

**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 **October through December 2020**

**NEWLY APPROVED COMMUNITY MANAGER CONTINUING EDUCATION COURSES (3)**

**1.**

<p><b>Sponsor:</b> Khatri International Inc.  <b>Course Title:</b> <i>Foundation Structures for Common-Interest Community Developments</i>  <b>Request:</b> 2 Hours      General      Distance  <b>Objective:</b> To educate community managers on insurance claims and improve their understanding of specific declarant requirements.  <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(e) insurance and risk management; 2(h) inspecting a common-interest community for the purposes of maintenance; 2(j) health and safety issues; 2(l) planning and zoning; and 2(p) contracts.  <b>Instructors:</b> Dilip Khatri  <b>Determination:</b> <b>Approved – 2 Hours – General – Classroom/Distance</b></p>		
<b>Content:</b>	<b>Minutes:</b>	
<p>I. Introduction</p> <ul style="list-style-type: none"> <li>a. Duty to promptly repair/replace any common area component insured</li> <li>b. Foundation structures pose unique challenges</li> <li>c. Complexities of flat and hillside properties</li> <li>d. Las Vegas high seismic activity and unstable soil</li> </ul>	5	
<p>II. NRS 116 requirements</p> <ul style="list-style-type: none"> <li>a. NRS 116.3102(1)(d)</li> <li>b. NRS 116.3107</li> <li>c. NRS 116.4113</li> <li>d. NRS 116.4114(2)</li> <li>e. NRS 116.4115</li> <li>f. NRS 116.4116</li> <li>g. NRS 116.3113</li> </ul>	20	
<p>III. Issues</p> <ul style="list-style-type: none"> <li>a. Hillside property: upslope v. downslope</li> <li>b. Caliche and desert soil conditions</li> <li>c. Pre-1970 raised floor foundation system</li> <li>d. Post-1970 slab-on-grade foundation</li> <li>e. Examples of foundation/slope failures</li> <li>f. Pile foundation system</li> <li>g. Compaction</li> <li>h. Earthquake faults</li> <li>i. Helical and concrete piles; grading and drainage</li> </ul>	15	
<p>IV. Typical foundation issues</p> <ul style="list-style-type: none"> <li>a. No vapor barrier or poor quality</li> <li>b. Soil expansion due to sudden water intrusion</li> <li>c. Insect invasion through foundation cracks</li> <li>d. Excessive irrigation on soil not adapted for high moisture, leading to expansion</li> </ul>	15	

	e. Building heaving, uplift and slab cracking f. Long term settlement exacerbated by sudden water/ rainstorm event	
V.	Rainfall goes into 3 directions a. Soil/earth absorption b. Hardscapes pavement roof: runoff increased by land development c. Evaporates into atmosphere	10
VI.	Age matters a. Pre-1960, raised floor with no compaction and unknow materials b. Pre-1970, grading/compaction was not enforced c. 1972 code instituted grading quality control d. Numerous code upgrades after 1994 Northridge earthquake e. Post-2000, international building code with enhanced seismic design f. What is insurable?	10
VII.	Desert Issues a. Soils not accustomed to excessive water; cannot absorb it; needs adequate drainage away from slab or slab will crack b. Steel reinforcement often not installed c. Extreme temperature variation leads to concrete that will crack if not properly mixed/cured d. Low humidity also causes concrete cracking	10
VIII.	Seismic rating a. Southern NV is broadly rated as s seismic design category D, the same as 80% of CA b. LV has regular earthquake activity, approximately 200-500 earthquakes/week [m<2.0] c. Soils liquify with earthquakes	5
IX.	Insurance coverage a. Coverage may pay for damages, provided the policy includes causation b. Evaluation of cause of loss must be done by professionals (engineers) c. Many claims go without coverage due to lack of technical investigation/evidence d. Private insurance adjusters should investigate claims	10
X.	Reconstruction involves 3 phases a. Phase A – claim evaluation and preparation of preliminary plans b. Phase B – construction and design plans for permits c. Phase C – construction	5
XI.	Pitfalls of unpermitted work a. Work may be uninsurable b. HOA open to substitution of materials that may not meet quality standards	5
XII.	Case studies	5
XIII.	Conclusion – points of discussion a. Foundation damage b. Coverage c. Technical evaluation d. Repair methods e. Keeping track of claim, coverage and funds	5
<b>TOTAL</b>		<b>120</b>

2.

