

CICCH - EDUCATION

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TO: Common-Interest Community and Condominium Hotels Commission
FROM: Charvez Foger - Ombudsman
Monique Williamson - Education and Information Officer
SUBJECT: Education Summary – approvals from **July through September 2020**

NEWLY APPROVED COMMUNITY MANAGER CONTINUING EDUCATION COURSES (10)**1.**

Sponsor: Applied Pavement Technology, Inc. Course Title: <i>Getting Street Maintenance & Repair Done Right: What Every Community Manager Should Know</i> Request: 1 Hour General Classroom Objective: To help community managers understand the actions they should be taking to get street maintenance and repair work done right. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(h) inspecting a common-interest community for the purposes of maintenance; and (p) contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids; Instructors: Stephen B. Seeds Determination: Approved – 1 Hour – General – Classroom		
Content:		Minutes:
I. Introduction		
a. Typical pavement management issues		
b. Learning expectations		
c. Instructor bio		
d. Presentation overview		7
II. Step 1 – Create a pavement inventory		
a. What and why?		
b. Network details to include		
c. Information sources		3
III. Step 2 – Assess pavement condition		
a. What and why?		
b. Interpreting pavement condition		
c. Common distress types		8
IV. Step 3 – Identify possible maintenance and rehabilitation treatments		
a. Typical criteria		
b. Example selection table		2
V. Step 4 – Acquire maintenance and rehabilitation treatment info.		
a. Basic information collection		
b. Typical treatments		10
VI. Step 5 – Select the “right” maintenance and rehabilitation treatment		3
VII. Step 6 – Prepare a request for bids		
a. Key elements		
b. Reference local specifications		
c. Request for bid summary page		5
VIII. Step 7 – Select a contractor		3
IX. Step 8 – Prepare the contract		
a. Which is best?		5

b. Basic terms and conditions	
X. Step 9 – Get what you pay for!	
a. QC/QA overview	
b. QA responsibilities	7
c. Evaluate construction deliverables	
XI. Key activities to start	2
Questions	5
TOTAL	60

2.

Sponsor: Community Association Solutions Course Title: <i>Architectural Committees and Their Use</i> Request: 2 Hours General Classroom Objective: To help community managers understand the benefit and purpose of architectural committees. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) the administration of laws and regulations concerning community managers and the management of a common-interest community; 2(h) inspecting a common-interest community for the purposes of maintenance, planning or enforcing the governing documents; and 2(j) health and safety issues in common-interest communities. Instructors: Sara Barry and Edward Song, Esq. Determination: Approved – 2 Hours – General – Classroom		
Content:		Minutes:
I. Introduction		5
II. Review of governing documents		
a. What do the CC&Rs/Bylaws allow?		
b. If applicable, what about the Master Community's governing documents?		10
c. Nevada law		
III. Architectural guidelines		
a. Can the committee make decisions without board approval?		
b. Are they clear with what is required and the time frames?		
c. Do they clearly state how an owner can appeal a decision?		20
d. Are there any ambiguities?		
e. What are the manager's duties?		
f. Are there confidentiality requirements?		
IV. What about requests pertaining to safety and security?		
a. Lighting		
b. Cameras		
c. Doors		10
d. Locks		
e. Fencing		
V. What about accommodation requests for disabilities?		10
VI. Factors to consider when receiving a request		
a. Date of application		
b. Date of receipt		
c. Completeness		
d. Compliance with documents		20
e. Deadline for response		
f. Does silence result in automatic approval?		
g. Past treatment of similar requests		
h. Neighbor awareness vs. neighbor approval		
VII. What can the manager do to keep the ARC out of trouble?		
a. Regular training for ARC members		15
b. Regular review of documents		

c. Template letters	
VIII. Scenario Test	15
Questions	15
TOTAL	120

3.

