

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

TO: Common-Interest Community and Condominium Hotels Commission
FROM: Antonio Brown – Education & Training Officer
SUBJECT: Education Summary – Approvals from **August 2022 through October 2022**

NEWLY APPROVED COMMUNITY MANAGER CONTINUING EDUCATION COURSES (6)

1.

<p>Sponsor: Community Solutions, Inc Course Title: Solar Issues Regarding Insurance & The Laws in CIC’s Request: 2 hours General Classroom/Internet Objective: Help managers and directors understand the laws, pros and cons of solar panels. Standards: Complies with the following provisions of 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(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(e) Insurance and risk management in common-interest communities and condominium hotels; and 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents. Instructors: Ed Song, Esq., Mark Coolman, Sara E. Barry Determination: Approved – 2 Hours – General – Classroom/Internet</p>		
Content Overview:	Minutes:	
1 Introductions and why the class is being taught	10	
2 Issues are Different for different types of Associations	10	
3 Many complicated contract forms	10	
4 Manage the risks by assuming them, transferring them, or insuring them	15	
5 Leasing issues	5	
6 Break	20	
7 Insuring the risk including Property Insurance	10	
8 Other issues	15	
9 Effects on Reserve Study	10	
10 What happens if there is a property loss	10	
11 Conclusion & Questions on Solar Panels	5	
TOTAL	120	

2.

<p>Sponsor: Jan Porter Course Title: Managing Aging Communities: Planning, Strategies and Reserves Request: 3 hours General Classroom/Internet Objective: Guidance for providing information to Reserve Study providers understanding inspections and documenting deferred maintenance. Intro to strategic planning. Standards: Complies with the following provisions of 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(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(d) Reserve studies; 2(e) Insurance and risk management in common-interest communities and condominium hotels; 2(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; 2(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; 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, 42 U.S.C. §§ 12101 et seq.; 2(j) Health and safety issues in 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(o) Interpersonal communications; and 2(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures. Instructors: Jan Porter, Anne Calarco, Micheal Schulman Determination: Approved – 3 Hours – General – Classroom/Internet</p>		
Content Overview:	Minutes:	
1 Intro	5	
2 Considerations for Aging Communities	10	
3 Reserve Study Review	20	
4 Reserve Study Discussions	15	
5 Break	10	
6 Standard Operating Policies	10	
7 Best Practices Policies	20	
8 Maintenance Policy NRS 116.021	20	
9 Break	10	
10 Who should be on your Strategic Planning Team	5	
11 Analyze	10	
12 Prioritize – Pestle	10	
13 Six Questions to Develop a strategy	10	
14 Implementing your Strategic Plan	5	

15	Evaluating your Strategic Plan	10
16	Recap and Questions	10
TOTAL		180

3.

<p>Sponsor: Jan Porter Course Title: Champlain Towers: Lessons and Best Practices Request: 1 hour General Classroom/Internet Objective: Information related to the collapse of Champlain Towers and Best Practices in Transition, Inspections, Finance, Reserves & Operations Standards: Complies with the following provisions of 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(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(d) Reserve studies; 2(e) Insurance and risk management in common-interest communities and condominium hotels; 2(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; 2(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; 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(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels; 2(o) Interpersonal communications; and 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids. Instructors: Jan Porter, Anne Calarco, Michael Schulman, Greg Kerr Determination: Approved – 1 Hour – General – Classroom/Internet</p>		
Content Overview:		Minutes:
1	Intro/Disclaimer	5
2	Responsibilities, Duties and Best Practices	5
3	Chain of Events-No Time to think	7
4	Financial Planning	10
5	Communications	5
6	Inspections	5
7	Documents Retention	5
8	Policies and Procedure	10
9	Liabilty & Responsibility	5
10	Recap & Questions	5
TOTAL		62

4.

<p>Sponsor: Menath Insurance Course Title: HOA Introduction to Cyber Liability Request: 1 hour General Classroom/Internet Objective: Help managers and board members understand the serious issue surrounding cyber security. Standards: Complies with the following provisions of 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; 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(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Ron Wright, Sara Barry Determination: Approved – 1 Hour – General – Classroom/Internet</p>		
Content Overview:	Minutes:	
1 Introduction	6	
2 Definitions	10	
3 Claims Examples	8	
4 Prevention	10	
5 Insurance	10	
6 Conclusion	6	
7 Questions	10	
TOTAL	60	

5.

<p>Sponsor: Intention Consulting, LLC Course Title: CAM Empowerment Series: Being the Professional Manager Request: 2 hours General Classroom/Internet Objective: Improve CAM professionalism and results Standards: Complies with the following provisions of 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(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(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; 2(o) Interpersonal communications; and 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids. Instructors: June Heydarian, Lara Knipmeyer-Garrell Determination: Approved – 2 Hours – General – Classroom/Internet</p>		
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Content Overview:	Minutes:
1 Introductions	5
2 Definition of “A Professional”	5
3 So, what does it mean to be professional in our line of work?	20
4 Quickest way to lose credibility and possibly your license	20
5 Professional Conduct & Standards of Practice not in the Rules	30
6 Leveling Up as a Manager	15
7 Conclusion/Questions/Discussion	5
TOTAL	100

6.

<p>Sponsor: Community Associations Institute</p> <p>Course Title: Jeopardy Game Show</p> <p>Request: 1 hour General Classroom</p> <p>Objective: Review of CAM job requirements, NRS 116 general information a manager and board of directors should know to manage and HOA.</p> <p>Standards: Complies with the following provisions of 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(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(d) Reserve studies; 2(e) Insurance and risk management in common-interest communities and condominium hotels; 2(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; 2(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels; 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids 2(r) The supervision of provisional community managers by supervising community managers</p> <p>Instructors: Charles Niggemeyer; Vicki A. Niggemeyer; Sharon Bolinger; Cheri A. Hauer, Esq.; Donna A. Zanetti, Esq.</p> <p>Determination: Approved – 1 hour – General – Classroom</p>	
Content Overview:	Minutes:
1 The Gospel	5
2 Archival Acuity	5
3 Alphabet Soup	5
4 Holidays	5
5 Nevada	5
6 Color Inside the Lines	5
7 Worker Bees	5

8	Laudable and Catalyzing	5
9	Chapter and Verse	5
10	Money Money	5
11	It Depends	5
12	Hodgepodge	5
TOTAL		60