<p><b>Sponsor:</b> The Law Office of Michael W. McKelleb, Esq., PLLC.  <b>Course Title:</b> <i>Robert's Rules of Order</i>  <b>Request:</b> 1 Hour                      General                      Classroom  <b>Objective:</b> To educate community managers on the basic tenets of Robert's Rules of Order.  <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; and 2(n) parliamentary procedures.  <b>Instructors:</b> Michael W. McKelleb, Esq.</p>	
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<b>Determination: Approved – 1 Hour – General – Classroom</b>		
<b>Content:</b>		<b>Minutes:</b>
I. Introduction & Course Statement <ul style="list-style-type: none"> <li>a. Less is more approach</li> <li>b. Not an in-depth approach to making motions</li> <li>c. NRS 116.3109</li> </ul>	5	
II. General concepts <ul style="list-style-type: none"> <li>a. Chair – presiding officer</li> <li>b. Floor – must be obtained to make a motion or speak in debate</li> <li>c. Order of business</li> <li>d. Motions</li> <li>e. Adjournment vs. Recess – break until next meeting vs. short break in which you return</li> <li>f. Trials</li> </ul>	5	
III. Modified order of business <ul style="list-style-type: none"> <li>a. Call to order</li> <li>b. Open forum limited to agenda items</li> <li>c. Reading and approval of minutes</li> <li>d. Acknowledgement of executive session</li> <li>e. Reports of officers and standing committees</li> <li>f. Reports of special committees</li> <li>g. Special orders</li> <li>h. Unfinished business and general orders</li> <li>i. New business</li> <li>j. Open forum; general comments</li> <li>k. Adjournment</li> </ul>	10	
IV. Types/classes of motions <ul style="list-style-type: none"> <li>a. Original main motion – introduces a substantive question as a new subject <ul style="list-style-type: none"> <li>i. Incidental main motion</li> </ul> </li> <li>b. Secondary motions <ul style="list-style-type: none"> <li>i. Subsidiary motions</li> <li>ii. Privileged motions</li> <li>iii. Incidental motions</li> </ul> </li> <li>c. Motions that bring a question again</li> </ul>	10	
V. Subsidiary motion hierarchy – assists in treating and disposing of motions <ul style="list-style-type: none"> <li>a. Postpone indefinitely</li> <li>b. Amend</li> <li>c. Commit or refer</li> <li>d. Postpone to a certain time</li> <li>e. Limit or extend limits of debate</li> <li>f. Previous questions</li> <li>g. Lay on the table</li> </ul>	10	
VI. Order <ul style="list-style-type: none"> <li>a. Motion</li> <li>b. Debate</li> <li>c. Decision</li> </ul>	5	
VII. Customs that should be observed by members <ul style="list-style-type: none"> <li>a. Formality – to maintain the chair’s necessary position of impartiality and impersonal approach</li> <li>b. Always speak through the chair</li> <li>c. Always use formal pronouns to address members</li> <li>d. All members are entitled to: <ul style="list-style-type: none"> <li>i. Make motions</li> <li>ii. Second a motion</li> <li>iii. Debate motions</li> <li>iv. Vote on motions</li> </ul> </li> </ul>	10	

VIII. How can Robert's Rules curb bad behavior? a. Nonmembers can be excluded at any time b. Members: i. Can be corrected by the Chair ii. Can be called to order iii. Major infractions may need to be addressed by the governing documents	5
<b>TOTAL</b>	<b>60</b>

3.

<b>Sponsor:</b> Patrick Ward Insurance Agency <b>Course Title:</b> <i>Forensic Study of Claims</i> <b>Request:</b> 2 Hours General Classroom/Distance <b>Objective:</b> To educate community managers on insurance claims and help them understand how the process should work with professionals involved. <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(e) insurance and risk management; 2(h) inspecting a common-interest community for the purposes of maintenance; 2(j) health and safety issues; and 2(p) contracts. <b>Instructors:</b> Betsi Williams, Patrick Ward <b>Determination:</b> <b>Approved – 2 Hours – General – Classroom/Distance</b>	
<b>Content:</b>	<b>Minutes:</b>
I. Introduction & why this class is being taught	5
II. What types of claims exist? a. Building fire – i. Cooking equipment (leaving items unattended while cooking) ii. Heating iii. Smoking in bedrooms iv. Electrical equipment v. Candles vi. Faulty wiring b. Water intrusion – i. Roof leaks ii. Pipe breaks iii. Sewer Line back-ups iv. Flooding from outside of unit v. Common Area – Shared Lines c. Slip, trip and falls – i. Raised concrete ii. Tree roots iii. Ice iv. Broken sprinkler heads v. Electrical panel cover missing d. Dog bites – i. Care ii. Custody iii. Control iv. Leash Law v. Dog Park vi. Small Dog Park vii. Large Dog Park viii. Rules and Reg's per CCR's e. Playgrounds i. Lamplight Village Homeowners Association lawsuit	40

ii. Equipment inspected once a quarter and any necessary repairs made	
iii. Quarterly maintenance contract	
Break	10
III. Risk management – property inspections a. Helps mitigate claims b. Safety procedures – are they in place? c. Review Lists/Timelines for repairing issue that could cause claims	15
IV. Potential claims – steps to take a. Stop the bleeding of leaks b. Contact the risk manager c. Stay involved	10
V. What type of coverage should the HOA have? a. General Liability b. Umbrella c. Crime d. Directors & Officers (D&O) e. Workman’s Comp f. Property	15
VI. What does the law say about insurance? a. NRS 116.3113 (2) b. NRS 116.3113 (1a) c. NRS 116.31135 (2-4c)	10
VII. Problems a. What happens if a community manager does not contact the insurance agent once an issue has happened? b. What if the Board ignores an issue (such as not fixing lifting concrete, signs at pool, and ignoring the advice of professionals)?	5
VIII. Final findings a. Report from Adjuster b. Cause & Effect c. Exactimate	5
Questions	5
<b>TOTAL</b>	<b>120</b>