Sponsor: Wolf, Rifkin, Shapiro, Schulman & Rabkin, LLP		
Course Title: <i>Use of Enforcement: Compliance and Hearing Committees in the CIC</i>		
Request: 1 Hour General Classroom		
Objective: To help community managers understand how to best approach hearing committees regarding violations of the governing documents.		
Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) the administration of laws and regulations concerning community managers and the management of a common-interest community; and 2(e) insurance and risk management in common-interest communities and condominium hotels.		
Instructors: Sara Barry, Gregory Kerr, Esq., Michael T. Schulman, Esq.		
Determination: Approved – 1 Hour – General – Classroom		
Content:		Minutes:
I. Introduction		5
II. Nevada Law <ul style="list-style-type: none">a. NRS 82.206 – power to appoint committeesb. NRS 116.31031(6) – hearings committeec. Look at the governing documentsd. NRS 603.040 – personal informatione. NRS 116.31175 – confidentiality of records		25
III. What else applies <ul style="list-style-type: none">a. Meetings provisions?b. Duty of care?c. NAC 116.405?d. Insurance?e. Indemnification?		25
IV. Conclusion – make sure any such committee is aware of its duties and restrictions prior to being tasked with issuing any decisions.		
Questions		5
TOTAL		60

4.

Sponsor: Empireworks Reconstruction and Painting Course Title: <i>Working Effectively with Community Association Vendors</i> Request: 2 Hours General Classroom Objective: This course provides an overview of how CICs can successfully partner with service providers. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) the administration of laws and regulations concerning community managers and the management of a common-interest community; 2(o) interpersonal communications; and 2(p) contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids. Instructors: Kari Gorzny and June Heydarian Determination: Approved – 2 Hours – General – Classroom		
Content:		Minutes:
I. Introduction and Overview		5
II. The need for association vendors		

	a. Identifying business partners and service providers	10
	b. NRS 116.31034(10)(a) – board members cannot be paid to provide services for the association	
	c. NRS 116A.640(7) – community managers are regulated on services they can provide	
	d. NRS 116A.630(4) – community managers shall advise the client to consult with experts	
	e. NRS 116.3107 – upkeep of the community is a must	
III.	Choosing business partners	15
	a. Things to consider	
	b. Utilizing the contractors board site	
	c. Things they will consider when considering doing business with you	
	d. NRS 116.31086 – soliciting multiple bids	
IV.	Collaborating with vendors	25
	a. Manager time constraints	
	b. Are the vendors part of the management team?	
	c. Why do vendors ask for certain information?	
Break		10
V.	Tips from the experts	45
	a. Banking	
	b. Collections	
	c. Document processing	
	d. Insurance	
	e. Reserve studies	
	f. General contractor	
	g. Landscaping	
	h. Roofing	
	i. Security	
	j. Surveillance cameras	
Questions		10
TOTAL		120

5.

Sponsor: Community Association Solutions Course Title: <i>Workers' Compensation Insurance Coverage in the CIC</i> Request: 1 Hour General Classroom Objective: To help community managers understand the importance of having a workers' compensation policy in place to cover certain situations. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(c) the administration of laws and regulations concerning community managers and the management of a common-interest community; and 2(e) insurance and risk management in common-interest communities and condominium hotels. Instructors: Sara Barry, Brian P. Berg, Ron Wright Determination: Approved – 1 Hour – General – Classroom		
Content:		Minutes:
I.	Introduction	5
II.	Shared liability exposure	10
	a. Discussion of CA case and manager liability	
	b. Discussion of director/volunteer injuries	
III.	Management contract	10
	a. How to limit liability	
	b. Discussion of independent contractor without worker's comp. insurance	
	c. Assumption of contractor with no licenses or insurance	
IV.	Requirements when hiring	10
	a. Contractor's licenses number	
	b. Copies of certificate of insurance and liability coverage	

c. Contract should cover the association and manager	
V. Department of B&I article read and discussion	5
VI. Misconceptions about no-payroll workers' comp. policies	5
VII. Audits and ratings	
a. Who will the no-payroll policy cover?	10
b. What happens when you hire an uninsured contractor?	
Questions	5
TOTAL	60

6.

