knowledge; 1(b) contains information that relates to pertinent Nevada laws and |          |
| regulations; 2  | (g) accounting, including the preparation and monitoring of budgets, the monitoring of          |          |
| expenditures    | and reserves and the use of financial statements; and 2(q) the enforcement of financial         |          |
| obligations, in | cluding, without limitation, liens and collections procedures.                                  |          |
| Instructors:    | Sara Barry, Lara Garrell, Gayle Kern, Esq., Gregory Kerr, Esq., Michael Schulman, Esq.          |          |
| Determinatio    | n: Approved – 1 Hour – General – Classroom  |          |
| Content:        |   | Minutes: |
| I. Introd       | uction - Issues   |          |
| a.              | Understanding the different types of assessments  |          |
| b.              | Why is additional money, outside of what is already being assessed, being requested?            | 5        |
|                 | Emergency? Improvement? Poor budgeting?   | 5        |
| c.              | When do unit owners potentially get to vote?  |          |
| d.              | What do the governing documents say?  |          |
| II. Types       | of assessments  |          |
| a.              | Annual – NRS 116.3115(1)  | 15       |
| b.              | Special, based on the reserves – NRS 116.31151(1)(b)(3); 116.3115(2)(b)                         | 15       |
| с.              | Other, as indicated in an association's governing documents – NRS 116.3102(1)                   |          |
| III. Other      | assessments   |          |
| a.              | Capital improvement assessments   |          |
|                 | i. NRS 116.3115(9) – notice of a meeting discussing use of assessment money                     |          |
|                 | ii. NRS 116.345 – if improvement is a building or structure                                     | 10       |
| b.              | Damage/Negligence assessments   |          |
|                 | i. NRS 116.3115(6) – common expense cause by willful acts                                       |          |
|                 | ii. NRS 116.3116(1) – costs of collecting   |          |
| IV. Trans       | parency   |          |
| a.              | While unit owners don't have the right to vote on "standard annual assessments" and "special    |          |
|                 | assessments based on the reserves," they may have the right to vote on "other" assessments      | 10       |
|                 | depending on what the governing documents state and how those assessments were incurred.        | 10       |
| b.              | Owners do get to know that the increased or additional assessment is coming, whether through    |          |
|                 | a Statement of Demand, for a new owner, or board meeting agenda.                                |          |
|                 | ning document examples  |          |
|                 | Language to look for regarding the board's authority  | 10       |
|                 | Other types of assessments often mentioned  |          |
| VI. Using       | surplus funds   |          |
| a.              | J J J J J J J J J J J J J J J J J J J   | 5        |
| b.              |   |          |
| VII. Concl      |   |          |
| a.              | 1   |          |
| b.              |   | 5        |
| c.              | Standard annual assessments can be increased incrementally over time                            | 5        |
| d.              | 1 5 5   |          |
| e.              | Unforeseen, emergency events are luckily not a common occurrence                                |          |
| Questions       |   |          |
| TOTAL           |   | 60       |

| 6.              |   |          |
|-----------------|---|----------|
| Sponsor:        | Leach Kern Gruchow Anderson Song  |          |
| Course Title:   | Statutory Treatment of Units, Common Elements and Limited Common Elements:                  |          |
| Maintenance and | Insurance   |          |
| Request: 1      | Hour Law Classroom  |          |
|                 | To teach community managers about maintenance and insurance obligations as they relate to   |          |
|                 | ements and limited common elements within the community.                                    |          |
|                 | Complies with the following provisions of NAC 116A.232: 1(a) contains current information   |          |
|                 | professional knowledge; 1(b) contains information that relates to pertinent Nevada laws and |          |
|                 | the ethics of managing; 2(b) legislative issues concerning community management; 2(c) the   |          |
| •               | laws and regulations concerning community managers; 2(e) insurance and risk management;     |          |
|                 | ing a community for the purposes of maintenance, planning or enforcing the governing        |          |
| documents.      |   |          |
|                 | John Leach, Esq.  |          |
|                 | Approved – 1 Hour – Law – Classroom   |          |
| Content:        |   | Minutes: |
|                 | ion and purpose   | minutes. |
|                 | Relevance of topic to CAMs  |          |
| a               | i. NRS 116A.630   |          |
|                 | ii. NRS 116A.640  | 10       |
| ьт              | Difficulties confronting CAMs – differing messages  |          |
|                 | Statutory provisions subject to declaration   |          |
|                 |   |          |
| II. Standard    | •   |          |
|                 | Nevada law  | 5        |
|                 | Governing documents   | 5        |
|                 | nsurance  |          |
|                 | Aisconduct  |          |
|                 | interpretation and analysis   |          |
|                 | Jnit and unit boundaries – NRS 116.093; 116.2102  |          |
|                 | Common elements – NRS 116.017; 116.2102(1); 116.0605  |          |
|                 | Limited common elements – NRS 116.059; 116.2102; 116.2105                                   | 20       |
|                 | statutory conflict – NRS 116.059 vs. 116.2102(2)  |          |
|                 | Jpkeep of the CIC – NRS 116.3107(1)   |          |
|                 | Duty to bear expense – NRS 116.3115(4)  |          |
|                 | Why consider governing documents? – NRS 116.2102; 116.3107(1); 116.3115(4)                  |          |
| IV. Insurance   |   |          |
|                 | Property insurance – NRS 116.3113(1)(a)   |          |
|                 | Horizontal/vertical boundaries – NRS 116.3113(2)  | 15       |
|                 | Aultiple insurance policies – NRS 116.31133(1)  |          |
| d. (            | Conflict between law and governing documents  |          |
| V. Miscond      | uct   |          |
| a. I            | Defined – willful misconduct and gross negligence   | 5        |
| b. S            | Shifting liability – NRS 116.3115(6)  |          |
| Questions       |   | 5        |
| TOTAL           |   | 60       |