Sponsor: Maddox Segerblom and Canepa LLP Course Title: <i>Nevada Construction Defect Law: HOA Rights, Obligations and What to Expect in Litigation</i> Request: 3 Hours Law Classroom Objective: To discuss with community managers the many steps of construction defect litigation. 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; 2(b) legislative issues; 2(e) insurance and risk management; 2(j) health and safety issues; 2(k) issues pertaining to declarants and developers of common-interest communities; and 2(s) dispute resolution techniques and processes. Instructors: Ardea G. Canepa-Rotoli, Esq. and Eva G. Segerblom, Esq. Determination: Approved – 3 Hours – Law – Classroom	
Content:	Minutes:
I. Introduction and Overview	5
II. Nevada Law <ul style="list-style-type: none"> a. AB 421 b. AB 440 c. Chapter 40 – process, pre-litigation requirements, notice/filing d. Definition of construction defect e. NRS 116.3111 - Tort and contract liability f. Statute of repose vs. limitation g. Types of defects h. Right to inspect i. Response to notice j. Dispute resolution requirement k. Preparing for prelitigation mediation l. NRS 116.31088 – instituting civil action 	85
Break	10
III. Understanding construction defects <ul style="list-style-type: none"> a. Class actions b. Subsequent purchasers c. Assignment of claims d. Liability of contractor e. Limitation of recovery f. Attorney's fees 	30
IV. What a manager should expect <ul style="list-style-type: none"> a. Settlement vs. judgment b. Board meetings c. Post settlement/judgment d. Disclosures e. Closing packet f. Public record g. Money collected h. File storage 	40

Questions	10
TOTAL	180

7.

Sponsor: GKL Consulting, LLC Course Title: <i>Understanding Limited Purpose CICs</i> Request: 2 Hours General Classroom Objective: To help community managers better understand limited purpose associations. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(g) the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; 2(k) issues pertaining to declarants and developers of common-interest communities; and 2(q) the enforcement of financial obligations, including, without limitation, liens and collections procedures. Instructors: Gayle Kern, Esq., Greg Kerr, Esq., Lara Knipmeyer-Garrell, Michael Schulman, Esq., Donna Zanetti, Esq. Determination: Approved – 2 Hours – General – Classroom	
Content:	Minutes:
I. Introduction and Purpose	5
II. Misunderstandings by community managers and board directors	5
III. What is an LPA? a. NRS 116.1201 b. NAC 116.090 c. Water well associations – Pahrump d. Airfield or hanger associations e. Landscape maintenance associations f. Flood district associations g. Governing documents	30
IV. NAC 116.095	10
Break	10
V. Voluntary associations a. Some homeowners agree, others do not b. Maintenance and assessment issues	10
VI. Issues of annexation	10
VII. Exclusions a. Use restrictions b. NRS 116 c. Rural agricultural	20
VIII. Conversion to LPA	10
Questions	10
TOTAL	120

8.

Sponsor: Khatri International, Inc. Course Title: <i>Wind and Storm Damage – Southern Nevada</i> Request: 2 Hours General Classroom/Internet Objective: To provide background and technical direction to assist community managers in their efforts to improve reconstruction after a property damage claim. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge; 2(e) insurance and risk management; 2(h) inspecting a common-interest community; 2(j) health and safety issues; 2(k) issues pertaining to declarants and developers of common-interest communities; 2(l) planning and zoning for land use; and 2(p) contracts and bids. Instructors: Dilip Khatri, Ph.D.	
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Determination: Approved – 2 Hours – General – Classroom/Internet	
Content:	Minutes:
I. Purpose and Objectives – NRS 116.31135	5
II. Las Vegas weather <ul style="list-style-type: none"> a. Hot b. Dry c. Constant wind pressure d. Infrequent storms, but devastating results 	10
III. Construction materials <ul style="list-style-type: none"> a. Wood b. Stucco c. Cement/clay tile d. Asphalt rolled roofing e. Building envelope 	10
IV. Typical style construction and foundation issues <ul style="list-style-type: none"> a. Slab on grade foundation b. No vapor barrier, or poor quality c. Soil expansion due to sudden water intrusion d. Insect invasion through foundation cracks e. Excessive irrigation on soil, not adapted for high moisture, which leads to expansion, building heaving, uplift and slab cracking f. Long term settlement exacerbated by sudden water/leakage g. Earthquake damage h. Flood damage 	20
V. Rainfall runoff <ul style="list-style-type: none"> a. Las Vegas – low rainfall but high runoff b. Where to direct the runoff – golf courses, percolation zones, designated flood zones c. Areas designed to flood d. Cause of flooding – runoff quantity is greater than storm drain capacity or absorption capacity of the soil e. Flooding is not a surprise 	15
VI. Wind speeds and damage <ul style="list-style-type: none"> a. Las Vegas experiences higher than average wind speed b. Tile movement c. Tree damage d. Power pole collapse e. Projectile damage f. Insurable vs. maintenance 	20
VII. Boundary wall issues <ul style="list-style-type: none"> a. Construction defects b. No reinforcement steel c. Hollow walls with no grout d. Footings e. Poorly constructed f. No code inspection g. NRS 116.31073 	20
VIII. Earthquake damage <ul style="list-style-type: none"> a. Las Vegas is seismically rated the same as most of CA b. Regular earthquake activity of magnitude 2.5-4.0 c. Approximately 1,000-2,000 earthquakes per week d. Example - Wells 2008 	5
IX. Insurance coverage <ul style="list-style-type: none"> a. May pay for damages if policy includes causation b. Seek out qualified professionals 	10

c. Reconstruction process – claim evaluation, design plans, construction	
d. Case studies – mock examples	
Questions	5
TOTAL	120

9.

Sponsor: Community Association Solutions Course Title: <i>Non-Owned & Hired Auto Coverage in the CIC</i> Request: 1 Hour General Classroom Objective: To help community managers understand the importance of having certain types of automotive insurance coverage. Standards: Complies with the following provisions of NAC 116A.232: 1(a) contains current information that will improve professional knowledge and 2(e) insurance and risk management. Instructors: Sara Barry and Brian P. Berg Determination: Approved – 1 Hour – General – Classroom	
Content:	Minutes:
I. Introduction	5
II. Definition of hired and non-owned autos <ul style="list-style-type: none"> a. Hired – any auto leased, hired, borrowed, or rented by the association b. Non-owed – involves employees driving their own vehicles for the purpose of business 	15
III. Why have the insurance? <ul style="list-style-type: none"> a. To protect the organization from risk b. What if the following get into an accident on property: violation inspector, handyman, janitor, etc.? c. What about board members (volunteers, not employees) going to an educational seminar? 	15
IV. Examples of what happens when you do not have this insurance <ul style="list-style-type: none"> a. Association president hits homeowner with his own car b. Association golf carts? 	10
V. Review of sample wording of this type of coverage	10
Questions	5
TOTAL	60

10.

Sponsor: Leach Kern Gruchow Anderson Song Course Title: <i>Limited Purpose Associations</i> Request: 2 Hours Law Classroom Objective: To help managers and boards understand LPAs/LMAs, as defined by law, and how to best manage them. 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; 2(c) the administration of laws and regulations concerning community managers and the management of a common-interest community; 2(h) inspecting a common-interest community for the purposes of maintenance, planning or enforcing the governing documents; and 2(l) planning and zoning for land use and other local laws and regulations pertinent to common-interest communities. Instructors: Gayle A. Kern, Esq., Donna A. Zanetti, Esq., John E. Leach, Esq., Cheri A. Hauer, Esq. Edward Song, Esq. and Kirby Gruchow, Esq. Determination: Approved – 2 Hours – Law– Classroom	
Content:	Minutes:
I. Introduction	5
II. LPA defined and interpreted <ul style="list-style-type: none"> a. NRS 116.1201 b. NAC 116.090 	20

c. Limitations	
d. Landscaping defined	
e. NRS 271.203 – security walls	
III. Drainage	
a. Unbuildable areas	5
b. Floodplains, natural drainage spillways	
c. Storm water management facilities – swales, culverts, detention/retention ponds	
IV. Rural agricultural	
a. Minimum of 1 acre	5
b. Zoned for agricultural purposes	
c. Authorized to farm/raise livestock	
V. Test your knowledge	15
Break	15
VI. Applicable NRS statutes	
a. NRS 116.31038	10
b. NRS 116.31083	
c. NRS 116.31073	
d. NRS 116.31075	
e. NRS 116.4101-412	
VII. Test your knowledge	15
VIII. Issues in managing LPAS	
a. Importance of the governing documents	5
b. NRS does not guide LPA elections, annual meetings, budgets, records, etc.	
IX. Test your knowledge	15
Questions	10
TOTAL	120